

Faculty Meeting Minutes
October 5, 2018

PRESENT: Brooke Bauer, Adam Biggs, Noni Bohonak, Chris Bundrick, Fernanda Burke, Li Cai, Jill Castiglia, Tracey Mobley Chavous, Walt Collins, Kim Covington, Ron Cox, Stephen Criswell, Susan Cruise, Liz Easley, Stan Emanuel, J. Blake Faulkenberry, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Dominique Hemphill, Kate Holland, Jason Holt, Kaetrena Davis Kendrick, Ernest Jenkins, Chris Judge, Dana Lawrence, Lynnette Martek, Erin Moon-Kelly, Angela Neal, Bettie Obi-Johnson, Allan Pangburn, Phillip Parker, Suzanne Penuel, Kim Richardson, Peter Seipel, Todd Scarlett, Sarah Hunt Sellhorst, Nahid Swails, Brittany Taylor-Driggers, Dick Van Hall

ABSENT: Shemsi Alhaddad, Marybeth Berry, Brent Burgin, Steve Campbell, Mark Coe, Jerry Currence, Rebecca Freeman, Garane Garane, Howard Kingkade, Nick Lawrence, Pat Lawrence, Pernell Lewis, Leigh Pate, Babette Protz, David Roberts, Denise Roberts, John Rutledge, Ann Scott, Mike Sherrill, Tania Wolochwianski, Andy Yingst

CALL TO ORDER: 1:00 PM

CORRECTION/APPROVAL OF MINUTES: April minutes approved.

REPORTS OF OFFICERS

Dean of Campus—Walt Collins. See report starting page 4. Discussion of [university policy for Senior Instructor promotions](#) and possible USCL processes for these promotions.

Associate Dean for Academic and Student Affairs—Ron Cox. See report starting page 10. Discussion of summer schedule.

Director of Academic Success Center—Dana Lawrence. See report starting page 16.

Human Resources—Tracey Mobley-Chavous. See report starting page 24.

Information Technology—Blake Faulkenberry. See report starting page 32. Discussion of duplicate emails.

Law Enforcement/Security—John Rutledge. See report starting page 33.

REPORTS OF COMMITTEES

USC System committees—

Palmetto College Faculty Senate Committees

Executive Committee—Ernest Jenkins reported on the new salary study; will meet with EC next week and give updates later.

Rights and Responsibilities—no report

System Affairs—Dana Lawrence reported on proposed changes to two-year degree; campuses in negotiations. System Affairs will address proposed new PALM courses later. Discussion of unanimous Sumter rejection of all of USCL's proposed changes.

Welfare—Brittany Taylor-Driggers reported on proposal to expand the audience of the tenure and promotion workshop; committee also discussed runner-up possibility for awards, depending on funding availability. Welfare was charged to help with course for faculty teaching online for the first time and with another faculty welfare survey. Discussion of need for clarity on how much demographic info should go into survey; Brittany requested that comments be directed to her.

Columbia Faculty Senate—Liz Easley. See report starting page X. Discussion of experiential learning and challenges for students in special circumstances. Discussion of summer pay cap. Discussion of pros and cons of later drop date.

Provost's Palmetto College Campuses Advisory Council—Fran Gardner. Email topics for Provost to Fran or to Angela Neal.

Local committees—

Evaluation Committee—Lisa Hammond: Campuses were asked by Palmetto Senate to describe local-but-not-systemwide tenure and promotion processes; drafting document. Considering revisions to annual peer-review process. Will send set of survey responses to faculty; future discussions to come.

Faculty express willingness to discuss evaluation procedures in another meeting, including discontent with numerical ratings.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

SPECIAL ORDERS

Duffy, Plyler, and Shaw Award Nominations. Lisa Hammond opens floor for nominations. Nominations as of meeting time:

Duffy (teaching): Li Cai, Allan Pangburn
Plyler (service): Fernanda Burke, Bettie Obi-Johnson, Allan Pangburn
Shaw (scholarship): Liz Easley, Andy Yingst

Deadline for nominations: middle of second week of October

New ADN faculty FO membership and voting privileges. Ron Cox moves membership for Professor Malerie Taylor; motion seconded. Discussion. Vote: unanimous yes.

ANNOUNCEMENTS

Liz Easley: study abroad packet info available; ask her or Sarah Sellhorst.

Kaetrena Kendrick: Medford inventory; library will close during that through start of January. Bring back materials. PASCAL will still work. Also, Mindful Mondays 12:15.

Chris Judge: come see us at NASC. Beckee Garris artist-in residence. Upcoming events.

Dominique Hemphill: please think about dual-enrollment students as you schedule summer. They can't be here until first and second week of June.

Susan Cruise: food pantry needs donations. Demand has increased since move to Founders.

Stephen Criswell: NAS grant application for 360-degree camera that is to be shared with non-NAS faculty.

Brooke Bauer: NAS week for March will be music- and dance-focused.

Lisa Hammond: for RPS grants, \$40K available. Minor changes to guidelines. Deadline last day of November.

Stephen Criswell: Provost's Grant guidelines online.

Liz Easley: send GLD or potential GLD students to me, Sarah, or Lauren Thomas. requirements on USC Connect webpage.

Walt Collins recognized and thanked faculty and staff serving for ten years and thirty years. Ten years: Lynnette Martek, Fernanda Burke, Claudia Heinemann-Priest, Jason Holt, David Roberts, Sarah Sellhorst, Laura Carnes, Diane Brown, Greg Parker. Thirty years: Kim Covington.

Lisa Hammond: faculty book club.

ADJOURNMENT: 2:38 PM

Submitted by Suzanne Penuel, Faculty Organization Secretary. Faculty chair: Lisa Hammond



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

Report to the Faculty Organization of USC Lancaster
October 5, 2018

People

Enrollment

We have 1503 students (headcount) registered so far for Fall 2018. We are still registering the high school dual credit students and Fall II students.

Summer 2018 enrollment was 446 (headcount) which represents an enrollment increase of about 53% over Summer 2017.

Athletics

Coach Dave Parnell is our new men's and women's soccer coach. Coach Parnell was an assistant coach with us several years ago. He lives in Fort Mill.

Likewise, **Coach Lukas Ray** joins the USC Lancaster baseball program as assistant coach.

Men's and women's soccer schedules are available at the following links:

Men's <http://www.usclathletics.com/schedule.asp?sportID=17>

Women's <http://www.usclathletics.com/schedule.asp?sportID=18>

Volleyball's Fall schedule: <http://www.usclathletics.com/schedule.asp?sportID=27>

Faculty/Staff

We welcome the following faculty and staff to USC Lancaster:

Ms. Ernesta Chavez, personal counselor working in Student Support Services.

Prof. Malerie Taylor, new instructor for the Associate Degree in Nursing program.

Ms. Darby Threatt, new full-time admissions recruiter.

Ms. Tabitha Kennington, administrative assistant at the Indian Land Location (starts 10/8)

Ms. Christina Payne, admissions counselor in the Office of Admissions and Records (starts 10/8)

Ms. Kristen Hammond, clerical assistant in TRiO programs

I have also made an offer to a candidate to fill the position of student life director.

Many thanks to the **Hiring Priorities Committee** for your recommendations in your latest report. In addition to computer science and sociology, we have submitted requests to Palmetto College to hire for positions in biology/chemistry and in psychology.

Congratulations to the following faculty members for their respective accomplishments:

Prof. Fran Gardner (Art)—Invited to exhibit her artwork at the exhibition “Wordplay” at Womanmade Gallery in Chicago. More than 8,000 women artists have exhibited their work since WMG was established.” The exhibition was July 6-28, 2018.

Dr. Ann Scott (BSN Nursing)—Invited to present her research entitled “Simulation-Based Interprofessional Education in a Rural Setting: Development and Evaluation of a ‘Remote-In’ Telehealth Scenario” at the 29th Annual International Nursing Research Congress of Sigma Theta Tau (Nursing Honors Society) in Australia in summer 2018.

Professor Kaetrena Kendrick (Librarian)—Selected to participate in the USC Leadership Fellows Training Program which begins this Fall semester with a first meeting at USC Aiken.

Dr. Sarah Sellhorst and Dr. Liz Easley (Exercise Science)—Invited to co-author a chapter for a forthcoming volume on undergraduate research commissioned by the Council on Undergraduate Research.

Budget and Finance

End of FY18: The campus was able to add \$443,749 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 will meet later this fall to look at enrollment and revenue and to go over FY 18 numbers.

Legislative Update: The South Carolina General Assembly allocated \$299,050 in recurring funding for general operations in the FY 19 budget. This brings our state allocation to \$2,751,139. We are grateful for the support of our local legislative delegation and their help in securing this new funding for our campus.

Additionally, the campus received a state allocation for \$2.3 million for deferred maintenance and capital funding. With Mr. Faile’s assistance we have a prioritized list for the use of those funds which should be released for spending later this fall. Projects in the following buildings will be addressed: Bradley, Gregory, Hubbard, and some parking lot resurfacing around Starr, Hubbard, and the maintenance building. The full USC Board of Trustees is set to vote for the use of those funds for USCL projects at its October 2018 meeting.

We have responded to the request for needs for the Governor’s Budget for FY20 for USC Lancaster. This is the first step in preparing for the next budget year.

Revenue: The Fall 2018 Palmetto College revenue distribution (\$413,000) is up over 14% compared to Fall 2017 (\$361,000). Sincere thanks to USCL faculty advisors and instructors and PC coordinator, Danelle Faulkenberry, for your continued contributions to Palmetto College enrollment and instruction.

Salary and Compensation: As I have mentioned in previous reports, salary and compensation continue to be a top priority for faculty and staff at USC Lancaster. The Chancellor along with the Palmetto College Campuses Deans have been working closely together with the Palmetto College Campuses Faculty Senate Welfare Committee to study faculty and staff salaries across the Palmetto College Campuses.

At the first Palmetto College Faculty Senate meeting of the academic year, the Chancellor reported that over the past five years, a substantial amount has been spent on faculty and staff salary increases. The Chancellor along with all the Palmetto College Campuses Deans have committed \$100,000 this year for salary increases that will increase considerably each year since they will be recurring over time. Likewise, the USCL budget includes an additional sum that has already been and will be put toward salary adjustments.

This week the Chancellor announced the appointment of USC Palmetto College Campuses 2018-19 Salary Study Steering Committee. The committee will be responsible for making recommendations on the allocation of the funds committed for salary increases this year and help develop a plan in conjunction with the new Palmetto College Campuses Strategic Plan that is currently being developed, Focus Carolina 2023. I have provided the list of committee members at the end of my report which represents a diverse and representative team, with two members from each campus to represent key stakeholders from the Faculty Senate and the Senate Welfare Committee, along with various staff members including a Staff Organization Chair and leaders in Finance and Human Resources, since those two areas are integrally involved with salaries. Dr. Lloyd Dawe, Director of Institutional Effectiveness, from USC Aiken has been hired by the Chancellor to facilitate the process. Dr. Dawe has vast knowledge and experience in efforts such as this, both at USC Aiken and in previous positions. He is a neutral party who has no previous ties to Palmetto College in any way. The work of the committee will be done between October 2018 - April 2019, with three to four meetings in Columbia and via videoconference, along with electronic correspondence between meetings. I will keep you up to date as we go through this process.

Facilities

Work on the installation of a new smoke detection system in Starr will be underway soon after ceiling tile abatement has concluded. Repainting of parking lot curbs around campus has concluded. New opaque window shades have been installed in the classrooms on the Founders Hall main floor to help with video projection.

Several areas will be repainted over Fall Break, and touch ups will be made to the dry erase boards in Founders Hall.

We have surveyed parking lot lighting as we move closer to days with shorter daylight. Repair people have been called and work will be completed soon.

Other items...

- Two general **grant applications** have been submitted:
 - 1) A grant application has been submitted to the US Department of Education in support of funding for child care of USCL students with dependents. The grant is called CHILD CARE ACCESS MEANS PARENTS IN SCHOOL PROGRAM.
 - 2) A grant application has been submitted to the Springs Close Foundation for funding to support the USCL Student Food Pantry.
- Next **Lunch and Learn at the NASC** is October 19 at noon. Topic: "Mapping the Shatter Zone: The Colonial Indian Slave Trade and Regional Instability" by Robbie Ethridge.
- Many thanks to Laura Carnes and Summer Harmon for organizing the events of our local celebration of **More Healthy, More Local, Moore-Pastides** on Tuesday, October 2.

- The newly established **Town Gown Advisory Council** met for the first time on Thursday, September 27. The mission statement of the council is included at the end of this report.
- Thank you to the members of the **ad hoc 60th Anniversary Committee** which is planning the events and activities associated with USC Lancaster's 60th Anniversary Celebration to take place during the 2019-2020 academic year. If you have ideas about ways to mark our anniversary next year, please be in touch. Your input is welcome. Committee members include: Walter Collins, Ron Cox, Michelle Mellichamp, Shana Dry, Buddy Faile, Justin Pearson, Brittany Taylor-Driggers, Tyrie Rowell, Matt Williamson, and Brent Burgin
- Funding was allocated to the USC system in the FY19 budget to hire a **Palmetto College-wide safety and security coordinator**. The position will report to the USC Police Department and will be based in Columbia but will work exclusively with the four PC campuses on security and law enforcement matters and concerns. The search is currently under way and more information will be shared soon.
- We are excited to welcome **Ms. Beckee Garris as the Fall 2018 Artist-in-Residence at the Native American Studies Center**. Ms. Garris will be making and exhibiting Catawba pottery and baskets.
- Our **State Accountability Report** has been submitted. Thanks to Dr. Lisa Hammond for her work on this report. Copies of the report will be made available.
- **Dr. Dwayne Brown** organized the Summer 2018 Arts and Sciences Camp for middle schoolers in June and July. The camp hosted approximately 50 students.
- On Tuesday, September 24, Chris DeWolf, Shana Dry, and I made a **development visit to Keer America**. Indian Land is the North American headquarters location of this textile corporation. We discussed setting up internships for our students and the possibility of future funding support for our campus.
- **Update on the Gregory Family YMCA (GFYMCA):**
 - Membership is ahead of projections with 2447 members as of mid-September
 - Childwatch service and offering of more evening aerobics classes to begin shortly
 - Hiring an additional Yoga instructor – Ashley (from Chester) has been filling in
 - The Learn-to-Swim program has started in 3 locations this Fall
 - The Y Swim Team competed well and has enjoyed big successes
 - The USCL Volleyball team is competing in the gym and will continue with all home matches there throughout the Fall season
- **Update on USC Lancaster location in Indian Land:** In collaboration with the Lancaster County School District, we are offering courses in the evening in the Indian Land High School building in Fall 2018. Currently there are about 40 students enrolled at that location. Many thanks to faculty who are teaching courses there this fall.
- **BSN Fall Expo:** Today nursing faculty and students are hosting the USC College of Nursing/USC Lancaster Fall Expo in Hubbard from 3-5pm. There will be food, research displays, simulation lab tours as well as various student demonstrations. All are welcome.

Palmetto College Salary Study Committee (Draft)

PCCFS Past Faculty Senate Chair	Ernest Jenkins, USC Lancaster
PCCFS Welfare Committee Chair	Bianca Rowlett, USC Sumter
PCCFS Welfare Committee Past Chair	Matt Rashotte, Extended University
PCCFS Welfare Committee	David Cherry, USC Salkehatchie
PCCFS Sec/Ext U Fac Org Chair	Dawson Jones, Extended University
Campus Finance/Staff Representative	Buddy Faile, USC Lancaster
Campus Finance/Staff Representative	Michele Lee, USC Union
Campus HR/Staff Representative	Susan Jett, USC Union
Campus Staff Organization Chair	Sabrina Walker-Padgett, USC Salkehatchie
Dean Representative	Mike Sonntag, USC Sumter
PC Finance Representative	Janis Hoffman, Palmetto College
PC HR Representative	Victoria Hollins, Palmetto College
Facilitator	Lloyd Dawe, USC Aiken



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Town-Gown Advisory Council
University of South Carolina Lancaster
Founded 15 September 2018

The mission of the University of South Carolina Lancaster Town-Gown Advisory Council is to consciously build deeper relationships between the university and the communities we serve, with specific emphasis on these core values:

- Fostering the growth of students in their educational pursuits and in their engagement in the community as citizens, including creating opportunities for students as interns and in post-collegiate professional development;
- Developing relationships between university faculty and staff with the community for creating and sustaining fruitful teaching, scholarship, and service opportunities;
- Intentionally planning for campus priorities, programs, and growth that first serve students, but also benefit the community;
- Participating in the cultural and economic growth of campus and community by bringing together diverse and inclusive education, arts, and business interests.



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A Palmetto College Campus

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

REPORT TO THE FACULTY ORGANIZATION
05 October 2018

COURSE SYLLABI AND OFFICE HOURS: If you have not already done so, please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. Remember that we need a **separate syllabus for each section you are teaching**, even if they are the same course. ***Please submit these even if you have posted your syllabi and office hours on your webpage or on Electronic Blackboard.*** We need them on file for SACS purposes. For Information about what should be included on your syllabus, see https://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/syllabus_templates/index.php

PLEASE continue to check your course rolls for accuracy. If students are attending your class who are not on the roll, ask them to check with the Admissions Office to determine the issue at hand. It will save much time and effort (yours, the Admissions Office's, and the student's) if these issues are handled at the beginning of the semester and not after grades have been assigned.

Please continue the **“Excessive Absences Referral Form”** online to report students who have stopped attending but who may still be on your roll. The last dates for students to withdraw from courses without a grade of “WF” was September 18 (Fall I); will be October 15 (16-week courses); and November 17 (Fall II). Report students by using the link: <https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>. Even though the link has not been updated to allow for FALL 2018 as an option, we will receive the report.

REMINDER: IF YOU HAVE TO CANCEL A CLASS, it is very important to notify both your Division Chair and the Office of Academic Affairs, preferably with both an e-mail and a phone call. Please include your division chair, me, and Pam Ellis. Please also send out a notification to your students utilizing Blackboard. We will try to get signs posted prior to the start of your class. There will, of course, be times where notice is “last minute” and we will do our best to accommodate.

Course Evaluations for FALL 2018: If you have not already done so, please notify Pam Ellis no later than October 12 regarding your choice for FALL 2018 course evaluations (paper or online).

If you wish to allow students to enter your office (or any secured area over which you have supervisory authority) when you are not present, please notify the Office of Academic & Student Affairs. Specify the student(s) who have permission to enter, and the terms of access (e.g., Can the student be left alone?). Our office will share this information with Campus Security, Maintenance, etc. **No student will be allowed access to these areas without this notification.**

Mid-Term Grade Option: Between October 08 and October 12, there should be an option in Blackboard (for 16-week courses) to assign mid-term grades. This could serve as a wake-up call for students to strive harder, or help them make an informed decision if they are considering withdrawal from a class.

Faculty Search Update: The committees for Sociology (instructor or assistant professor) and Computer Science (instructor or assistant professor) have been re-assembled and are reviewing applications. The Hiring Priorities Committee submitted its report for 2018 and also includes the following recommendations: CSCE Instructor (2nd position), BIOL/CHEM Instructor; PSYC Assistant Professor.

Olde English Consortium Junior Scholars' Day 2018: USC Lancaster will host approximately 150 OEC Junior Scholars on Thursday, October 18. The schedule is as follows:

9:30 – 10:00 a.m.	Registration	Atrium
10:00 – 10:20 a.m.	Welcome from Dean Collins and Dean Cox	Bundy Auditorium
10:20 – 11:10 a.m.	Academic Quiz	Bundy Auditorium
11:10 – 11:50 a.m.	Lunch	Arnold Room
11:55 a.m. – 12:20 p.m.	Mini-Lecture Session I	Various
12:25 -12:50 p.m.	Mini-Lecture Session II	Various
12:50 – 1:00 p.m.	Announcement of Academic Quiz Winners	Arnold Room
1:00 p.m.	Depart for Home	

If you are available and willing to volunteer to provide a short presentation for the two “mini-lecture” sessions, please let me know. This is a wonderful opportunity to highlight our outstanding faculty & staff and to demonstrate for students the wide variety of academic opportunities available to them at USC Lancaster.

ACADEMIC ADVISEMENT FOR SPRING 2019. Thank you for your assistance with the Spring 2019 academic schedule. If you have not already done so, please review your courses on Self-Service Carolina and make sure that everything is correct.

Pre-registration will begin on MONDAY, OCTOBER 22 (after students return from Fall break). **However, please be aware that ALL USC STUDENTS are now being assigned an advisement time ticket**, which informs students when they are allowed to begin registering for their Spring 2019 classes. **Even if an advisor removes an advisement hold, a student will not be able to add courses prior to the time indicated on his or her time ticket.**

We will also continue our policy regarding USCL's sections of Palmetto College courses (P11, P21, P31, etc.). For the first two weeks of pre-registration, only students already admitted to Palmetto College or who will be entering Palmetto College (BLS or BOL) in Spring 2019 will be allowed to register into these sections. After the two-week period, they will be opened to any interested USCL student who meets course prerequisites. (An administrative override is still needed for PC students to "cross-register" into a USCL section, and vice versa.)

Summer 2019 Schedule: The draft proposal for the Summer 2019 schedule is attached to this report. This was shared with all faculty via e-mail earlier this week and I am hoping for some feedback during today's meeting.

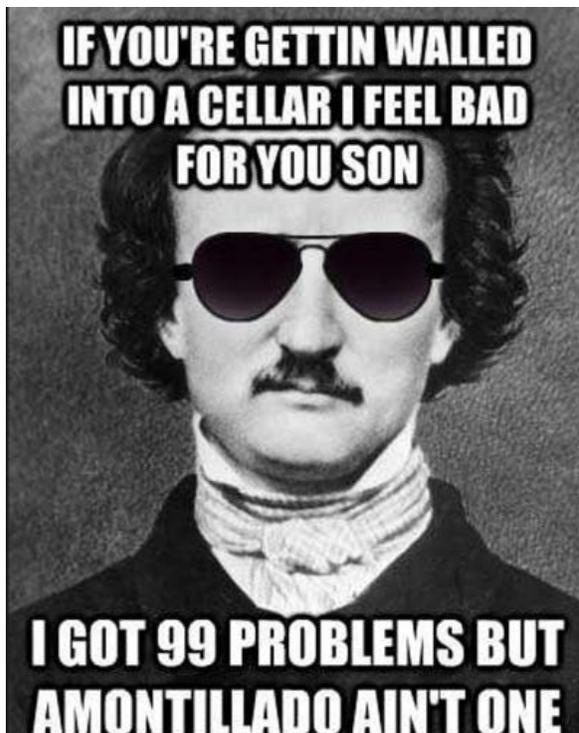
From the World of Lancer Sports: Kevin Thompson has asked that I share the following information with you:

- The Lancers Volleyball team will be on the road the next few weeks and the Men's Soccer team will be on the road this weekend.
- Baseball will be intersquading at home this Saturday and then Sunday will travel to Columbia, SC to play at the Gamecocks' field at 1:00 PM against the Diamond Devils.
- October 10: Men's Soccer at home against USC Sumter 2:00 PM
- October 19: Women's Soccer at home against Cape Fear Community College 3:00 PM
- October 21: Baseball at home against Top Prospect Baseball 1:00 PM
- October 20: Men's Soccer at home against Spartanburg Methodist 2:00 PM
- October 20: Women's Soccer at home against Spartanburg Methodist College 4:00 PM
- October 21: Baseball at home 1:00 PM

- October 24: Volleyball at home against Spartanburg Methodist College 6:00 PM
- October 26: Volleyball at home against Surry Community College 7:00 PM

A Few Upcoming Events:

- October 09 – Undergraduate Studies Forum on Experiential Learning, 11:30 AM – 1:00 PM; this forum will be broadcast live on the internet. If you are interesting in participating, you may follow this link: <https://webconnect.sc.edu/undergradsfel2018>
- October 10 – The Palmetto College Assessment Committee will hold a video conference from 9:00 AM to 11:00 AM
- October 11 – The Palmetto College Academic Deans will meet via videoconference, 10:00 AM – 12:30 PM
- October 18 & 19 – FALL BREAK (no classes)
- October 18 – OEC Junior Scholars on Campus, 9:00 AM – 1:00 PM
- October 22 – Fall II classes begin; pre-registration for SPRING 2019 begins;
- October 23 – USCL Student Government Movie Night; 6:30 PM
- October 26 – SACSCOC Faculty Roster Session for Palmetto College Campuses (accreditation stuff)
- October 31 – USCL Family Fun Halloween, 3:00 PM – 5:00 PM



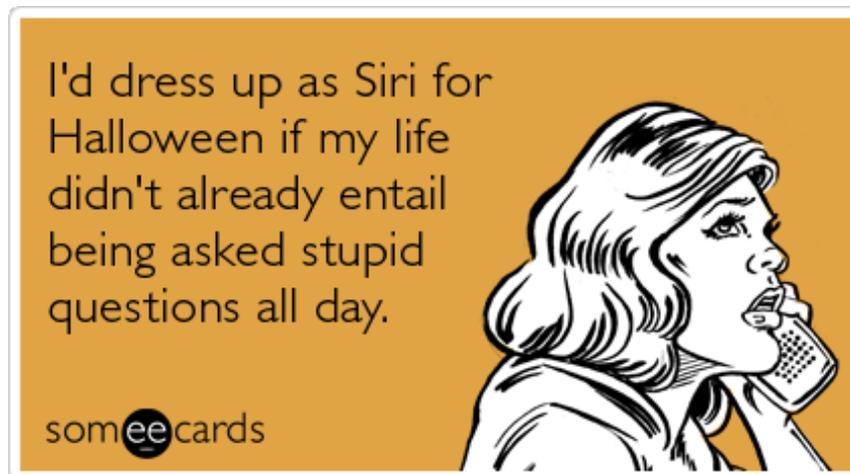
**CALENDAR & FINAL EXAM SCHEDULE
SUMMER 2019 (DRAFT 10.05.18)**

Time Blocks (150 minutes per class for 3 credit hour courses)	Classes Meet Monday thru Friday (5 days per week)								
	8:00 AM – 10:30 AM 10:45 AM – 1:15 PM 1:30 PM – 4:00 PM 4:15 PM – 6:45 PM 7:00 PM – 9:30 PM								
	Summer 4A			Summer 4B			Summer 4C		
Class Days	5-13	5-20	5-28	6-10	6-17	6-24	7-08	7-15	7-22
	5-14	5-21	5-29	6-11	6-18	6-25	7-09	7-16	7-23
	5-15	5-22	5-30	6-12	6-19	6-26	7-10	7-17	7-24
	5-16	5-23	5-31	6-13	6-20	6-27	7-11	7-18	7-25
	5-17	5-24	6-03	6-14	6-21	6-28	7-12	7-19	7-26
Reading Day (no classes)	Tuesday, June 04			Saturday, June 30			Saturday, July 28		
Final Exams	Wednesday, June 05			Monday, July 01			Monday, July 29		
Grades Due	Friday, June 07 by 12:00 PM			Friday, July 05 by 12:00 PM			Friday, August 02 by 12:00 PM		

Time Blocks (150 minutes for 3 credit hour courses)	Classes Meet 2 Days Per Week (MW & TTh)			
	8:00 AM – 10:30 AM 10:45 AM – 1:15 PM 1:30 PM – 4:00 PM 4:15 PM – 6:45 PM 7:00 PM – 9:30 PM			
	Summer 4D		Summer 4E	
	MW	TTh	MW	TTh
	5-13	5-14	6-10	6-11
	5-15	5-16	6-12	6-13
	5-20	5-21	6-17	6-18
	5-22	5-23	6-19	6-20
	5-29	5-28	6-24	6-25
	6-03	5-30	6-26	6-27
	6-05	6-04	7-01	7-02
	6-10	6-06	7-03	7-09
	6-12	6-11	7-08	7-11
	6-17	6-13	7-10	7-16
	6-19	6-18	7-15	7-18
	6-24	6-20	7-17	7-23
	6-26	6-25	7-22	7-25
	7-01	6-27	7-24	7-30
Reading Day (no classes)	Tuesday, July 02	Monday, July 01	Friday, July 26	Wednesday, July 31
FINAL EXAM	Wednesday, July 03	Tuesday, July 02	Monday, July 29	Thursday, August 01
Grades Due	Friday, July 05 by 12:00 PM		Friday, August 02 by 12:00 PM	

1. Time blocks are established for a standard three-credit hour class.
2. For Summer A, B, and C: 15 classes X 150 minutes = 2250 minutes of instruction (allows for a 10 minute break and still maintains minimum of 2100 minutes of instruction).
3. For Summer D & E: 14 classes X 150 minutes = 2100 minutes of instruction (no break).
4. Final Exams take place during their regularly scheduled class period (150 minutes).
5. Adjustments would have to be made for courses with more/less than three credit hours in order to meet SACS requirements. I recommend that starting times remain consistent

MONDAY, MAY 27 (Memorial Day) and THURSDAY, JULY 04 (Independence Day) are recognized USC holidays.



**Academic Success Center Report
 For October 5, 2018 Faculty Meeting
 Submitted by Dana Lawrence**

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

You can take a peek at our online booking system (and list of all of the courses our tutors cover) at the following link:

<https://usclacademicsuccesscenter.setmore.com/>

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as ONE hour in advance.**
- The booking page allows students to book a maximum of ten days 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 still welcome to work with tutors on a drop-in basis.

ALL students can still work with tutors on a drop-in basis!

FALL 2018

	August 2017	August 2018	Sept. 2017	Sept. 2018	Oct. 2017	Oct. 2018	Nov. 2017	Nov. 2018	Dec. 2017	Dec. 2018
Number of Tutors	7	9	8	9						
Total Number of Sessions	17	24	142	111						
Tutoring Sessions/Day (avg)	3.4 (5 operating days)	4.8 (5 operating days)	10.1 (14 operating days)	7.4 (15 operating days)						
Tutoring Sessions/Tutor (avg)	2.4	2.7	17.8	12.3						
# of tutor hours per week	77	85	85	85						
Appointment	9	24	120	98						
Drop-in	8	0	22	13						

Tutoring Sessions by Area

	August 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018
Accounting	0	0			
Biology	0	7			
Chemistry	0	6			
Computer Science	1	4			
French	0	0			
Management	0	0			
Math/PCAM 105	18	54			
Spanish	1	9			
Statistics	2	2			
Writing	2 <ul style="list-style-type: none"> • CRJU: 1 • ENGL: 1 	29 <ul style="list-style-type: none"> • AFAM: 3 • ENGL: 18 • PALM: 3 • PHIL: 1 • SPCH: 1 • UNIV: 1 • Other: 2 			
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0			
TOTAL # OF SESSIONS:	24	111			

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	13	4	1	0	18
# of individual students (SEPT)	27	10	9	3	49
# of individual students (OCT)					
# of individual students (NOV/DEC)					

**Academic Success Center Report
 For September 12, 2018 Faculty Meeting
 Submitted by Dana Lawrence**

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

You can take a peek at our online booking system (and list of all of the courses our tutors cover) at the following link:

<https://usclacademicsuccesscenter.setmore.com/>

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as ONE hour in advance.**
- The booking page allows students to book a maximum of ten days 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 still welcome to work with tutors on a drop-in basis.

ALL students can still work with tutors on a drop-in basis!

FALL 2018

	August 2017	August 2018	Sept. 2017	Sept. 2018	Oct. 2017	Oct. 2018	Nov. 2017	Nov. 2018	Dec. 2017	Dec. 2018
Number of Tutors	7	9								
Total Number of Sessions	17	24								
Tutoring Sessions/Day (avg)	3.4 (5 operating days)	4.8 (5 operating days)								
Tutoring Sessions/Tutor (avg)	2.4	2.7								
# of tutor hours per week	77	85								
Appointment	9	24								
Drop-in	8	0								

Tutoring Sessions by Area

	August 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018
Accounting	0				
Biology	0				
Chemistry	0				
Computer Science	1				
French	0				

Management	0
Math/PCAM 105	18
Spanish	1
Statistics	2
Writing	2 <ul style="list-style-type: none"> • CRJU: 1 • ENGL: 1
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0
TOTAL # OF SESSIONS:	24

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	13	4	1	0	18
# of individual students (SEPT)					
# of individual students (OCT)					
# of individual students (NOV/DEC)					

SUMMER 2018

	Summer I	Summer II	Summer III
Number of Tutors	5	3	4
Total Number of Sessions	8	12	6
Tutoring Sessions/Day (avg)	1.3 (7 operating days)	2 (6 operating days)	1 (6 operating days)
Tutoring Sessions/Tutor (avg)	1.6	4	1.5
# of tutor hours per week	32.5	25.5	32
Appointment	7	10	5
Drop-in	1	2	1

	Summer I	Summer II	Summer III
Biology	1	0	1
Chemistry	0	0	0
Computer Science	n/a	2	4
Math/PCAM 105	0	0	0
Spanish	4	0	0
Writing	3 <ul style="list-style-type: none"> • PALM: 1 • Other: 2 	10 <ul style="list-style-type: none"> • ENGL: 5 • PALM: 1 • PHIL: 1 • Other: 3 	1 <ul style="list-style-type: none"> • Other: 1
Other (Blackboard, Word help, non-course-related assistance, etc.)	0	0	0
TOTAL # OF SESSIONS:	8	12	6

SUMMER I COURSES TUTORED

BIOL 102, 243/243L
 CHEM 102/102L
 MATH 111/111i, 115, 122
 SPAN 121
 Writing (all)

SUMMER II COURSES TUTORED

BIO 101/101L, 250/250L
 CHEM 101/101L, 111/111L
 CSCE 101
 MATH 111i, 141
 SPAN 109, 110, 122
 Writing (all)

SUMMER III COURSES TUTORED

BIO 244/244L
 CHEM 112/112L
 CSCE 102
 MATH 122
 SPAN 110
 Writing (all)

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (SUMMER I)	6	0	1	0	7
# of individual students (SUMMER II)	8	2	0	0	10
# of individual students (SUMMER III)	3	1	0	0	4
# of individual students (SUMMER 2018)	11	4	2	0	17

Spring 2018 Semester

	Jan 2017	Jan 2018	Feb 2017	Feb 2018	March 2017	March 2018	Apr. 2017	Apr. 2018	May 2017	May 2018
Number of Tutors	7	11	7	11	7	9	8	9	8	9
Total Number of Sessions	50	47	111	102	122— including ONE spring break session)	63	153	85	6	19
Tutoring Sessions/Day (avg)	3.8 (13 operating days)	5.8 (8 operating days)	6.9 (16 operating days)	6.4 (16 operating days)	7.6 (16 operating days—open 2 days during spring break)	4.8 (13 operating days)	8.5 (18 operating days)	5 (17 operating days)	3 (2 operating days)	4.8 (4 operating days)
Tutoring Sessions/Tutor (avg)	7.1	4.3	15.8	9.3	17.4	7.6	19.1	9.4	0.75	2.3
# of tutor hours per week	95	105	95	105	111.5 (36 during spring break)	82	111.5	82	111.5	82
Appointment	31	45	88	97	103	59	137	80	6	19
Drop-in	19	2	24	8	19	4	16	5	0	0

Tutoring Sessions by Area

	January 2018	February 2018	March 2018	April 2018	May 2018
Accounting	0	0	0	2	4
Biology	3	10	3	1	0
Chemistry	0	4	2	6	1
Computer Science/PCAM 151	5	4	6	14	0
Economics	0	0	0	n/a	n/a
French	2	4	2	3	0
Italian	0	0	0	n/a	n/a
Math/PCAM 105	24	45	20	25	3
Spanish	0	1	1	0	0
Statistics	0	0	0	0	0
Writing	11 • CRJU: 1 • ENGL: 6 • HIST: 1 • POLI: 1 • Other: 2 • SAP appeal letter • Scholarship essay	34 • ENGL: 18 • HIST: 3 • MGSC: 1 • MUSC: 2 • PALM: 4 • PCAM: 2 • PSYC: 1 • SOCY: 2 • Other: 1 • SAP appeal letter	29 • BIOL: 2 • ENGL: 15 • MGMT: 1 • NURS: 1 • PALM: 3 • PHIL: 2 • SPCH: 1 • UNIV: 2 • Other: 2 • Scholarsh ip essay (2)	34 • ARTH: 1 • EDTE: 2 • ENGL: 17 • HIST: 1 • MUSC: 1 • PALM: 3 • PHIL: 4 • POLI: 4 • SPCH: 1	11 • ECON: 1 • ENGL: 3 • MGMT: 1 • PHIL: 1 • POLI: 5
Other	0	0	0	0	0
TOTAL # OF SESSIONS:	45	102	63	85	19

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (JAN)	17	3	6	0	26
# of individual students (FEB)	27	9	8	4	48
# of individual students (MAR)	20	5	8	1	34
# of individual students (APR)	22	11	9	2	44
# of individual students (MAY)	17	1	0	0	18
# of individual students (SPRING 2018)	51	15	13	18	97

Medford Library

FACULTY MEETING REPORT OCTOBER 5, 2018

NOTICE: MEDFORD LIBRARY UNDERGOING INVENTORY

Medford Library will undergo a planned Inventory from December 17, 2018 – January 10, 2019.

The library will be closed during Inventory. To learn more about availability of resources and services as we lead up to (and during) Inventory, please visit: <https://bit.ly/2OtuJa8>

SERVICE STATISTICS AND PROGRAMS

- **5,137** unique visits
- Processed **29** Interlibrary borrowing requests
- Processed **18** Interlibrary loan lending requests
- Fulfilled **36** PASCAL Delivers borrowing requests
- Fulfilled **23** PASCAL Delivers lending requests
- **2,020** LibGuide views
- **41** Community computer uses
- **13** Conference Room reservations
- **127** Study Room Reservations
- Answered **66** reference questions (*recorded)
- Library Exhibit: “Continental Medford: Australia”
- Mindful Mondays @Medford, 12:15P
- Watch A Banned Book Film Series (Sept 24- 26)
 - “Twilight” (Sept 24 @ 1P)
 - “The Color Purple” (Sept 25 @ 12:15P)
 - “The Hunger Games” (Sept 26 @ 12:15P)

CIRCULATION STATISTICS

- **163** General collection items circulated
- **16** New Books circulated
- **15** Juvenile items circulated
- **4** AV items circulated
- **30** Reserve items circulated
- **2** Special Collection items circulated
- **2** Oversize items circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **20** New Books processed
- **1** DVD processed

UPCOMING or ONGOING PROGRAMS & SERVICES

- **October 15, 2018 - March 2019:** Pop-Up Tea Shop, 10A – 7P Monday – Thursday.
- **October 31:** A Creative Venture: “Dia de Los Muertos,” 11A – 2P

- **November 1- 30:** Memoirs at Medford Exhibit Series, “Continental Medford: South America.”

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

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

PUBLISHED DURING THE FALL? LET US KNOW SO WE CAN BUY YOUR BOOK:

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

PRESENTED LATELY? PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:

- Submit your content here: <http://bit.ly/2hueZlh>
- Contact Kaetrena Davis Kendrick, x67061; kaetrena@mailbox.sc.edu

HELPFUL LINKS:

- Is the Computer Lab available: <https://bit.ly/2zXsVv1>
- Request Library Instruction: <http://bit.ly/1MePeQQ>
- Place items on Reserve: <http://bit.ly/1iAfckX>
- Get research assistance (Book A Librarian): <https://bit.ly/2zoHqvE>
- **Document the impact of your scholarly activities:** <http://bit.ly/20Gu02g>
- **Check out tools for teaching and learning support:** <http://bit.ly/1nMHxrm>
- Reserve the Library conference room : <http://bit.ly/1NsfhEr>
- Request books and media for purchase: <https://bit.ly/2ymm6Xm>

FROM: Tracey Mobley Chavous, Director of Human Resources

MEETING: Faculty Organization Meeting- October 5, 2018

TODAY'S DATE: October 4, 2018

ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) Open Enrollment for benefits began on October 1, 2018 and will end on October 31, 2018. An initial email was sent to all benefits eligible faculty and staff members on September 28, 2018. The 2019 Insurance Summary was attached to the email and may also be found at <http://www.peba.sc.gov/assets/2019ibg.pdf>
Any changes you make during Open Enrollment take effect January 1, 2019.

The easiest way to change your coverage, including enrolling in Medical Spending, Dependent Care, and HSA accounts, is through MyBenefits at <https://mybenefits.sc.gov/>

If you are satisfied with your current coverage, you do not need to do anything during open enrollment. However, you must re-enroll in Medical Spending, Dependent Care, and HSA accounts each year.

For additional information about open enrollment please view the PEBA Open Enrollment webpage <http://www.peba.sc.gov/openenrollment.html>

- 2) Mandatory Harassment and Discrimination Prevention Training will be launched system-wide soon. The training is designed to educate the Carolina community about issues related to Title IX, which prohibits sex discrimination (including sexual harassment and assault) in education programs or activities that receive federal funding. Faculty and Staff members will receive an email with directions and a link to complete the training soon.

For more information about the Harassment and Discrimination Prevention Training please view the Training FAQs on the Office of Equal Opportunity Programs website.

https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/faculty_staff_training/training_faqs/index.php

- 3) Phase I of a significant change to Human Resources and Payroll processes is scheduled to be implemented in January 2019. Phase I includes Human Resources, Payroll, Benefits and associated Self-Service functions. For additional information please view Frequently Asked Questions at: https://sc.edu/about/offices_and_divisions/human_resources_and_payroll_project/internal/faq/index.php

Five Change Agents have been identified for the Lancaster campus to communicate, advocate, and educate our campus community about the PeopleSoft enhancements.

Please contact any of the Change Agents with concerns, comments, and questions about the Human Resources/Payroll Project.

Our Change Agents are:

Ashley Barber – Financial Aid Counselor (barberas@mailbox.sc.edu)

Buddy Faile – Business Manager, Director of Budgets and Finance
(buddyf@mailbox.sc.edu)

Blake Faulkenberry- Information Technology Director (faulkejb@mailbox.sc.edu)

Tracey Mobley Chavous – Director of Human Resources

(tmobley@mailbox.sc.edu)

Brittney Staton-Student Representative (bstaton@email.sc.edu)



A Palmetto College Campus

Student Engagement and Success

Laura Carnes

126 Starr Hall

803-313-7120

humphrlb@mailbox.sc.edu

Excessive Absences Referrals

Currently, our excessive absences referrals form allows faculty to submit information about students in their courses pertaining to number of absences and date of last academic activity. Counseling Services contacts these students to discuss their academic activity (or lack there of).

We cannot get the semester and year updated, but we are still able to receive referrals. Please use this link <https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>

BIT Referrals

Please remember to make BIT referrals for students exhibiting concerning mental health behaviors. For your reference these behaviors may include:

- Self-injurious behavior/suicidal ideation or attempt
- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of University students, faculty, staff, or community.
- Involuntary transportation to the hospital for alcohol and drug use/abuse.

The following table may help you identify observable behaviors that may warrant a BIT referral:

Risk Level	You Might Observe ...
<p><i>Mild Risk</i></p> <ul style="list-style-type: none"> • Emotional distress • Traumatic events • Veiled threats 	<ul style="list-style-type: none"> • Changes in academic performance • Test scores drop significantly • Changes in pattern of interaction • Changes in physical appearance • Problems concentrating and remembering things or making decisions
<p><i>Elevated Risk</i></p> <ul style="list-style-type: none"> • Behavioral disruptions • Unusual or bizarre behavior • Substance abuse • Specific threats 	<ul style="list-style-type: none"> • Repeated requests for special consideration • Disruptive behavior • Unusual or exaggerated emotional responses (venting, screaming) • Persistent sadness • Unexplained crying • High levels of irritability or inappropriate excitement • Destructive, harmful, or threatening behaviors/attitudes toward others • Any substance misuses and abuse
<p><i>Severe Risk</i></p> <ul style="list-style-type: none"> • Suicidal thoughts • Para-suicidal behaviors • Risk-taking behaviors • Hostile or aggressive behavior • Unable to regulate own behavior 	<ul style="list-style-type: none"> • Statements related to death or dying or feelings of hopelessness • Threats of harming self or others • Behavior that is highly disturbed • Outbursts of anger • Inability to communicate easily • Irrational conversation or speech that seems disconnected • Lack of contact with reality, i.e., seeing things that are not there • Suspiciousness, irrational feelings of persecution • Intimidation, verbally or nonverbally threatening

Adapted with permission from the Brookhaven College Care Team

USC Connect:

USC Connect News: Please submit information for the USC Connect database to myself. The USC Connect Database allows students to search for beyond the classroom activities. I am attaching the form for submissions to this document. Please remember we need submissions before the event or activity occurs. The purpose of the database to help student identify engagement opportunities they may be interested in on our campus. Columbia does like for us to utilize the database, and it will be helpful when identifying engagement opportunities for SACS reporting.

Experiential Learning: USC Connect may be incorporating an experiential learning component for undergraduate students as part of the new SACS blueprint. The Office of the Provost will be hosting a forum for discussion, questions, and answers on October 9 from 11:30-11:00. You may participate in and view the forum via the following web link:

<https://webconnect.sc.edu/undergradsfel2018>

GLD News: As a reminder, the GLD pathways are: Community Service, Diversity and Social Advocacy, Global Learning, Professional and Civic Engagement, and Research. Any student interested in pursuing Graduation with Leadership Distinction (GLD) should make an appointment with me. Students interested in the research pathway may also contact Dr. Liz

Easley. Additionally, Professor Lauren Thomas is working with students interested in the Community Service Pathway.

For Fall 2018, we have two students completing GLD is Professional and Civic Engagement: Rachel Hovis and Taylor Stacks.

Off Site Testing Procedures: Non-USC students needing an exam proctored and now required to pay a \$30.00 fee. This fee may be paid in the business office. The testing center is located in Starr 125. Students may contact Annette Horton for arrange for a testing date.

University of Possibilities

Our identified schools for the University of Possibilities Program this year are A.R. Rucker Middle School and South Middle School. We will also be working with juniors and seniors in Lancaster High School. I continue to have weekly and biweekly conference calls with this group, but at this time have no new developments nor dates to share. However, if you are hosting an event (particularly outside of the normal school day) that you feel would appeal to this group of students, please let me know so we may invite them. It's always a great recruiting tool.

NASPA Innovation Grant

Theresa Harrison, USC Connect Office, has asked to partner with us on a NASPA innovation grant. The grant was submitted on Monday, October 2 with a requested amount of \$5,000. The grant, if awarded, will provide funding for Palmetto College students to attend USC Lancaster's travel study program for Summer 2019 (participation in the World Congress on Undergraduate Research in Germany).

Jet Training

USC Lancaster is partnering with SC Works to offer Job Endurance Training (JET) to students. The regimen includes communication, problem solving, conflict resolution, team work, integrity, and time management. The JET Program consists of four sessions: October 19, November 9, 16, and December 7, 2018 from 9-11:30. Space is limited (17 students). Interested students may contact Danelle Faulkenberry.

Travel Study

Students interested in this year's travel study program should contact Drs. Sarah Sellhorst or Liz Easley. The trip will be in Summer 2019 to Germany as part of the World Congress on Undergraduate Research.

Staffing Changes:

Director, Student Life: This position is currently vacant. The search committee met on October 3 to make final recommendations, and we hope to have the position filled soon.

Personal Counselor: Welcome Ms. Ernesta Chavez. She is our new full time Personal Counselor. She joins us from Vocational Rehabilitation, and has an extensive background counseling young populations.

Career Services: The Career Services position is currently vacant. Andrea Campbell has been serving in a temporary position in TRiO. She is updating job postings, and is working with TRiO Students as a career counselor

OSP (Opportunity Scholars Program) Project Coordinator: This search committee has just begun meeting. The goal is to have this position filled by the end of the semester.

UP (Upward Bound) Administrative Assistant: This search committee has just begun meeting. The goal is to have this position filled by the end of the semester.

Upward Bound Cultural/Career Specialist: Mr. Devaughn Brown is no longer with USC Lancaster. Mr. Eddie Boykin is serving in this position as a temporary employee. A search will be conducted as soon as all paperwork has been submitted to Human Resources.

Disability Services: Ms. Annette Horton

[A statement about accommodation request letters](#): According to the Americans with Disabilities Act (ADA), when a student requests disability services, we are required to send letters to every professor on his/her schedule. Even though you may get a letter, the accommodations may not apply to your class. However, we must send this letter to be compliant with ADA and avoid lawsuits. If the student would like the accommodations, then the student is required to discuss the accommodation plan with each professor individually. If you have any questions about a student's accommodations, then the student and the professor may work with the Office of Disability Services to ensure we can create a plan for what works best in your classroom (within the parameters of ADA).

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

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

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

Alternative Formats: If you have a student in need of an alternative learning format, and you are unsure how to provide or accommodate please contact the Office of Disability Services. Examples of alternative formats may include: audio textbooks, Braille, text to speech online platforms, visual enhancements to educational technology software that is used as part of your course, closed captioning for any video and/or audio used as a part of your course.

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

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

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

Student Life

Please bear with us as we currently do not have anyone serving in this position. We are managing the best we can and trying to fill gaps until the new Director is on board.

Events:

Outdoor Movie (partnering with Research Club) OCTOBER 23; 6:30 PM - Casper

Family Halloween Event: OCTOBER 31; 3:00-5:00

USC Lancaster Players Present Clue NOVEMBER 16-18

PAL Applications: Will be amended and available on October 22.



UNIVERSITY OF
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LANCASTER

USC Connect Database Entry Form

RETURN COMPLETED FORM TO LAURA CARNES – humphrlb@email.sc.edu

Title of the Activity:

Web Link (if applicable):

Description of the Activity:

Expiration Date:

Type of Opportunity (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Community/Service Engagement | <input type="checkbox"/> International/Domestic Experience |
| <input type="checkbox"/> Internships or Professional Experience | |
| <input type="checkbox"/> Research/Inquiry | <input type="checkbox"/> Leadership Development and Experience |
| <input type="checkbox"/> Student Organization | |
| <input type="checkbox"/> Diversity/Social Advocacy | <input type="checkbox"/> Integrative Learning |

When will the activity occur?

Participation Instructions:

Contact Email Address:

Contact Phone:

USC Lancaster Faculty Meeting

Campus Technology Report

October 5, 2018 -

Highlights

- **Microsoft Office 2016/365 and OneDrive:** The e-mail migration has started and the project team in Columbia anticipates completion by the end of 2018. Special cases are already in the process of being migrated. Once those are complete, migrations will begin by department. You will receive an e-mail from the Division of IT in Columbia informing you that you are about to be migrated and what steps you need to take for the migration to run smoothly. Local IT staff will provide onsite support through the migration process as needed.
- **Campus Telephone System:** Avaya's IP Office was installed on Wednesday, September 29, 2018. I am still working on configuring some of the new features the system offers and will send out information about those soon. The old voicemail system is still active, if you need to check your voicemail on that system please let me know.
- **Bradley Building Projector upgrades:** LCD Projectors and control systems in Bradley 101,102,103,106,107,110,207 and 226 were upgraded over the summer. The upgrade added digital (HDMI) capability to the rooms.
- **Windows 10.** We are beginning the transition from Windows 7 to Windows 10. Hubbard 206 is already Windows 10 and Bradley 113 will be transitioned this month. The remaining computer labs will be Windows 10 at the start of the Spring 2019 semester. Faculty and Staff are being transitioned as their computers are upgraded.

Blake Faulkenberry

Director of Computer Services and Information Technology

Greetings Colleagues,

Law Enforcement and Security Faculty Report

Our Clery report on Crime and Discipline related activities has been completed for 2018. If you have questions please contact me and I will share with you what data this report consists of and how it is analyzed and reported. We continue to have a very safe campus due to your and our students' efforts. The Clery report only looks at specific types of crime and discipline items. The report is available at the following web address along with the past three year's reports.

https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/law_enforcement_security/campus_security_statistics_reports/index.php

You may compare and look at information from Colleges nationwide at <https://ope.ed.gov/campussafety/>

We continue to add emergency safeguards to our campus such as emergency communications systems. If all goes well the new siren/public address system will be installed this month. This system will provide depth to our other systems such as Carolina Alert and Lynx. It is important to keep your emergency information current by updating in my SC.EDU. Another component has been added to Carolina Alert called Guardian and you may set this up on your personal communication devices by following the instructions at <http://les.sc.edu/crime-prevention-and-safety-resources/mobile-safety-app/>

Please continue to practice personal safety and security prevention measures. Your offices and vehicles should be locked when you are not present. Valuable items should be hidden from view. We deal with a high volume of vehicular traffic on Hubbard Drive as well as authorized visitors. Pedestrians crossing and using the road for other activities should be yielded to. Since we have a high volume of pedestrians local law enforcement patrols and work traffic on Hubbard Drive. Please watch your speed since it is enforced vigorously.



UNIVERSITY OF
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Columbia Faculty Senate

Last Senate Meeting: June 6, 2018

Next Senate Meeting: October 3, 2018 (September 12th meeting canceled)

Report to the Faculty: September 14, 2018

Invited Guests: Derek Gruner (University Architect) and Sandra Kelly (Vice-Provost speaking on Experiential Learning)

- Introduction to the idea that engaging in one high quality experiential learning opportunity may be proposed as a student requirement to the Faculty Senate

Committee on Curricula and Courses, Professor John Gerdes, Chair

- Motion from committee: Courses brought forward for the Senate's approval (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-06-06_cc.pdf

- Motion from committee: Memo Re: ITEC 242 and RETL 242 (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-06-06_cc_addendum.pdf

Committee on Instructional Development, Professor Michael Weisenburg, Chair

- Motion from committee: 6 courses put forward for distributed educational delivery (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-06-06_instructional_development.pdf

Committee on Scholastic Standards and Petitions, Professor Susan Rathbun-Grubb, Chair

- Motion from the Council of Assistant and Associate Deans: To change the Withdrawal Date from 50% of the semester to 72%. (Motions Passes)
 - This will change the WF date from 8 weeks to 10 weeks in the semester
 - Justification: Students may not have received enough grades to make a decision to withdraw

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-06-06_withdrawal_policy.pdf

Faculty Advisory Committee, Professors Camelia Knapp/William Sudduth, Co-Chairs

- Motion: Proposal in the form of recommendation from the faculty regarding Summer Teaching Compensation (This is not a policy change, but a set of recommendations to be forwarded to the Provost's Office) (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-06-06_summer_compensation.pdf

Report from President Pastides:

- Largest number of number of students in the history of USC or any university in SC: 6819 graduates at 13 different ceremonies
- At the end of the last legislative season, Senator Vincent Sheheen (District 27- Chesterfield, Kershaw, Lancaster Counties) introduced the Higher Education Opportunities Act
 - Hoping for bipartisan support
 - Sheheen suggested that a percent of the money from increases in state revenue gets directed to public higher education
- Online class registration is up 22% in those students taking 12 or more credits in the summer
- State of the University planned for September 12
- TedX UofSC will showcase innovation and creativity will be held on Oct 9. The theme is "Create"

Report from Provost Gabel:

- USC is piloting an add-on to Blackboard called "Ally" that is designed to allow USC to be compliance with the Americans with Disabilities Act
 - Piloting it with volunteer faculty Summer 2018 and Fall 2018
 - Senate IT Committee will review this product
 - Working with the CTE to make sure it is compliant with the ADA



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Columbia Faculty Senate

Last Senate Meeting: October 3, 2018

Next Senate Meeting: November 7, 2018

Report to the Faculty: October 5, 2018

Invited Guest: Vice-Provost Sandra Kelly – Experiential Learning: Next Steps

- Goal to have all students engage in at least one high quality experiential learning opportunity (45 hours): internships, practicums, research, peer leadership, service learning
- Verified experiences
- Undergraduate research registry: Demonstrates a system-wide role of student research by major, program, dept, college/school, campus
 - All students
 - Every semester
- Should we make experiential learning a requirement for undergraduate graduation?
 - Advantages: Beneficial to students from underrepresented populations
 - Disadvantages: difficulty with tracking, capacity/funding, curriculum timing, those that work full-time, those that manage chronic illnesses (hardship exceptions?)
- Undergraduate Studies Forum: Experiential learning 10/9/18

Committee on Curricula and Courses, Professor John Gerdes, Chair

- Motion: 64 proposals put forward for consideration
https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-10-03_cc.pdf

Committee on Instructional Development, Professor Michael Weisenburg, Chair

- Motion: 3 courses put forward for distributed educational delivery (Motion Passes)
https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-10-03_instructional_development.pdf

Report from President Pastides:

- Will retire July 31, 2019
- University President Search Committee will include a representative from the Columbia Faculty Senate, a representative from the larger system

Report from Provost Gabel:

- Winter session last year was very successful and will be expanded to 11 sections
- Internal auditor: compliance risk for Title IX mandatory training
- Concerns about the closure during hurricane

JOHN J. DUFFY EXCELLENCE IN TEACHING AWARD FOR PALMETTO COLLEGE CAMPUSES 2018

INFORMATION ABOUT THE AWARD

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. Awards will be presented at the USC Columbia Honors and Awards ceremony and announced at the last Palmetto College Campuses Senate Meeting of the academic year.
3. The award file covers the previous three (3) years of teaching (candidates with less than three years at a USC campus may submit less). For example, for the 2018 award year, faculty may include information from Fall 2015 to Fall 2018.
4. Eligibility
 - a. Nominees must be full-time Palmetto College Campus faculty.
 - b. All full-time faculty members are eligible, even if they have less than three (3) years of full-time teaching experience at a Palmetto College Campus.
 - c. Previous Award recipients are not eligible for nominations for a period of three (3) years after receiving the Award.
5. Recipients of other teaching awards are still eligible for nomination for the Duffy Award.
6. The Palmetto College Campus Senate's Welfare Committee judges the files on the following criteria:
 - a. Student assessment and evaluations
 - b. Innovation in teaching
 - c. Professional development activities
 - d. Student involvement
 - e. Difficulty of course load

REQUIRED MATERIALS FOR NOMINEE'S FILE

1. A 2-page vita (specific to teaching)
2. A narrative and summary of qualifications (5 page maximum)
 - a. Narrative: Summarizes the candidate's philosophy of teaching, involvement in teaching, advising, and mentoring of students.
 - b. Summary: May include teaching, student research, advisement, mentoring activities, awards. Suggestions for the summary (in no particular order):
 1. Class sizes and formats
 2. Evaluation of student learning, student-generated products, and examples of completed assignments

3. Delivery of instruction, syllabi, course requirements and assessment approaches
 4. Professional growth and Scholarship activities leading to improved teaching
 5. Community service activities leading to improved teaching
 6. Course or Program Development such as courses taught/developed, program development or revision, instructional materials developed for students, uses of current and emerging technologies
 7. Advisement and career counseling such as development of advisement materials, awards or recognitions
 8. Research or independent study supervision such as nature and quality of student performance, nature and quality of supervision, nature and quality of outcomes or products
 9. Mentoring and instructional support to colleagues, excerpts of letters from those assisted, description of support offered
3. The submitted materials include the narrative and summary of teaching (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
 4. Included with these materials—but not part of the page count—is a coversheet with the following information:
 - a. title of award
 - b. candidate's name, campus, and email address.
 5. The committee will not consider applications that violate from the guidelines.
 6. A separate file containing support material may be submitted. The submission of support material must be included as one PDF file. Scanned documents, fliers and brochures, media of events, and links to websites are certainly welcomed, though not required.

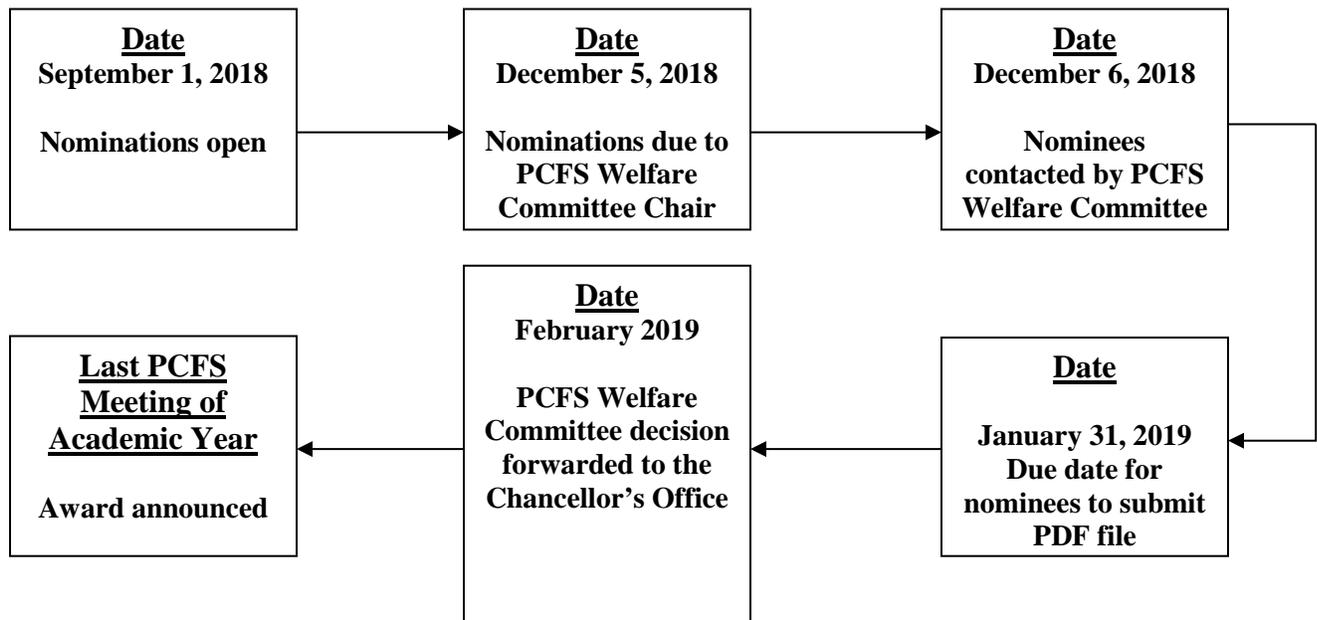
NOMINATION PROCESS

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

Nominations should be sent to the Chair of the Welfare Committee of the Palmetto College Campuses Faculty Senate no later than **December 5, 2018.**

Duffy Award submissions should be sent to the Chair of the Welfare Committee of the Palmetto College Faculty Senate no later than **January 31, 2019.**

The timeline is presented below.



FACULTY AWARDS SELECTION CODE OF CONDUCT

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and collaborator relationships.
3. Members should attend all meetings dedicated to the selection process and perform any outside work in an expeditious fashion.
4. If any member of the committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the

issue to the Executive Vice Chancellor and Vice Provost's office for resolution. The decision of the Executive Vice Chancellor will be final.

5. When the winner of the John Duffy Excellence in Teaching Award is announced, the committee will announce the other nominees of the award.

CHRIS PLYLER EXCELLENCE IN SERVICE AWARD FOR PALMETTO COLLEGE CAMPUSES 2018

INFORMATION ABOUT THE AWARD

The Award

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. Awards will be presented at the USC Columbia Honors and Awards ceremony and announced at the last Palmetto College Campuses Senate Meeting of the academic year.
3. The award file covers the previous three (3) years of service (candidates with less than three years at a USC campus may submit less). For example, for the 2018 award year, faculty may include information from Fall 2015 to Fall 2018.

Eligibility

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

REQUIRED MATERIALS FOR NOMINEE'S FILE

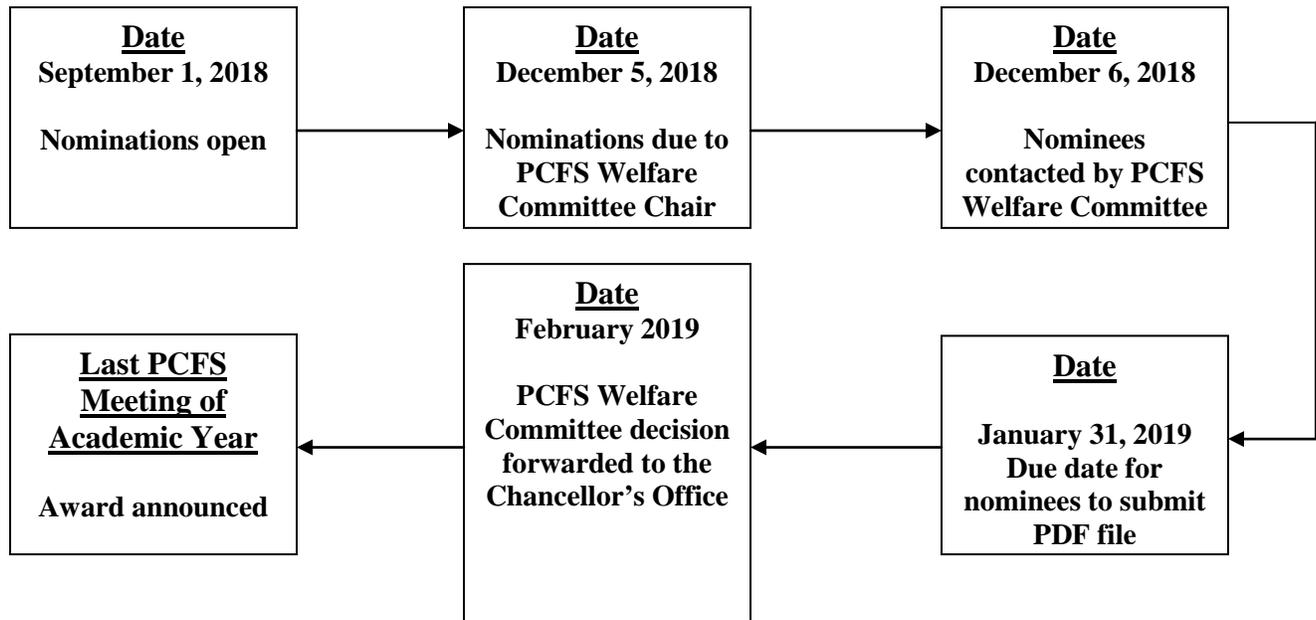
1. A 2-page vita (specific to service)
2. A narrative and summary of qualifications (Up to 5 pages maximum)
 - a. Narrative: Summarizes the candidate's service activities.

- b. Summary: May include service activities in the community, on the campus, in Palmetto College and the greater university, and/or any professional activities. A list of these categories and their relationship to service-oriented activities is located in the Palmetto College Campus Faculty manual. Suggestions for the summary (in no particular order):
 - Nature of service
 - Function of service
 - Evaluations from participants
 - Statements and testimonies from supervisors, chairs, administrators
 - Offices held
 - Community service activities leading to improvement to agencies
 - Number of people/groups served
 - Sponsorships of student organizations
 - Participation in University and student functions
 - Mentoring and instructional support to government, industry, business, and/or public organizations
3. The submitted materials include the narrative and **summary of service** (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
4. Included with these materials—but not part of the page count—is a coversheet with the following information:
 - a. title of award
 - b. candidate's name, campus, and email address.
5. The committee will not consider applications that violate from the guidelines.
6. A separate file containing support material may be submitted. The submission of support material must be included as one PDF file. Scanned documents, fliers and brochures, media of events, and links to websites are certainly welcomed, though not required.

NOMINATION PROCESS

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

The timeline is presented below.



FACULTY AWARDS SELECTION CODE OF CONDUCT

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee. All nomination documents, with the exception of books and manuscripts, should be shredded after the decision has been made by the Executive Vice Chancellor and Associate Vice Provost and all follow-up committee conversations have ended. Books and manuscripts should be returned to the nominee.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and collaborator relationships.
3. Members should attend all meetings dedicated to the selection process and perform any outside work in an expeditious fashion.

4. If any member of the committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the issue to the Executive Vice Chancellor and Vice Provost's office for resolution. The decision of the Executive Vice Chancellor will be final.
5. When the winner of the Chris Plyer Excellence in Service Award is announced, the committee will announce the other nominees of the award.

**DENISE R. SHAW EXCELLENCE IN SCHOLARSHIP AWARD
FOR PALMETTO COLLEGE CAMPUSES 2018**

INFORMATION ABOUT THE AWARD

The Award

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. The award will be announced at the last Palmetto College Senate meeting of the academic year.
3. The award file covers the previous three (3) years of scholarship, limited to work completed while a faculty member with Palmetto College. For example, for the 2018 award year, faculty would include information from Fall 2015 to Fall 2018.

Eligibility

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

Definition of Scholarship

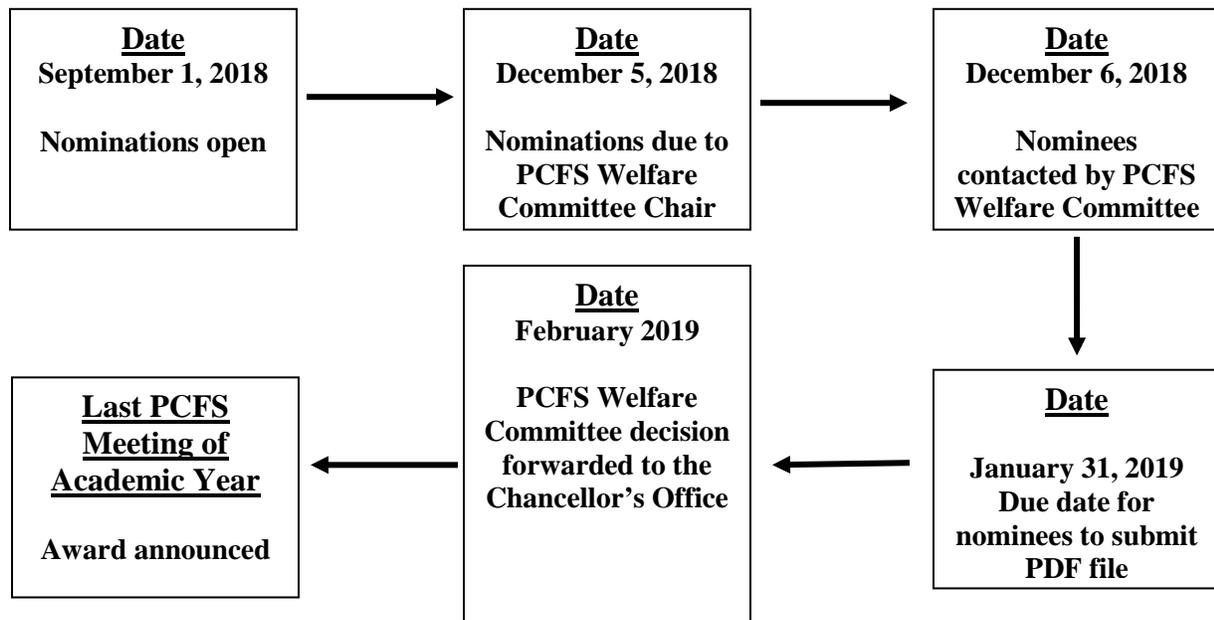
As the *Palmetto College Campuses Faculty Manual* defines, "Scholarship is a function of one's field of academic expertise and includes the body of activities associated with the development, dissemination, application, and evaluation of knowledge or artistic expression." This can include, but is not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

NOMINATION PROCESS

Nominations will be submitted by each of the Palmetto College Campuses, including Extended University, to the Chair of the PCFS Welfare Committee. Each campus will decide how the

nomination process takes place at the institutional level, although, **there is a maximum of one (1) nominee per campus.**

The timeline is presented below.



REQUIRED MATERIALS FOR NOMINEE'S FILE

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

1. A two (2) pages vita for the nominee's last three (3) years of scholarship. The vita should exclude teaching and service activities unless relevant to the nominee's scholarship.
2. A narrative and summary of scholarly achievement (5 page maximum)
 - a. Narrative: The narrative should present the nominee's scholarly agenda as part of her or his overall career as an academic. It should be written for a review panel composed of reviewers from a variety of disciplines and should explain the normal expectations for scholarship in the nominee's disciplines as well as the specific area of expertise in which the nominee works.
 - b. Summary: The summary should be a detailed list of the scholarly activities of the nominee, as presented in the vita, with explanations of the significance of each accomplishment.
 1. For journal publications, the nominee may wish to detail a journal's readership, prestige, rate of acceptance, peer review practices, and indexing (or other method of gauging reach and reception). The nominee may also include citations of the article in other publications.

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

FACULTY AWARDS SELECTION CODE OF CONDUCT

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee. All nomination documents will be shredded after the decision has been made by the Executive Vice Chancellor and Vice Provost and any follow-up committee conversations have ended.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and collaborator relationships.
3. Members should attend all meetings dedicated to the selection process and perform any outside work in an expeditious fashion.
4. If any member of the committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the issue to the Executive Vice Chancellor and Vice Provost's office for resolution. The decision of the Executive Vice Chancellor and Vice Provost will be final.

5. When the winner of the Denise R. Shaw Excellence in Scholarship Award is announced, the committee will announce the other nominees of the award.