

Faculty Meeting Minutes

October 4, 2019

PRESENT: Adam Biggs, Chris Bundrick, Li Cai, Steve Campbell, Jill Castiglia, Courtney Catledge, Walt Collins, Stephen Criswell, Fran Gardner, Annette Golonka, Lisa Hammond, Ernest Jenkins, Chris Judge, Dana Lawrence, Pat Lawrence, Lynnette Martek, Allan Pangburn, Phillip Parker, Leigh Pate, Suzanne Penuel, David Roberts, Denise Roberts, Peter Seipel, Nahid Swails, Suzette Taylor, Dick Van Hall, Jerrod Yarosh

ABSENT: Shemsi Alhaddad, Brooke Bauer, Marybeth Berry, Noni Bohonak, Dwayne Brown, Brent Burgin, Mark Coe, Kim Covington, Susan Cruise, Jerry Currence, Liz Easley, Stan Emanuel, Rebecca Freeman, Garane Garane, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Kaetrena Kendrick, Howard Kingkade, Nick Lawrence, Pernell Lewis, Angela Neal, Bettie Obi-Johnson, Babette Protz, Kim Richardson, John Rutledge, Todd Scarlett, Ann Scott, Sarah Sellhorst, Mike Sherrill, Brittany Taylor-Driggers, Tania Wolochwianski

CALL TO ORDER: 1:00 PM

Opening remarks (Hammond).

CORRECTION/APPROVAL OF MINUTES: September minutes approved.

REPORTS OF OFFICERS

Campus—Collins [see page 5]. Greetings. Internship coordinator offer accepted. Thanks to those who served on committees. Chris Judge sent out email announcing downtown revitalization meeting—Monday night 5:30 City Hall in Lancaster.

President Caslen visiting USCL morning of October 16, 9-11:15 a.m. Tentative itinerary. Breakfast reception (all invited) 9:00-9:45 Hubbard Lobby. Tour, trip to NAS Center. More information later.

Buddy [Faile] will talk about campus projects. We'll schedule a budget update, probably November.

Academic Success Center—D. Lawrence [forthcoming].

Student Engagement and Success—Carnes [see page 8].

Human Resources—Hammond for Mobley Chavous [see page 12]. Open enrollment.

Finance and Business Office—Faile. Completed internal project: Founders and Bradley waterproofing and drainage, Hubbard Drive fencing, Dowling wood replacement,

Gregory repairs. New internal projects: tennis court upgrades, Dowling door paint. Open capital improvement projects: Starr maintenance, Medford and Hubbard elevator repairs. Approved FY19 capital improvements: Bradley lab conversion, Hubbard roof replacement, Hubbard and Starr parking lot repaving plans, Gregory pool window replacement plans. FY20 capital improvements pending board approval: Bradley renovations, Stevens Auditorium renovations, Indian Land site renovations, campus signage, Gregory YMCA roof and HVAC. Proposed FY21 capital improvements: upgrades to offices, public restrooms, and storage building; accessibility improvements; elevator repairs; HVAC upgrades; Gregory and Dowling parking repaving; athletic field upgrades; landscaping.

Pangburn: Plans for trash on trail behind Gregory?

Faile: We'll have to look at that.

Biggs: Indian Land site: same place as now?

Faile: Same campus, different building.

Campbell: What will signage be?

Faile: More consistency in colors—now some are Columbia colors, some USCL. Maybe digital signage too—still considering.

Medford Library—see page 13.

REPORTS OF COMMITTEES

USC System committees—

Palmetto College Faculty Senate Committees

Executive Committee—Jenkins. Libraries Dean has reclassified us as affiliate faculty and we now have access to USC databases.

Penuel: Why the change?

Jenkins: Persistence.

Hammond: Accreditation?

Rights and Responsibilities—Cai. Two motions we're still drafting: 1) motion to clarify responsibility of Grievance Committee, which year's grievances they will handle, which year Grievance members could serve on T and P; 2) motion to

make tenure and rank reciprocal on Palmetto College campuses. Both will be presented for discussion in November.

System Affairs—D. Lawrence. Presented course proposal for Salk for 2 + 2 nursing program with USC Beaufort. Approved by our senate. No motions in pipeline. Will focus on cross-campus consistency in advising and degree worksheets, possibly using Hayes Hampton's models.

Welfare—Seipel. Day for T and P workshop: Friday, January 17. Award nominees—due early December. Tasked with creating Palmetto College faculty website that would let us search faculty by discipline. Updating welfare committee website, including way for faculty to message committee.

Columbia Faculty Senate—see page XX.

Local committees—no reports.

UNFINISHED BUSINESS *None*

NEW BUSINESS *None*

SPECIAL ORDERS

Palmetto College Campuses Faculty Senate alternate election. Hammond: Andy Yingst elected as alternate, but asked to step in to senate executive committee position. No mandated number of alternates found; at least two would be good. Nominations?

Judge: Self-nominate.

Judge elected by acclamation.

ANNOUNCEMENTS

Pangburn: First hike October 19 to Forty Acre Rock, at least all morning. Have students email me or come by my office. Lauren Thomas is our J. Marion Springs liaison; has gotten money for campus geocaches.

D. Lawrence: Updated committee list not online yet; waiting for info on new chairs. Doesn't meet accessibility requirements. I've sent info to committee chairs, but let me know if you need more.

Judge: NASC has engaging speaker and book signing October 18. Scott Huler talks on that day.

Hammond: Research and Productive Scholarship grants due December 2. RISE grants due December 17? 15?. \$40,000 in funding. Campus reading groups starting up; sign up via previous email.

ADJOURNMENT: 1:34 p.m.

*Submitted by Suzanne Penuel, Faculty Organization Secretary
Faculty Organization Chair: Lisa Hammond*



Celebrating 60 years of Education and Service

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

Report to the Faculty Organization of USC Lancaster
October 4, 2019

People

Enrollment

As of September 30, 2019, 1622 students (headcount) are registered for Fall 2019. This is up 6.5% over the freeze date for Fall 2018.

Athletics

Men's and women's soccer seasons continue.

Searches in progress:

Psychology
Computer Science
Biology/Chemistry
Internship Coordinator
Associate Dean for Academic and Student Affairs

Searches concluding:

IT staff member (offer made and accepted)
TRiO staff member (offer made and accepted)
Business Office cashier (offer made and accepted)
Dual Credit Enrollment Assistant (offer made and accepted)

Thank you to everyone who has agreed to serve on the various search committees. I appreciate your time and effort as you work to help choose our future colleagues.

Congratulations to

Professor Fran Gardner (art) for being selected to curate an exhibition in the McCain Gallery at the Duke Energy Center for the Performing Arts in Raleigh, NC. Prof. Gardner will be curating an exhibition of the work of Lisa Stroud, an artist from Cary, NC. Along with planning and curating the exhibition, Prof. Gardner is preparing and delivering a curator's talk at the opening reception, writing an essay, and designing an interactive community arts panel discussion which will involve artists from the Raleigh design community.

Additionally, **Prof. Gardner** is a new member of the National Association of Women Artists, Inc. (NAWA). Founded in 1889, the “Association honors and continues the long and important contribution of women to the history of American culture and art.” Her first exhibition with NAWA is the “New Members Exhibition” which will be held at the NAWA Gallery, 315 West 39th Street, New York, November 6-28, 2019. There will be a New Members Induction Ceremony at the Rubin Museum and exhibition opening at NAWA Gallery on November 14, 2019.

USC Lancaster in our Communities

The **Town-Gown Advisory Group and the USC Lancaster Board of Visitors** met with Boudreaux for its feedback session on Sept. 24. The next meeting is planned for November 2019.

USC Lancaster will have representation at the **Indian Land Fall Festival** on Saturday, October 5, 2019. If you are there, please drop by the booth.

The **University of Possibilities** (middle school outreach program currently with A. R. Rucker Middle School in Lancaster) will continue for this coming school year. We have had several community meetings over the last few months and most recently presented a short talk to the middle and high school principals at one of their first meetings of the new school year.

You are invited to attend the **Lancaster City Council** meeting on Monday night, October 7 at 5:30 at City Hall on Catawba Street in downtown Lancaster. The consultant firm, MKSK of Greenville, will hold a public meeting to present their initial concept ideas for the downtown revitalization plan. The goal of this meeting is to receive public comments and suggestions.

Budget

The Upper Palmetto YMCA completed 22 months of management of fitness operations at the Gregory Center as of the end of September 2019. The **Gregory Family YMCA** membership was at 2800 in mid-September, and finances continue to be stable. More improvements/renovations will be under way soon for expanded exercise space and child watch space.

Facilities

Expenditure of last fiscal year’s deferred maintenance funding continues with the following projects: physics lab renovation, new roof for Hubbard Hall, update to fire alarm system in Starr Hall, and the replacement of solarium window system in the Gregory natatorium.

During the next several months, we will refurbish and upgrade the tennis courts with a combination of community donations and campus funding.

Other items...

- **President Caslen will visit USC Lancaster** on the morning of Wednesday, October 16, 2019 to meet with faculty, staff, and students and to take a campus tour. We will communicate a more detailed itinerary for the morning in the next several days.
- At the recent Palmetto College Campuses Faculty Senate meeting, Chancellor Elkins announced that she will be making plans to visit each campus later in October and November to deliver a State of Palmetto College address and discuss the **Palmetto College Salary Study** findings and implementation. More information to come as the date is set for this event.

Additionally, Dr. Elkins announced that an agreement has been reached with Dean Thomas McNally, USC Dean of Libraries, for Palmetto College faculty to **have access to the electronic resources (research databases)** available on the Columbia campus.

- The next **Lunch & Learn at the NASC** is Oct. 18 at noon with a talk entitled “‘A Delicious Country’: John Lawson’s Voyage of Discovery” by Scott Huler.
- The **Annual Richard Gannaway Scholarship Luncheon** has been scheduled for Wednesday, November 6, 2019 at noon. More information coming soon.
- USC Lancaster is celebrating its **60th Anniversary this academic year**. Events/activities will include exhibits, a publication, giving opportunities, a gala, recognitions, artwork, and other festivities. We have launched an inscribed brick campaign as well.
- **USC Lancaster Alumni Tailgate and 60th Anniversary Celebration** was held on Thursday, September 12 with good attendance and a fun time. Thanks to those who were able to attend.
- The next set of **campus master plan update** sessions have been scheduled for October 22 and will include meetings with the Chamber of Commerce Community Leaders Group, USC Lancaster students, the Lancaster County Commission for Higher Education as well as the Educational Foundation of USC Lancaster, and the Indian Land Focus Group. Many thanks to faculty and staff who attended the session on September 23. Your feedback is important. If you were unable to attend but would like to have the opportunity for input, you can email the consultant, Irene Dumas Tyson. Her email address is: ITyson@Boudreauxgroup.com
- We are excited to welcome traditional artist **Ms. Nancy Basket as the Fall 2019 Artist-in-Residence at the Native American Studies Center**. Please check out her schedule and drop in to watch her artistic demonstrations.
- Our **State Accountability Report** has been submitted. Thanks to Dr. Lisa Hammond for her work on this report. Copies of the report can be made available.



Student Engagement and Success

October 4, 2019

Laura Carnes

Advising

Advising Forums

- **Friday, October 4; 11:00 am – 12:00 pm**
- **Wednesday, October 9; 12:15 pm- 1:00 pm – FH 130**

Target X Retention

The USC Columbia Student UTS Council voted to approve the data feed from Banner to Target X. This feed should be live at the end of Fall 2019, allowing us to capture data and track students in a more central and data informed approach. Additionally, we are in discussions with Target X as being chosen as one of 8 campuses to pilot their new Student Success Center. Once completed, the Retention Suite will allow for the following

- Tracking of success metrics and flagging of students based on the following criteria: academic, financial, and engagement
- Early alerting
- Online appointment scheduling with advisors and other campus departments
- User friendly student portal
- Individual and mass SMS messaging with students
- Mobile application allowing for notifications
- Personalized communication plans from campus offices and advisors received at critical time periods
- Advising notes
- Form assembly allowing for online capabilities (i.e. scholarship application, disability services requests, etc)
- Central location for all communication history with each student

We would love to show you what we've been working on. We would also like to get your opinion as we complete the data bridge, so we are sure we are capturing the metrics we need and designing a

retention software that will meet the needs of students from a faculty perspective. In this effort, we will be hosting a live demo on:

Thursday, October 17; 12:15-1:00 – FH 131

Excessive Absences Update: We have created a new internal form for excessive absences. It may be found at: Homepage – My USC Lancaster – For Faculty and Staff – (in the left-hand column in black – Excessive Absences Referral). This form is emailed to Ms. Summer Harmon.

Major Changes and Advisor Assignment: As a reminder, these are handled in the Office of Academic and Student Affairs.

Re-enrollment

Our predicted number of continuing students for Spring 2020 is 595. Our re-enrollment plan is as follows:

Week of Oct 7: Email campaign to first year students begin (and continues through the first day of class for Spring 2020).

SMS Blast to all continuing students

Week of Oct 14: Digital signage campaign begins (and continues until Dec. 23)

Week of Oct 21: Spring Registration Opens

SMS Blast to continuing

Nov 12, 13, 14: Roving Registration Cart (FH, Student Center, FH)

Nov 18 and 19: Semi Late Night Advising – Academic and Student Affairs

Dec 2 and 3: Roving Registration Cart (FH)

Postcards mailed to non-registered continuing

Dec 4 and 5: Phone calls to cont students with 2.5 and above

Dec 9-12: Walk in Advising – Academic and Student Affairs

Postcards mailed to remind students to check grades

Jan 2: SMS Blast

Beginning Jan 2: Follow up with new freshman students with a fall GPA below 3.0

Weekly Re-enrollment Targets:

10/25: 5

11/1: 10

11/18: 19

11/15: 55

11/22: 76
 11/29: 117
 12/6: 158
 12/13: 208
 12/20: 275
 12/28: 559 *this is the week we predict fall 2019 new freshmen will roll into continuing in data warehouse
 1/4: 557
 1/11: 564
 1/18: 585
 1/25: 595

Status of Searches

- OSP Coordinator: Please welcome Ms. Andrea Campbell as the newly hired OSP Coordinator
- Student Success Coordinator: This position is closed, and the search committee is working toward a recommendation.

Disability Services

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 needs to occur in person. **Columbia has changed the online link and not included us. We are working toward our own online registration process. In the interim, please see Ms. Annette Horton in her office.** 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. Please ask students to schedule appointments with Ms. Horton to complete this process. We are working toward an online request process.

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.

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

October 10-11, 2019 – Fall Break

October 14, 2019 ****PAL Applications will go out after Fall Break****

October 22 – Student Feedback Session Master Plan (Student Center 12-1:30)

October 31 – Halloween Event (Student Center 11-1)

November 5 – Blood Drive (Student Center 8:30-2)

November 13, 2019 – Carolina vs Clemson tailgate (Student Center 11-1)

November 27-December 1, 2019 Thanksgiving Break

December 4, 2019 - Snow Day (Student Center 12-1)

December 10, 2019 – PAL applications due

December 18, 2019 – PAL Interviews

Lancers Boutique: Grand (re) opening October 16; 12-1:30

FROM: Tracey Mobley Chavous, PHR - Director of Human Resources

MEETING: Faculty Organization Meeting- October 4, 2019

TODAY'S DATE: October 3, 2019

ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) Open Enrollment for benefits began on October 1, 2019 and will end on October 31, 2019. An initial email was sent to all benefits eligible faculty and staff members on September 20, 2019. The 2020 Insurance Summary was attached to the email and may also be found at <http://www.peba.sc.gov/assets/2020insurancesummary.pdf>

Any changes you make during Open Enrollment take effect January 1, 2020.

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 www.peba.sc.gov/oe.html

- 2) A bonus in the amount of \$600 will be on the October 31, 2019 paycheck. This bonus is for FTE Faculty and Staff who had been working for at least 6 months prior to July 1, 2019 and make less than \$70,000 per year.
- 3) Please remember that the Employee Assistance Program (EAP) is a confidential resource provided by the University to support employees through times of need.

Our EAP vendor McLaughlin Young Group (Mygroup) provides assistance in four categories; Assessments and Counseling, Legal Access Services, Financial Services, and Education and Training.

Except for fees associated with the purchase of legal documents, EAP is free to university faculty, staff and their immediate household members.

Employees have access to counselors 24 hours a day 365 days a year by calling 800-633-3353 or 704-529-1428. More resources may be found on the vendor website mygroup.com.

Medford Library

FACULTY MEETING REPORT OCTOBER 4, 2019

SERVICE STATISTICS AND PROGRAMS

- **5,206** unique visits
- Processed **5** Interlibrary borrowing requests
- Processed **31** Interlibrary loan lending requests
- Fulfilled **18** PASCAL Delivers borrowing requests
- Fulfilled **54** PASCAL Delivers lending requests
- **2,189** LibGuide views
- **68** Community computer uses
- **11** Conference Room reservations
- **101** Study Room Reservations
- Answered **65** reference questions (*recorded)
- Library Exhibit: "Shelf Help: Prepare For Class"
- Mindful Mondays @Medford, 12:15P
- Author reading: Mary Ann Claud, "Alex Dances" (Sept 17; 4:30P)
- Banned Books Week Keynote Speaker: Dr. Patrick Lawrence, "Patently Offensive and Lacking in Serious Value: Literature, Obscenity, and Policing the Nation" (Sept 23, 12:15P)
- Watch A Banned Book Film Series (Sept 23- 25)
 - "Black Hawk Down" (Sept 23 @ 12:30P)
 - "The Perks of Being a Wallflower" (Sept 24 @ 12:15P)
 - "Divergent" (Sept 25 @ 12:15P)

CIRCULATON STATISTICS

- **247** General collection items circulated
- **8** New Books circulated
- **20** Juvenile items circulated
- **10** AV items circulated
- **28** Reserve items circulated
- **4** Special Collection items circulated
- **5** Oversize items circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **20** New Books processed

UPCOMING or ONGOING PROGRAMS & SERVICES

- **October 1 – 31:** Shelf Help Exhibit Series, "Update Your Behavior"
- **October 14, 2019 - March 2020:** Pop-Up Tea Shop, 10A – 7P Monday – Thursday.
- **November 1- 30:** Shelf Help Exhibit Series, "Change Your Perspective"

- **November 6:** A Creative Venture: “Sweet & Salty Scrubs,” 11A – 2P

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>

Columbia Senate Report

USCL Members Reporting to USCL Faculty Organization

Date of Report: October 4, 2019 Faculty Meeting

Dates of Columbia Senate Meetings:

- September 11, 2019 Senate Meeting
- September 18, 2019 Special Called Meeting
- October 2, 2019 Senate Meeting

General

- UofSC has a chapter of AAUP (American Association of University Professors) that meets in Columbia. Email: UofSC.AAUP@gmail.com. Twitter: @UofSC_AAUP. They also have a Facebook group that is linked through their Twitter account.
- Description of the switch to PeopleSoft, including the issues that occurred with the transition such as the delay in summer pay and a lag in student pay. (It starts roughly 9 minutes into the video for the 9/11 meeting.)
- A Resolution Endorsing Legislative Reform of the Board of Trustees
https://www.sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2019_09_18_resolution.pdf

Courses and Curricula

Complete descriptions are available at

https://www.sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2019-09-11.cc.pdf and

https://www.sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2019-10-02.cc.pdf

- Change in Course:
 - CPLT 300
 - FINA 472
 - MGMT 425
 - POLI 316
 - SOCY 316

- New Courses:
 - ENGL 280: Literature and Society (AIU and VSR)
 - FINA 464: Financial Innovation
 - WGST 487
- Change in Degree Program
 - BSCS Computer Science
 - BS Computer Information Systems
 - BSW Social Work
- Courses Approved for Experiential Learning (too long list here):
https://www.sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/approved_courses_experiential_learning_spring_2019.pdf
- Courses Approved for Experiential Learning for the Summer
https://www.sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/approved_courses_experiential_learning_summer.pdf
- Courses Approved for Distributed Learning Delivery
 - POLI 316
 - SOCY 360

Resolution of No Confidence in the Board of Trustees

This was approved at the Oct 2 meeting. The resolution is available at the following webpage:

https://www.sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/20191002_fs_resolution.pdf

Athletics Advisory Committee Report

The Athletics Advisory Committee met on October 3, 2019.

During the meeting, a concern was brought to the committee about the lack of a clear student athlete policy regarding accommodations for their sports schedule. While the Columbia campus has one as well as one located in the ACAF(3.21). After lengthy discussion, members will be putting together a proposed student athlete policy that will outline the student responsibilities, the athletic director responsibilities, and the faculty responsibilities when working with student athletes and their schedules. The goal is to streamline the process and have an established set of guidelines that all parties follow that is clear and limits confusion and conflict in the academic setting.

A developed policy will be presented to the faculty at the first faculty meeting in the spring.

The athletic director will also be sending out a list of student athletes and the practice and game schedule to all faculty members for their reference and records.

Any concerns or contributions regarding this can be sent to committee chair, Marybeth Berry.