

Faculty Meeting Minutes
April 5, 2019

PRESENT: Brooke Bauer, Adam Biggs, Chris Bundrick, Li Cai, Laura Carnes, Jill Castiglia, Tracey Mobley Chavous, Walt Collins, Ron Cox, Stephen Criswell, Stan Emanuel, Rebecca Freeman, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Kate Holland, Jason Holt, Ernest Jenkins, Dana Lawrence, Nick Lawrence, Pat Lawrence, Pernell Lewis, Lynnette Martek, Bettie Obi-Johnson, Suzanne Penuel, Kim Richardson, Todd Scarlett, Denise Roberts, Peter Seipel, Malerie Taylor, Brittany Taylor-Driggers, Tania Wolochwianski, Andy Yingst

ABSENT: Shemsi Alhaddad, Marybeth Berry, Noni Bohonak, Dwayne Brown, Brent Burgin, Steven Campbell, Courtney Catledge, Kim Covington, Susan Cruise, Jerry Currence, Liz Easley, Garane Garane, Claudia Heinemann-Priest, Kate Holland, Chris Judge, Kaetrena Kendrick, Howard Kingkade, Angela Neal, Allan Pangburn, Phillip Parker, Leigh Pate, Babette Protz, John Rutledge, Ann Scott, Sarah Hunt Sellhorst, Mike Sherrill, Dick Van Hall

CALL TO ORDER: 1:02 PM

Welcome and opening remarks (Hammond). Changes to Faculty Organization links on website under "For Faculty & Staff"; policies and procedures link coming. RPS grant info now separate, since RPS includes staff. Suggestions welcome.

CORRECTION/APPROVAL OF MINUTES: March minutes approved.

REPORTS OF OFFICERS

Dean of Campus—Collins [see report starting page 6]. Thanks and greetings from Bobby Bailey conveyed. Palmetto College dean feedback link coming soon.

Associate Dean for Academic and Student Affairs—Cox [see report starting page 9]. See final exam reminders in particular. Request for commencement RSVP. Working with division chairs on administrative evaluations.

Student Engagement and Success—Carnes [see report starting page 18].

Q: Application for advisers: how will pay be distributed? One paycheck or several?

A: We haven't talked about distribution schedule.

A (Cox): May depend on summer compensation cap.

Q: Add a line on application about plans for summer teaching?

A: We can.

Q: What's obligation beyond orientation?

A: Adviser would meet student throughout first year—to register for spring, for example.

Q: Would adviser be responsible for coordinating transition to next adviser?

A: Our office would probably handle that. Working that process out.

Q: Anticipated advising load per faculty member?

A: Nursing is an unknown, but apart from that, 10-15 per adviser.

Q: If more than anticipated, would you increase number of advisers?

A: We'd have to talk to budget office to see about increasing stipends, but first idea would be to find another staff member instead [no stipend; twelve-month contract]. I don't think it will be more than 15.

Director of Academic Success Center—D. Lawrence [see report starting page 13]. See information about summer tutoring.

Q: Can paper reports from tutors be digitized?

A: Would require scanner and would still require paper, but might be able to change.

Q: Maybe iPads?

A (Martek): I have spares.

Human Resources—Mobley-Chavous [see report starting page 17]. HR payroll system launched; seems okay for employees, though some problems otherwise. Please log in. Get in touch with me if there are problems. Also, please approve timesheets by the end of the week if you're a supervisor.

Q: My student couldn't find the link she needed; still ITAMS.

A: Update should be available now. ITAMS still exists, though.

Medford Library—see report starting page 29.

REPORTS OF COMMITTEES

USC System committees—

Palmetto College Faculty Senate Committees

Executive Committee—Jenkins. Salary study committee finished, along with, for the most part, report. Chancellor will report at senate next week. Later, report will be available for all.

Q: How much later?

A: Not sure. Not that long, I don't think. Intent is to share it before end of semester.

Q: Updates on library access question?

A: No. Let me know if anyone has noticed changes.

Comment: Faculty appreciate getting reports before summer.

Q: Likely that Chancellor's senate report next week will be substantive enough to communicate to faculty?

A: Yes.

Comment: Please contact Pat Lawrence if you have questions after senate meeting.

Comment: We might ask Chancellor to come to faculty meeting here too.

A (Collins): Committee members will be happy to address campus questions about it; intend to have meetings on the campuses, probably in September, though date might change.

Rights and Responsibilities—P. Lawrence. We haven't met since last faculty meeting.

Q: Updated external reviewer dates—when did that change? Jean Carrano indicated flexibility about dates this time.

A (Gardner): Must have been last year; wasn't aware of it.

A (Yingst): Yes, last year.

Q: Was that announced?

A (Yingst): I think I did, but may be wrong.

A (Golonka): Announced during faculty meeting.

System Affairs—D. Lawrence. No meeting.

Welfare—Seipel. No meeting.

Columbia Faculty Senate—See report starting page 21. [Partial report.]

Provost's Palmetto College Campuses Advisory Council—Gardner. Committee suspended after provost's leaving.

Local committees—

Evaluation Committee—Hammond. Last meeting of year coming Tuesday. Would like feedback from T and P and faculty on new process.

UNFINISHED BUSINESS *None*

NEW BUSINESS *None*

SPECIAL ORDERS

Elections for faculty officers and other positions.

Chair noted interest in motion to accept slate by acclamation.
Move to accept slate by acclamation (N. Lawrence)

Second (Gardner)

Nominees below:

Columbia Faculty senate (4)
Shemsi Alhaddad

Compiler (1)
Shemsi Alhaddad

Dean's Advisory Council (3)
Liz Easley
Sarah Sellhorst
Li Cai

Faculty Chair (1)
Lisa Hammond

Faculty Vice-Chair (1)
Dana Lawrence

Faculty Secretary (1)
Suzanne Penuel

Local Tenure and Promotion Committee (6)
Dick Van Hall
Todd Scarlett
Jason Holt
Chris Bundrick
Kate Holland
Stephen Criswell

Welfare and Grievance (4)
Nick Lawrence
Darris Hassell
Rebecca Freeman
Annette Golonka

Palmetto College Campuses Faculty Senate—Senators (3 year term) (2)
Bettie Obi-Johnson
Li Cai

Palmetto College Campuses Faculty Senate—Alternates (3)
Andy Yingst
Susan Cruise

Palmetto College Campuses Grievance Committee (1)

Andy Yingst

Palmetto College Campuses Research and Productive Scholarship Committee (2-year term) (1)

Suzanne Penuel

Palmetto College Campuses Tenure and Promotion Committee (2)

Bettie Obi-Johnson

Shemsi Alhaddad

Provost's Palmetto College Campuses Advisory Committee (2 year term) (1)

Lisa Hammond

Hammond: election for instructor peer review committee postponed pending senior instructor appointments.

ANNOUNCEMENTS

Cox: NASC open-mike night Thursday. Entertainment, cash bar, cash prizes, performances by students, former students, faculty, children of faculty, free bbq from 521 BBQ. Starts at 6. Five-dollar donation—or if you're a student, canned-good donation.

Holland: Peer-review forms coming soon.

Gardner: ArtFields happening in Lake City April 26-May 4; worth going. My work will be in Crossroads Gallery. Asheville's Satellite Gallery too.

Martek: Earth Day April 23. I'll notify.

Hammond: Lots of M & M's at party today. Thanks to all for your often hard and unseen work.

ADJOURNMENT: 1:40 PM

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



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Report to the Faculty Organization of USC Lancaster
April 5, 2019

People

Enrollment

As of March 20, 2019, 1361 students (headcount) are registered for Spring 2019. This is our Spring freeze number. Pre-registration for Summer and Fall 2019 began on March 18. Thank you for your work assisting students with pre-registration.

Athletics

Upcoming baseball games: Please follow this link to access the Spring 2019 baseball schedule: <http://www.usclathletics.com/schedule.asp?sportID=1>

At this time, we have five student-athletes who have committed to four year schools for next year:

Baseball

Walker McDowell will be attending and playing at Lander University

Levi Parker will be attending and playing at Limestone

Women's soccer

MacKenzie Moore will be attending and playing at Columbia College

Men's soccer

Fernando Gonzalez will be attending and playing at Erskine College

Nick Beauchamp will be attending and playing at Saint Andrews University

Searches

Faculty searches continue in the following academic disciplines: computer science, psychology, biology/chemistry, and physics. When filled, these positions will begin in August 2019.

Thanks to all who have served on the various search committees. As you know, this is very important work, and your dedication and perseverance is appreciated.

Congratulations to

Brittany Taylor-Driggers (art) who had three pieces—"Waiting," "Risk of Falling," and "Hold Tight"—accepted into the **Maria V. Howard Arts Center's 62nd National Juried Art Show**. Only 58 works from 45 artists were selected out of 82 artists and 276 works. The exhibit will run from May 3rd-August 18th, 2019 in Rocky Mount, NC.

Dr. Bettie Obi-Johnson (chemistry) who was selected for USC's **Distinguished Research Service Award** which recognizes USC faculty members who have demonstrated outstanding commitment to the internal research programs at the University of South Carolina.

USC Lancaster in our Communities

Prof. Chris Judge has been selected to serve as a stakeholder on the Lancaster City Revitalization Project.

The **Town-Gown Advisory Group** will meet for the last time this academic year on April 18 at the NASC. We will invite last year's participants in the Reading and Discussion Project to join this year's members to celebrate accomplishments and plan for the future of the group.

The **University of Possibilities** (middle school outreach program currently with A. R. Rucker Middle School in Lancaster) will continue with financial support from the greater university. Additionally, a local meeting was held with representatives from the J. Marion Sims Foundation, USC Lancaster, Palmetto College, and Mr. Derrick Huggins of USC, founder of the program. We discussed ways to expand the program to other Lancaster-area middle schools.

Budget

We continue to stabilize and improve our financial situation. We are on a course to continue building our carryforward again this fiscal year. Thanks to those who were able to attend the annual campus finance update yesterday. If you were unable to make it and would like to see the slides, please let me know.

The Upper Palmetto YMCA completed 16 months of management of fitness operations at the Gregory Center as of the end of March 2019. The **Gregory Family YMCA** membership is now just over 2700 and finances continue to be stable. More improvements/renovations will be under way soon for expanded exercise space and child watch space.

The **Palmetto College Salary Study** Committee is wrapping up its work. The committee's work will conclude with a report at the next PCC Faculty Senate next Friday at USC Union. Responding to the study's findings will be a multi-year process.

Legislative update:

There are hopeful and ongoing discussions about the passage of the South Carolina Higher Education Opportunity Act this year. The bill was filed by Senator Vincent Sheheen (Kershaw County). Here is a link to information related to the Act:

https://sc.edu/about/system/get_involved/legislative_updates/2018_higher_education_bill.php

Facilities

Expenditure of current fiscal year deferred maintenance funding has begun with the determination of the scope of work for the lab renovation in Bradley. Sincere thanks to Prof. Jill Castiglia for her work in helping with the logistics and details of the lab renovation. The renovations will also involve Hubbard, Gregory as well as the parking lot that extends from Starr in front of Hubbard and over to the maintenance building.

Over the recent Spring Break, the following campus maintenance work was accomplishment:

- Resurfaced select white boards in Founders Hall
- Powerwashed the concrete elements of the façade of Founders Hall
- Cleaned chiller coils on A/C units
- Cleaned carpet in Bradley
- Cleared roof drains on all buildings

| |
|-----------------------|
| Other items... |
|-----------------------|

- You should soon receive an email with a link to my **annual evaluation instrument**. The email will come from the human resources office of Palmetto College. Thanks for your participation and feedback.
- **Mr. James Smith**, the newly hired **Executive Director of Military Programs and Strategies** with Palmetto College, visited our campus on Monday, April 1, 2019.
- The boards of the Lancaster County Commission for Higher Education and the Educational Foundation of USC Lancaster have together agreed to cover the cost of updating our **campus master plan**. The last plan was completed and presented in the Fall of 2008. The Boudreaux Group of Columbia will guide us through the update which will involve listening and feedback sessions this coming Fall semester. The updated plan will serve the campus in the coming decade. To see an electronic version of the 2008 plan, click [here](#).
- The annual **Career Fair** was held on Wednesday, March 6, 10:00 to 1:00 in the Arnold Special Events Room. 40+ employers attended the event. Many thanks to Andrea Campbell and the TRiO staff for their work in making the event a success.
- Palmetto College is close to finishing its work on an initiative for Fall 2019 that is called **Palmetto Pathway**. The students admitted to this gateway-type program will officially be students belonging to USC Lancaster, but they will be housed and taught in Columbia. This program will serve students using the faculty expertise and support services of the Palmetto College campuses and when fully enrolled will add to our 2019-2020 enrollment numbers and revenue stream. This is a one-year (30-hour) program after which successful students then matriculate to a four-year program/campus.
- **Give Local Lancaster**, a 24 hour online giving event, is scheduled for Tuesday, May 7. Over 40 local non-profits will participate, and again this year the **Educational Foundation of USC Lancaster** will take part. Also this year, you can choose from 3 funds to direct your donation. They are: the **Educational Foundation General Fund**, the **Native American Studies Center Endowed Fund**, and the **USC Lancaster Travel Study Fund**. If you're so inclined, please log in that day and support the cause of your choice. Thank you for your consideration. www.givelocallancaster.org
- The **Educational Foundation of USC Lancaster** held its annual fundraiser, the 5K and 10K **Laps for Lancers** on Saturday, March 23 here on campus. Thank you to those who participated and attended. The Foundation raised \$8200.
- The next **Lunch & Learn at the NASC** is April 19th at noon with a talk entitled "Archaeology at the Heyward-Washington House: People and Materials of Colonial Charleston" by Martha Zierden, Curator of Historical Archaeology, The Charleston Museum.
- The **60th Anniversary ad hoc planning committee** continues to make plans to celebrate next academic year. Events/activities will include exhibits, a publication, giving opportunities, a gala, recognitions, artwork, and other festivities. Sincere thanks to those serving on this committee. If you have ideas you'd like to suggest, please let me know.

Best wishes for a smooth conclusion to the semester and the time to rest and relax some over the coming summer months.



UNIVERSITY OF
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LANCASTER

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

REPORT TO THE FACULTY
05 April, A.D. 2019

2019 USC LANCASTER COMMENCEMENT EXERCISES will be held at 2:30 p.m. on Saturday, May 04 in Bundy Auditorium. Full-time faculty are encouraged to participate, and all adjunct faculty are invited as well. There will be a VIP reception at 1:00 p.m. in the Multipurpose Room prior to the ceremony (faculty are invited), with a reception for graduates and parents following the commencement exercises. **If you have not already done so, please let me know if you are going to be marching. It is very important that we have an accurate count so that we can make sure there are enough chairs on stage.**

FINAL EXAMS will be held May 01 – May 08 (May 06 & 07 for 2nd 8 week classes). The exam schedule is online at https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/academic_student_affairs/exam_schedules/final_exam_schedule_spring.pdf

Please remember that per USC policy:

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

SUMMER & FALL 2019 PRE-REGISTRATION. Thank you to all faculty & staff who have been working with students for advisement for Summer/Fall 2019. Please continue to reach out and encourage them to get advised before the end of the semester. Last year, over 70% of returning students did not register until AFTER the end of the spring semester. Our goal this year is to have at least 50% of returning students complete pre-registration before the spring semester ends.

Student Life Director Karlee Christian sent out an e-mail this week about **FRESHMAN ORIENTATION for FALL 2019.** All fully-accepted incoming freshmen will receive an invitation to attend orientation, and they will be asked to register online for one of the sessions.

This year, we are moving to a one-day format for orientation (with parent orientation still in the evening), and there will be six (6) dates:

- Tuesday, June 11
- Wednesday, June 26
- Tuesday, July 09
- Wednesday, July 24
- Tuesday, August 06
- Wednesday, August 14

The daily schedule will be as follows:

| | |
|---------------------|---|
| 8:30 - 9:00 AM | Check-In |
| 9:00 - 9:30 AM | Welcome from Dean & Associate Dean |
| 9:30 - 10:00 AM | Foreign Language Placement Test |
| 10:00 - 10:15 AM | Break |
| 10:15 AM - 12:15 PM | Financial Aid, Business Office, Self-Service Carolina, & Advising Orientation |
| 12:30 - 1:30 PM | Lunch |
| 1:45 - 5:00 PM | Advisement; Registration; IDs |
| 5:30 - 8:00 PM | Parent Orientation |

Laura Carnes is still working on the process and application for the Faculty Advising Core (who will participate in advising during the summer sessions). The plan (I think) is still for there to be at least one faculty representative from each division (as well as from the specialized degree programs) on campus for each session.

If you have a handout or information that you would like to have shared with students during the orientation session, please send it to Karlee no later than May 15 so she has time to make the copies (unless you prefer to make them).

TENURE & PROMOTION INTENT FORMS have been distributed to all full-time faculty and were due back in our office by March 15.

If you have indicated that you will seek Tenure or Promotion, make sure you are working with your Division Chair or with the Office of Academic & Student Affairs to identify external reviewers for your file. This process is outlined in the *Palmetto College Campuses Faculty Manual*, pp. 22ff. **The list of five potential reviewers was to have been completed by April 01 and is due in Columbia by April 15.**

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

COURSE EVALUATIONS – SPRING 2019. Thank you to those who responded to our request regarding the format for your student course evaluations.

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

Paper evaluations will be distributed (and online evaluations will become available) on Friday, April 12, with a remainder e-mailed to the student's USC e-mail account on a daily basis beginning April 15. (If a student has indicated an e-mail address other than the one assigned by USC, it is unlikely that he/she will receive the reminder notification.)

Paper evaluations are due back to the Office of Academic & Student Affairs (Starr 126) – and the online evaluation link will close – on the last day of classes, Monday, April 29 at 11:00 p.m. **Faculty are encouraged to remind students of the importance of using their regular USC e-mail for all university-related matters.**

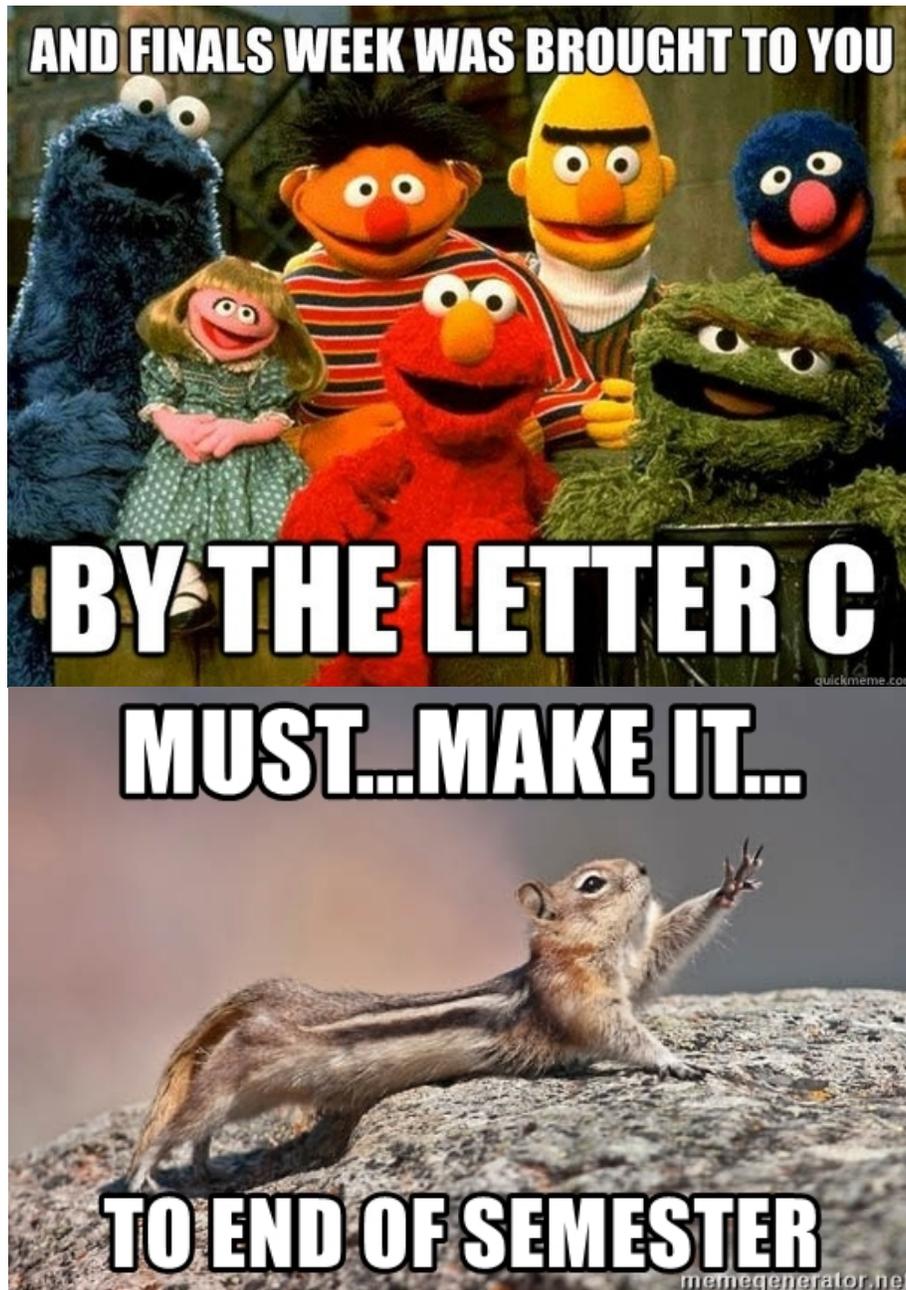
FACULTY SEARCH COMMITTEE UPDATES:

- **Biology & Chemistry/BIOL Lab Manager:** The committee has identified a group of semi-finalists whose credentials have been submitted to the appropriate academic departments for initial review, and interviews are being scheduled – at least one already scheduled for April 17.
- **Computer Science:** The search continues. We knew this one would be a challenge, but the committee is pursuing some hopeful prospects.
- **Physics:** Candidates have been invited to (or have already been on) campus for tours/interviews/teaching demonstrations, and the committee should be sending forth its recommendations after the final candidate visit on April 11.

- **Psychology:** The committee has identified two semi-finalists whose credentials have been submitted for departmental review and who will be invited to campus for the next round of the interview process. They will be on campus on Monday, April 08 and Friday, April 19.

CONGRATULATIONS

- To Professor Brittany Taylor-Driggers, whose three pieces of art – “Waiting,” “Risk of Falling,” and “Hold Tight,” – have all been accepted into the Maria V. Howard Arts Center’s 62nd National Juried Art Show. The exhibit will run May 03 – August 18, 2019.



**Academic Success Center Report
For April 5, 2019 Faculty Meeting
Submitted by Dana Lawrence**

Please send all ASC-related questions and requests to me at LawrenDE@mailbox.sc.edu or 313-7023 and Elaine Connor at etconnor@mailbox.sc.edu or 313-7113.

Please also send all events that need to be added to the common calendar to Elaine Connor. Please note that she needs the information ONE WEEK IN ADVANCE, because everything must be approved in Columbia before it is posted on the calendar.

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!

SUMMER 2019 TUTORING

- We will offer limited tutoring **based on tutor availability and course offerings.**
- Our planned summer hours will be
 - Tuesdays and Wednesdays, 9:30am-6pm
 - Thursdays, 9:30am-2:30pm
- We will have tutors for the following courses/subjects:
 - May 13-June 4 (Summer I/IV)
 - BIOL 250
 - CHEM 102
 - ITAL 121
 - SPAN 109
 - STAT 205
 - WRITING
 - June 10-July 2 (Summer II/IV/V)
 - BIOL 250
 - CSCE 101
 - ITAL 121
 - MATH 111/111i
 - PCAM 105
 - SPAN 110
 - WRITING
 - July 8-July 29 (Summer III/V)
 - BIOL 244
 - CSCE 102
 - MATH 111i
 - PCAM 105
 - SPAN 110

Spring 2019 Semester

| | Jan 2018 | Jan 2019 | Feb 2018 | Feb 2019 | March 2018 | March 2019 | Apr. 2018 | Apr. 2019 | May 2018 | May 2019 |
|--------------------------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|-----------|------------------------|----------|
| Number of Tutors | 11 | 7 | 11 | 7 | 9 | 9 | 9 | | 9 | |
| Total Number of Sessions | 47 | 50 | 102 | 123 | 63 | 112 | 85 | | 19 | |
| Tutoring Sessions/Day (avg) | 5.8 (8 operating days) | 4.5 (11 operating days) | 6.4 (16 operating days) | 7.7 (16 operating days) | 4.8 (13 operating days) | 9.3 (12 operating days) | 5 (17 operating days) | | 4.8 (4 operating days) | |
| Tutoring Sessions/Tutor (avg) | 4.3 | 7.1 | 9.3 | 17.5 | 7.6 | 12.4 | 9.4 | | 2.3 | |
| # of tutor hours per week | 105 | 78 | 105 | 78 | 82 | 95 | 82 | | 82 | |
| Appointment | 31 | 47 | 88 | 110 | 59 | 107 | 80 | | 19 | |
| Drop-in | 19 | 3 | 24 | 13 | 4 | 5 | 5 | | 0 | |

Tutoring Sessions by Area

| | January 2019 | February 2019 | March 2019 | April 2019 | May 2019 |
|----------------------------------|--|---|--|------------|----------|
| Biology | 0 | 2 | 4 | | |
| Chemistry | 5 | 3 | 5 | | |
| Computer Science/PCAM 151 | 3 | 9 | 13 | | |
| French | 3 | 5 | 3 | | |
| Italian | 0 | 1 | 0 | | |
| Math/PCAM 105 | 28 | 56 | 39 | | |
| Spanish | 1 | 2 | 5 | | |
| Statistics | 0 | 0 | 1 | | |
| Writing | 10 <ul style="list-style-type: none"> • ENGL: 5 • GEOL: 2 • PHIL: 1 • SOCY: 2 | 41 <ul style="list-style-type: none"> • ENGL: 27 • HIST: 4 • NURS: 1 • PALM: 4 • SOCY: 2 • SOWK: 3 | 42 <ul style="list-style-type: none"> • ANTH: 2 • ENGL: 25 • GEOL: 1 • HIST: 4 • Other: 4 • PALM: 4 • PHIL: 1 • SOCY: 1 | | |
| Other | 0 | • GEOL: 4 (help with online labs) | 0 | | |
| TOTAL # OF SESSIONS: | 50 | 123 | 112 | | |

| | 1 visit | 2 visits | 3-5 visits | 6+ visits | Total |
|--------------------------------|---------|----------|------------|-----------|-------|
| # of individual students (JAN) | 8 | 8 | 3 | 1 | 20 |
| # of individual students (FEB) | 18 | 10 | 10 | 5 | 43 |
| # of individual students (MAR) | 32 | 10 | 11 | 2 | 55 |

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 | 10 | 9 | 10 | 9 | 10 | 9 |
| Total Number of Sessions | 17 | 24 | 142 | 111 | 172 | 139 | 124 | 116 | 65 | 60 |
| Tutoring Sessions/Day (avg) | 3.4 (5 operating days) | 4.8 (5 operating days) | 10.1 (14 operating days) | 7.4 (15 operating days) | 9.6 (18 operating days) | 7.7 (18 operating days) | 7.8 (16 operating days) | 7.7 (15 operating days) | 8.1 (8 operating days) | 7.5 (8 operating days) |
| Tutoring Sessions/Tutor (avg) | 2.4 | 2.7 | 17.8 | 12.3 | 17.2 | 15.4 | 12.4 | 14.8 | 6.5 | 6.6 |
| # of tutor hours per week | 77 | 85 | 85 | 85 | 96 | 85 | 89 | 85 | 89 | 85 |
| Appointment | 9 | 24 | 120 | 98 | 156 | 128 | 114 | 139 | 60 | 58 |
| Drop-in | 8 | 0 | 22 | 13 | 16 | 11 | 7 | 6 | 5 | 2 |

Tutoring Sessions by Area

| | August 2018 | Sept. 2018 | Oct. 2018 | Nov. 2018 | Dec. 2018 |
|------------------|-----------------------------|--|--|---|---|
| Accounting | 0 | 0 | 0 | 0 | 0 |
| Biology | 0 | 7 | 10 | 2 | 2 |
| Chemistry | 0 | 6 | 7 | 5 | 0 |
| Computer Science | 1 | 4 | 11 | 28 | 11 |
| French | 0 | 0 | 1 | 0 | 0 |
| Management | 0 | 0 | 0 | 0 | 0 |
| Math/PCAM 105 | 18 | 54 | 64 | 51 | 15 |
| Spanish | 1 | 9 | 2 | 1 | 1 |
| Statistics | 2 | 2 | 2 | 2 | 1 |
| Writing | 2 • CRJU: 1 • ENGL: 1 | 29 • AFAM: 3 • ENGL: 18 • PALM: 3 • PHIL: 1 • SPCH: 1 | 42 • AFAM: 9 • ENGL: 22 • HPEB: 1 • PALM: 4 • PHIL: 1 | 47 • AFAM: 10 • ENGL: 17 • HIST: 3 • SOCY: 2 • NURS: 7 | 30 • AFAM: 4 • CRJU: 6 • ECON: 1 • ENGL: 8 • GEOL: 4 |

| | | | | | |
|--|-----------|---|---|---|---|
| | | <ul style="list-style-type: none"> • UNIV: 1 • Other: 2 | <ul style="list-style-type: none"> • PSYC: 1 • Other: 4 | <ul style="list-style-type: none"> • PSYC: 4 • PHIL:1 • POLI:1 • Other: 2 | <ul style="list-style-type: none"> • HBEB: 1 • MGMT: 1 • POLI: 3 • PSYC: 1 • THEA: 1 |
| Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.) | 0 | 0 | 0 | 0 | 0 |
| TOTAL # OF SESSIONS: | 24 | 111 | 139 | 116 | 60 |

| | 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) | 40 | 11 | 13 | 3 | 67 |
| # of individual students (NOV) | 37 | 9 | 11 | 6 | 63 |
| # of individual students (DEC) | 25 | 7 | 3 | 1 | 36 |

FROM: Tracey Mobley Chavous, PHR -Director of Human Resources
MEETING: Faculty Organization Meeting – April 5, 2019
DATE: April 4, 2019
ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) The new HR/Payroll system went live as scheduled on April 1st. The web link to the new site is <https://hcm.ps.sc.edu/>. Please log in and review and edit your information as needed. For additional information please visit the following website.

https://www.sc.edu/about/offices_and_divisions/human_resources_and_payroll_project/internal/index.php

- 2) The PeopleAdmin system is now fully functional again. Search Committee members should be able to review applicant materials in the system.
- 3) If you are scheduled to teach a course during one of the 2019 Summer Sessions, please be sure that your course appears on the Summer Schedule. If it does not or a correction needs to be made please share the information with your Division Chair so that it may be submitted to the Academic and Student Affairs Department and our Campus Registrar. Once it appears on the schedule the Academic Affairs Department will provide the Human Resources Department with a compensation report.
- 4) The total compensation that may be earned by a faculty member from state entities during the 2019 summer months (beginning May 16 and ending August 15, 2019) has not been shared yet. I expect to receive that information within the next week and I will share it via email.

As a reference the earning percentage for Summer 2018 was 33.85%. I expect for the percentage for Summer 2019 to be the same or similar.

The percentage includes compensation for instruction and ECOM which includes grants and other duties not related to teaching during the summer months.

- 5) Any faculty member who needs to receive compensation from an internal or external grant source should meet with Mary Faile. Mary may be contacted via email mfaile2@mailbox.sc.edu, telephone (803) 313-7080 or office visit in Hubbard Hall Room 235B
- 6) Please remember to submit an approved Personnel Request Form to the Human Resources Department to request to hire or rehire student or temporary employees during the summer months or for Fall 2019.
- 7) Due to the payroll system conversion the Payroll Department will be unable to honor requests for any off cycle/advance checks until further notice. Please remember to approve the timesheets of those you supervise each week so that they will receive compensation timely. All weekly timesheets are due to be submitted and approved by noon on Monday, for the prior week-unless otherwise requested.



A Palmetto College Campus

Student Engagement and Success

April 5, 2019

Laura Carnes

126 Starr Hall

803-313-7120

humphrlb@mailbox.sc.edu

Retention

Fall 2019 re-enrollment initiatives

Roving Registration Cart 03/08-03/11

Postcards mailed to continuing students 03/30

Projected Continuing Enrollment Fall 2019: 317

Target X Retention Suite

Finishing up training. On site build will be the first week in May. We are shooting for a Fall 2019 soft launch.

First Year Advising Corps

Applications are now available. The stipend will be \$3,000.00 per advisor. The application is due April 19. Three training dates will be determined by consensus of the newly chosen FYAC. The FYAC will be comprised of two advisors from each academic division plus nursing. The application is attached.

Spring Fling and Teacher of the Year Awards

April 11.



Travel Study

Please be sure to submit by April 15 to Laura Carnes. Applications may be found at:

https://www.sc.edu/about/system_and_campuses/lancaster/study/student_opportunities/travel_study/index.php

Orientation Dates

June 11

June 26

July 09

July 24

August 06

August 14

More details may be found in Dr. Cox's report. Students may register online at:

https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/student_life/orientation/index.php

Discover USC

USC Lancaster will have several student representatives across disciplines at Discover USC on April 26. They have worked very hard to prepare poster style presentations of their undergraduate research and/or GLD work. Please wish them luck.

GLD Cording Ceremony

USC Lancaster students successfully completing spring GLD requirements will be attending the official cording ceremony to be held at USC Columbia on the evening of April 29.

Native American Studies Open Mic Night

119 South Main Street; April 11; 6-8pm; \$5 cash or check only; to benefit the NASC.



UNIVERSITY OF
SOUTH CAROLINA

LANCASTER

A Palmetto College Campus

First Year Advising Corps Application

Due Date: Friday, April 19, 2019 5:00 pm

Please return completed application to Starr Hall 126

We, kindly, request no electronic application submissions.

Name:

Department:

Do you currently have access to my.sc.edu? **Y / N**

Can you remove advisement holds for Lancaster students? **Y / N**

Do you currently have access to DegreeWorks? **Y / N**

What degree programs do you feel comfortable advising for (please include two and four year)?

Please give an example of how you would advise a student who is transferring to an institution outside of the USC System.

What is your philosophy surrounding academic advisement?

Why do you enjoy academic advisement?

If chosen, what type of training would you like provided to help you feel supported and successful?



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Columbia Faculty Senate: March, 2019

Next Senate Meeting: April 3, 2019

Report to the Faculty: April 5, 2019

Committee on Curricula and Courses, Professor John Gerdes, Chair

Motion: 8 courses for consideration (Motion Passes)

- 3- Arts and Sciences
- 1- Business
- 1- Education
- 1- Engineering & Computing
- 1- Information & Communications
- 1- Public Health

HRSM course (RETL-351) that was approved as a part of a motion from this committee from the February meeting was retracted and the changes have not been implemented.

Committee on Instructional Development, Professor Michael Weisenburg, Chair

Motion: 2 courses for consideration for online delivery (Motion Passes)

- 1- Darla Moore School of Business, (IBUS 401)
- 1- College of Information & Communication (JOUR 533)

Report from President Pastides:

- Provost Gabel has been named President-Elect of University of Minnesota
- Governor's Budget- Recurring budget
 - Higher Education Opportunity Act- Increased revenues from online sales sent to higher education
- Successful Carolina Day
- April 3rd- Pastides' last lecture

Report from Provost Gabel:

- CTE: Teaching towards inclusivity sessions
- Excellence Initiative: Faculty welfare committee letter to Leah Moody asking for an update for the Excellence Initiative

Report from Senate Chair, Professor Marco Valtorta

- Presidential Search Committee: Met Feb 13 and Mar 4 via conference call
 - PCSC website has the position description and nomination forms
 - Deadline for full consideration is March 7
 - Timeline for search: interviews for semi-finalists
 - Last two weeks of April finalist will come to campus
- USC Systems Faculty Senate Conference held on Friday March 29, on Columbia Campus

REPORT: Added to Full Faculty Senate Agenda

(Proposals under consideration as of 2/27/2019)

Total proposals: 8

1. 3 - Arts and Sciences
2. 1 - Business
3. 1 - Education
4. 1 - Engineering & Computing
5. 1 - Information & Communications
6. 1 - Public Health

Full proposal details can be found on the Academic Program Proposal System (APPS) available at http://www.sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/index.php.

1) Arts and Sciences (3 Proposals)

| Course | Title | College | Proposal Type | Change Description |
|--|--|-------------------|-----------------------|--|
| ANTH-317 | American Indian Nations | Arts and Sciences | Change Course (CCORE) | <p>Description:</p> <p>Introduction to contemporary American Indian nations through exploration of ethnographic research on economic, political, legal, and cultural issues facing Indian Country. FS: 10/02/2013</p> <p>Justification:</p> <p>This course has being reconstructed for Core inclusion and now suits a 200 level designation. The revised title and course description also reflect these myriad changes.</p> |
| | <p>Cross-Listing: No Cross-listings have been entered</p> <p>Pre/Co-Requisites:</p> <p>Current: No Pre/Co-requisites entered</p> <p>Proposed: No change in Pre/Coreqs.</p> | | | |
| ART-Major/Degree Program | Art Studio, BFA | Arts and Sciences | Change Program | <p>Justification:</p> <p>Update program format in Bulletin to reflect revisions to ACAF 2.00. This does not include changing course requirements, but moving them into approved program components. If revision is needed, please contact Jenn Tilford 7-1685 before returning to proponent.</p> |
| LING-242 | Language and Humor | Arts and Sciences | New Course | <p>Description:</p> <p>Explores language and humor, looking at (i) the linguistic structure and psychology of humor, (ii) changing societal standards for humor, (iii) racial, ethnic, religious, and gender-based humor, and (iv) socio-political questions surrounding the use of these.</p> |
| | <p>Cross-Listing: No Cross-listings have been entered</p> | | | |

Pre/Co-Requisites:

Current: No Pre/Co-requisites entered

Proposed: No change in Pre/Coreqs.

Justification:

This course will explore current perspectives on humor in the contexts of (i) the linguistic structure and psychology of humor, (ii) changing societal standards for humor, (iii) racial, ethnic, religious, and gender-based humor, and (iv) socio-political questions surrounding the use of these. Situating racial, ethnic, religious, and gender humor in a present-day milieu of heightened sensitivities, it will explore the boundaries between identity and offense. This course will compare and contrast different categories of humor, as well as explore the tensions between sincere characterization and offensive caricature in the realm of humor discourse.

Using linguistic humor as a lens through which to view interactions within and between social groups, the course will illuminate the relationship between language and humor, and show how humor can facilitate or impede civil discourse. The course will enable students to calculate the ways in which humor serves to articulate values, attitudes, opinions and concerns, and help them to understand the limits of ethnic, racial, and religious humor (i.e. when humor become offensive). It will further explain issues surrounding entitlements to use humor in various ways and in different venues (i.e. who is entitled to use/hear humor of a particular type and in what contexts), and will help them to analyze the mediums through which humor finds expression (i.e. print vs. oral delivery and printed word vs. illustration).

This course will require no previous introduction to its content, and will be accessible to students with little or no linguistic training. The course will be of particular interest to students majoring in anthropology, education, foreign language, history, business, global studies, journalism, pre-law, political science, sociology, amongst others.

2) Business (1 Proposal)

| Course | Title | College | Proposal Type | Change Description |
|---|---------------------------|----------|---------------|--|
| IBUS-401 | Intl Financial Management | Business | Change Course | <p>Description:</p> <p>The financial management of a multinational business enterprise.</p> <p>Justification:</p> <p>The professor will work with a Center for Teaching Excellence instructional designer to ensure course components are ADA compliant. This course is of high interest to students as a general elective. The department is currently unable to teach enough face-to-face sections to meet the course demand, especially in the summer time. Providing the course online will allow the department to offer larger sections,</p> |
| <p>Cross-Listing: No Cross-listings have been entered</p> <p>Pre/Co-Requisites:</p> <p>Current: Prerequisites: ECON 222 and FINA 363</p> | | | | |

Proposed: No change in Pre/Coreqs.

not be bound by physical classroom space, and allow more students to complete the course. The course materials incorporate basic accessibility features, provide for appropriate learning activities and allow for appropriate interaction.

3) Education (1 Proposal)

| Course | Title | College | Proposal Type | Change Description |
|--|----------------------------|-----------|---------------|--|
| EDCE-520 | Wellness and Mental Health | Education | New Course | <p>Description:</p> <p>An overview of the characteristics of optimal holistic wellness and human functioning. Practical application of theoretically and empirically supported wellness models and interventions to enhance social, emotional, mental, physical, and spiritual well-being.</p> <p>Justification:</p> <p>The global perspective on health includes a strong emphasis on holistic wellness. For instance, the World Health Organization (WHO) provided the following definition of health, “Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” (WHO, 1948). Additionally, in the United States there is a current trend towards integrated primary care in which mental and behavioral health concerns are addressed within the primary health care setting (Vogel, Malcore, Illes, & Kirkpatrick, 2014). As health care trends continue to move toward holistic and integrated care models, it is important for counselors to have an understanding of holistic wellness and to be able to communicate with other professional healthcare providers involved in their clients’ care.</p> |
| <p>Cross-Listing: No Cross-listings have been entered</p> <p>Pre/Co-Requisites:</p> <p>Current: No Pre/Co-requisites entered</p> <p>Proposed: No change in Pre/Coreqs.</p> | | | | |

4) Engineering & Computing (1 Proposal)

| Course | Title | College | Proposal Type | Change Description |
|---|--------------------------------|-------------------------|---------------|---|
| BMEN-548 | Cardiovascular System for Engr | Engineering & Computing | New Course | <p>Description:</p> <p>Survey of cardiovascular development, anatomy, physiology and pathology. Recent advances in our understanding of the basic mechanisms of congenital cardiovascular defects and cardiovascular disease. Engineering principles, detection and treatment of cardiovascular defects.</p> <p>Justification:</p> <p>This course has been offered as an experimental elective, under the BMEN 589 designator, for three offerings. During that time, the</p> |
| <p>Cross-Listing: No Cross-listings have been entered</p> <p>Pre/Co-Requisites:</p> <p>Current: Pre-requisites: BMEN 240 or BIOL 302</p> | | | | |

Proposed: No change in Pre/Coreqs.

Faculty Meeting Minutes April 2019 26

course content has been solidified and strong enrollments have indicated the utility of the course for biomedical engineering majors. Thus, we wish to convert the course to a permanent offering to be listed within the bulletin and offered on a regular basis.

5) Information & Communications (1 Proposal)

| Course | Title | College | Proposal Type | Change Description |
|---|-----------------------------|------------------------------|---------------|--|
| JOUR-533 | Public Relations Management | Information & Communications | Change Course | <p>Description:</p> <p>Researching, programming, staff, budgeting, and planning public-relations programs by business, government, or consulting firms.</p> <p>Justification:</p> <p>This course is a required course for all undergraduate public relations majors and is of high interest to other undergraduate and graduate students as an elective. The department is currently unable to offer enough face-to-face sections every semester to meet course demand. Providing the course online will allow the department to offer larger sections and to allow more students to complete the course. The course materials incorporate accessibility features and provide appropriate learning activities that promote active learning. The professor will work with a CTE instructional designer to ensure course components are ADA compliant.</p> |
| <p>Cross-Listing: No Cross-listings have been entered</p> <p>Pre/Co-Requisites: Current: Prerequisites: JOUR 201, 436, and senior standing or permission of instructor</p> <p>Proposed: No change in Pre/Coreqs.</p> | | | | |

6) Public Health (1 Proposal)

| Course | Title | College | Proposal Type | Change Description |
|--|--------------------------------|---------------|---------------|--|
| EPID-394 | Special Topics in Epidemiology | Public Health | New Course | <p>Description:</p> <p>Novel and emerging themes in epidemiology. Content varies by instructor and title. May be repeated for a total of 9 credit hours.</p> <p>Justification:</p> <p>This is a new permanent special topics course specifically for undergraduate (UG) students. Special topics courses allow faculty to offer a temporary course on a trial basis and will also work well for Study Abroad courses that may change with each offering. As a special topics course, EPID 394 will allow all Epidemiology faculty (with and without graduate faculty status) to offer a new but temporary course that would also count as a cognate course in the UG</p> |
| <p>Cross-Listing: No Cross-listings have been entered</p> <p>Pre/Co-Requisites: Current: No Pre/Co-requisites entered</p> <p>Proposed: No change in Pre/Coreqs.</p> | | | | |

Public Health curriculum. Special topics courses require department and school level approval each semester the course is offered, and the same course can only be offered a maximum of 3 times. The faculty member would still have the option to make the course permanent.

Last Updated: Wednesday, February 27, 2019 12:17 PM

**REPORT: COMMITTEE ON INSTRUCTIONAL DEVELOPMENT
(For consideration by the Faculty Senate at its March 6, 2019 meeting.)**

The following existing courses are requesting approval to be offered via Distributed Education Delivery:

1. DARLA MOORE SCHOOL OF BUSINESS

Department of International Business

IBUS 401 International Financial Management. (3)

2. COLLEGE OF INFORMATION & COMMUNICATIONS

School of Journalism and Mass Communications

JOUR 533 Public Relations Management. (3)

Medford Library

FACULTY MEETING REPORT APRIL 5, 2019

SELECTED SERVICE STATISTICS/ ACTIVITIES FOR MARCH 2019

- **3,637** unique visits
- Processed **8** Interlibrary borrowing requests
- Processed **17** Interlibrary loan lending requests
- Fulfilled **20** PASCAL Delivers borrowing requests
- Fulfilled **26** PASCAL Delivers lending requests
- **1,808** LibGuide views
- **41** Community computer uses
- **127** Group Study Room reservations
- **17** Conference Room reservations
- **10** Computer Lab reservations
- Answered **16** reference questions
- Presented Continental Medford Exhibit Series, “Europe”
- Hosted Spring Pop-Up Movie, “Central Intelligence” with Chicken & Waffles service

CIRCULATON STATISTICS

- **189** General collection items circulated
- **15** New Books circulated
- **8** Juvenile items circulated
- **28** Reserve items circulated
- **9** New Books circulated
- **7** Oversize Books circulated
- **1** Government Documents circulated
- **1** AV items circulated
- **3** Special Collection item circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **59** New Books processed

UPCOMING or ONGOING PROGRAMS & SERVICES

- **April 1- 30** Medford Exhibit Series, “Continental Medford: North America”
- **April 10:** “Coast Into Spring” Creative Venture. 11A – 2P
- **April 22 – 26:** Study Snacks 10 A – 2P

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

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

HELPFUL LINKS

- Is the Computer Lab available: <http://bit.ly/2zXsVv1>
- Schedule Library Instruction: <http://bit.ly/1MePeQO>
- Faculty research support (Book A Librarian): <http://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 conference room : <http://bit.ly/1NsfhEr>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/2ymm6Xm>

Faculty Elections Ballot

April 2019

- Columbia Faculty Senate (4)
Shemsi Alhaddad
- Compiler (1)
Shemsi Alhaddad
- Dean's Advisory Council (3)
Sarah Sellhorst
Liz Easley
Li Cai
- Faculty Chair (1)
Lisa Hammond
- Faculty Vice-Chair (1)
Dana Lawrence
- Faculty Secretary (1)
Suzanne Penuel
- Instructor Peer Review Committee (6)
[postponed to fall pending senior instructor appointments]
- Local Tenure and Promotion Committee (6)
Dick Van Hall
Todd Scarlett
Jason Holt
Kate Holland
Stephen Criswell
Chris Bundrick
- Welfare and Grievance (4)
Nick Lawrence
Darris Hassell
Annette Golonka
Rebecca Freeman
- Palmetto College Campuses Faculty Senate—Senators (3 year term) (2)
Bettie Johnson
Li Cai

- Palmetto College Campuses Faculty Senate—Alternates (3)
Andy Yingst
Susan Cruise
- Palmetto College Campuses Grievance Committee (1)
Andy Yingst
- Palmetto College Campuses Research and Productive Scholarship Committee (2 year term) (1)
Suzanne Penuel
- Palmetto College Campuses Tenure and Promotion Committee (2)
Bettie Obi-Johnson
Shemsi Alhaddad
- Provost's Palmetto College Campuses Advisory Committee (2 year term) (1)
Lisa Hammond