

USC Lancaster Faculty Meeting Minutes April 9, 2021

Please note: To access the recordings of previous Faculty Organization meetings, do the following:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click Tools on the left-hand menu.
4. Click on Blackboard Collaborate Ultra on the right.
5. On the black bar with the word "Sessions" on it, click the three lines (the menu) to the left on this bar.
6. Choose Recordings.

Also, chat messages are shown on the recordings, but not necessarily reported within these minutes. ***These minutes are not verbatim.***

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USC Lancaster Faculty Meeting Minutes April 9, 2021

CALL TO ORDER: D. Lawrence, 12:00 PM

CORRECTION/APPROVAL OF MINUTES: The minutes of the March 5, 2021 faculty meeting were approved with the dates corrected.

REPORTS OF OFFICERS:

Dean of the Campus – Dr. Walter Collins, report submitted ([Appendix 1](#)).

- COVID19 update – one new case last week and one new case this week.
- Bottom of page 1 – update about vaccinations. A week from today, April 16th, a two-shot sequence vaccine clinic will be open at USCLancaster. This is open to anybody by appointments. Navigation instructions included in the report.
- Enrollment information – all time high on enrollment, ever. Up 14.85% over Spring 2020 enrollment. Thanks to everyone.
- Thanked Dana, Suzanne, and Annette for the Faculty Organization’s Executive Committee work.
- Message about Chris Judge who has been recommended for an appointment to the board of USC Columbia’s Educational Foundation. In the past Fran Gardner has held this position. Hopefully he will be approved. The Foundation has an impact on funding for our campus along with others.
- Project updates on our campus – listed in the report.
- Legislative update – neutral. No recurring allocations are yet known. Dean Collins will update the campus as more is known, deadline of June. Amount of credit hour for dual enrollment is being cut, and they are working with business managers on this issue.
- Arras Foundation partnership ongoing for the internship this summer. There was information about paid summer contributor/facilitators to the teaching sessions in the summer.
- Thanked faculty for participating in the annual evaluation survey sent out for Dean as well as others.
- USC Lancaster Players event
- Virtual Commencement this year on May 1, 2:30 PM. Link coming.
- Virtual Research conference continues to the end of this month.

Questions/comments from the floor:

Gardner – I am confused about commencement. When we get the link do we all go on there at 2:30 PM. It is a live thing or pre-recorded.

Collins – It is all pre-recorded in segments, so it will not be live. You can go on at 2:30 PM or at any time you want for your convenience. The segments are being recorded and a third-party company is doing the work.

Berry – how will this affect dual enrollment? Will this decrease in funding impact classes?

Colins – He does not think the demand for dual enrollment will go away and that our class numbers will remain the same. The impact will be on the revenue. We're working on ramifications and issues with Palmetto College.

Sellhorst – Is there a plan to pass some of that deficit on to the students to pay?
Yingst – or the school district?

Collins – in the chat -- Will some of this be passed on to the student families, the school district? We're working on those questions. It's still a low percentage of the tuition that the students' families would pay.

Emanuel – we may be able to make scholarships available for students.

Associate Dean for Academic and Student Affairs – Dr. Todd Lekan, report submitted ([Appendix 2](#))

Comment and announcement to colleagues about Dana, who will be on sabbatical in the Spring 2022. Comments within the chat about Dana's planned research.

- Page 1
 - Faculty & staff student surveys
 - The 40% of the student respondents plan no to be COVID 19 vaccinated when eligible – he addressed this as many had questions about this. Maybe there will be some way to convince them to be vaccinated.
- Page 2
 - Course Evaluations – April 12 to 26th. Maybe take course time if synchronous to allow students to access and complete course evaluations.
 - Final exam schedule at the end of the document
 - Advising timeline – he can share more details if anyone wants that.
- Page 3
 - Academic integrity cases – some data. Reminders – please make sure to have a discussion with the students about the violations prior to reporting or reaching out to Academic Affairs. Please see the report for details.
 - Summer orientation dates.
 - Shemsi Alhaddad has accepted the Institutional Research position.
 - Recent accomplishments – please see his report for details.
 - Sarah Sellhorst
 - Chris Judge
 - Fran Gardner
- Page 4
 - USCL Theater Program – live outdoors.

Academic Success Center – Dr. Dana Lawrence, report submitted ([Appendix 3](#))

More pressing is the summer schedule. This will not be posted until closer to Summer I session, based on course offerings and which courses will make. An email will be coming with that schedule.

Admissions Office – Justin Pearson

Presentation – please see the recording to see all the numbers.

Statistics

- Enrollment basics
 - Headcount for Sp 21 was 1624 compared to Sp 20 which was 1414
 - Dual enrollment – 971 (Sp21) versus 676 (Sp20)
 - FTE – 1045 (Sp21) versus 979 (Sp20)
- Gender and ethnicity breakdown – see the recording.
- Summer 2021 – we are down by 49% headcount, -100% dual enrollment (begins next week) and 55.35% for FTE.
- Fall, we are ahead – headcount of 75 (F21) versus 46 (F20), up 63%; DE advising has not happened; FTE 71 (F21) versus 51 (F20) up 39 %

Initiatives the enrollment management is doing – list of events – past and future.

Faculty and student recruitment – continue to participate in these to help grow the campus. Emphasized that this is a team effort.

Human Resources—Tracey Mobley Chavous, report submitted ([Appendix 4](#))

- Vaccination cards and negative COVID testing – neither the university nor any administrator is requiring anyone to be vaccinated. We are requiring if the employee has not completed the vaccination series that we get a negative COVID result each month.
- Compensation for the summer months
 - there is no exception to the ECOM percentage. Please meet with Dr. Lekan if this will happen in case this happens.
 - #4 – we are required to do 2 items – the PBP2-S which is taken care of by them, but the second item is the PC Summer Compensation Offer Letter which is emailed to faculty members must be returned. Please submit this quickly.
- Onboarding experience training has shifted a bit to supervisors. Training session on April 22 from 3 – 4 PM. Please attend if you are a supervisor.
- ITAMS will eventually go away – August 1, 2021. No training dates yet for the replacement system.
- Personnel Request Form – Mission Critical approval is still required to hire or rehire student assistants or temporary staff employees for summer or fall.
- Veterans Preference – new to SC. This effects the hiring of full time equivalent positions of staff and faculty. A qualified veteran is required to be interviewed if an applicant meets the minimal requirements of that position. Process should be the same. If there is a qualified veteran already in the interview list, then that is fine. If there are veterans who have applied but are not in the list, their names will be submitted to the committee for interview. They do not need to be recommended for hire, etc. If there are no veterans that meet the minimum requirements, then the search is normal.
- Looking for a University 101 faculty member to teach in Fall 2022.

Questions/comments from the floor:

Criswell – Tracey—When should we expect to get these letters? Will they Be distributed before each summer semester or all at the beginning?

Mobley Chavous – she does not have a specific date. Before each summer session, they will give the compensation report 2-3 weeks before the start date. She will then send the letters out. As classes continue to meet, she will get updated reports and send new letters out. She expects by the end of April the first set of letters will go out.

Moon Kelly – for UNIV 101, that is for full time faculty for instruction right?

Mobley – Yes, but adjunct can also teach if they are already certified to teach in another area. If faculty have interest, please send that to me and your chair.

Biggs – Has there been an effort to coordinate-collaborate between UNIV 101 and the first-year advising goals?

Yes and yes. Asheley Schryer and I have had several discussions and we have a meeting coming up. We have a plan to include this in the summer orientations. If there are other topics that you think should be included, please let them know.

Heinemann-Priest – Do we have a specific syllabus to teach for UNIV 101? In terms of textbook?

Mobley Chavous – yes and no. We have specific topics we want covered, but we do not tell you how to teach those topics. A textbook is not required, but we recommend them. She listed a few different ones. Supplemental reading as opposed to a hard core textbook. In response to a message to her – you do not have to be specialized in a certain field.

IT – Blake Faulkenberry, report submitted ([Appendix 5](#))

Medford Library – Rebecca Freeman, report submitted ([Appendix 6](#))

REPORTS OF COMMITTEES:
USC SYSTEM COMMITTEES

Palmetto College Campuses Faculty Senate

1. Executive Committee – Ernest Jenkins

Preparations for the senate meeting, next week. April 16th.

This may not apply to our campus, but one campus has indicated that adjunct faculty have service requirements. The committee thought it was a good idea to have that option but not to make it a requirement. They are looking into this issue.

Questions and comments

Yingst – One other thing that came up – should senate continue to meet online? There may be an official survey coming up in the Fall. Would you be more willing to serve on senate more of the time, less of the time, if it were meeting online.

Poll asking about serving if people would be more willing to serve on senate if it were online: Yes: 23, NO: 6

Hammond – in chat: I don't think you can have the same kinds of discussion and nuance. I wish we had committee meetings between Senate meetings. We'd get more done that way.

2. **Rights and Responsibilities Committee** –no comments
3. **System Affairs Committee** – Jerrod Yarosh
We have not met, so after next week.
4. **Welfare Committee** – Peter Seipel
We wrapped up the welfare survey in March, had 71 responses. We're reviewing the comments, will talk about them next week, and report probably after that meeting.

OTHER SYSTEM COMMITTEES

Columbia Faculty Senate – Report submitted ([Appendix 7](#))

- Alhaddad – she will take questions.

LOCAL COMMITTEES:

Curriculum Committee – Chris Bundrick, motion submitted well before the deadline, so this will be voted on ([Appendix 8](#))

- Change in learning outcome #3 for the A.S. Business Degree.
- Voting results under New Business.

DEI Committee – Adam Biggs

- Met about 2 weeks ago with the systemwide committee. Something to think about long-term, we do not have a means to measure DEI criteria. This is something to keep in mind.
- They will be setting up book clubs with different themes. Some may be pedagogy related, DEI competency related, etc. Sort of in the spirit of the book clubs we have had in the past.
- We will give you a selection to choose from and set up times to have conversations about the books – may be in the summer, may be in the fall. To help gain comfort in the applications and ramifications of DEI areas.

Questions and comments

Hassell – in chat: Nice idea about the book clubs!

Gardner – in chat: Interested in seeing. your reading list

Biggs – We'd be happy to add books to the list.

T&P Committee – Chris Bundrick, report submitted ([Appendix 9](#))

He thanked all the committee members for all their work.

UNFINISHED BUSINESS:

Motions

1. **PCC Policy Advisory Committee** - Motion to add this committee to the bylaws
 - a. Voting until 5 PM today on this motion.
 - b. There are 41 voting members present.
 - c. **Results of voting on motion: Unanimously approved**

2. **Admissions, Petitions, and Grade Change Committee** – Motion about the changes to the membership of the committee.
 - a. The EO Committee recommended changes based on discussion that occurred within the March faculty meeting and review of the memberships of the current faculty committees listed within the bylaws and came up with a friendly amendment.
 - b. This amendment was presented during the meeting (red text was the original motion; purple is the amendment to this motion; see [Appendix 10](#)): **“Membership: One representative per division, the Academic Dean, a representative from the Office of Admissions and Records, the Director of Student Success and Retention, and up to two additional faculty members (administrative appointments).”**
 - c. Poll posted to approve the proposed amendment to the motion
Results - Yes: 31; No: 1
 - d. Amendment passed. There are 41 voting members present.
 - e. The motion with the amendments will be available to vote on BB until 5 PM.
 - f. **Results of voting on amended motion: Unanimously approved**

NEW BUSINESS:

1. **Curriculum Committee** – Chris Bundrick, ([Appendix 8](#))
 - a. This motion can be voted on BB until 5 PM today.
 - b. There are 41 voting members present.
 - c. **Results of voting on motion to change learning outcome for A.S. in Business degree: Unanimously approved**

Questions/comments from the floor:

Parker – They did look up the main campus’ business degree and this is consistent with their outcomes.

Emanuel – they do not have theories but have principles when they teach the courses.

2. **Campus Description** – submitted by USCL Welfare & Grievance Committee well ahead of the deadline for voting, so this will be voted on today. ([Appendix 11](#))

Penuel –clarified that the latest file that was sent out this spring had admissions numbers updated.

- a. **Results – Yes: 31, no: 0**
- b. **Motion passed.** There are 41 voting members present.

ANNOUNCEMENTS:

Holland – screen shared – beyond the classroom option – survey information for students. Please share.

Nick Jones – representing Lancaster County Council of the Arts – presentation – please see the recording. Spring Into the Arts! – Lindsay Pettus Greenway Mural Events

- Woodland Drive Underpass Mural – still have spots remaining for USCL students, faculty, and staff, as well as LCSD art teachers.
 - o Times throughout the week of April 19th to participate.
- The unveiling of the mural will be noon on April 24th with various events on that day – these are listed within the presentation – again please see the video.
- Be the Art!
 - o Social distance walk; interactive art event featuring colorful umbrellas.
- Youth Art Month – art displayed along the greenway. These will be featured on the “Be the Art” walk.

Moon-Kelly –in chat: Posted digital concert of CCB on USCL Forum FB page

Adjournment: 1:42 PM

ATTENDING: Shemsi Alhaddad, Brooke Bauer, Marybeth Berry, Adam Biggs, Albert Blackmon, Chris Bundrick, Brent Burgin, Fernanda Burke, Li Cai, Jill Castiglia, Courtney Catledge, Walter Collins, Stephen Criswell, Jerry Currence, Liz Easley, Pam Ellis, Stan Emanuel, Rebecca Freeman, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Chris Judge, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, Lynette Martek, Angela Neal, Tracey Mobley Chavous, Erin Moon-Kelly, Uday Neelakantan, Allan Pangburn, Phillip Parker, Justin Pearson, Suzanne Penuel, David Roberts, Todd Scarlett, Asheley Schryer, Peter Seipel, Sarah Selhorst, Nahid Swails, Mike Sherrill, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst.

ABSENT: Noni Bohonak, Dwayne Brown, Andrea Campbell, Steven Campbell, Mark Coe, Kim Covington, Susan Cruise, Garane Garane, Howard Kingkade, Pernell Lewis, Bettie Obi Johnson, Leigh Pate, Babette Protz, Kim Richardson, Denise Roberts, John Rutledge, Ann Scott, Suzette Taylor, Brittany Taylor-Driggers, Dick Van Hall.

Faculty Secretary: Document submitted by A. Golonka on April 20, 2021 for faculty and staff review.



UNIVERSITY OF
South Carolina
LANCASTER

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

Report to the Faculty Organization of USC Lancaster
April 9, 2021

COVID-19

Campus Status: The campus is operating under guidelines set forth in the following documents:

[USC Lancaster Reopen and Operations Plan](#) (updated 1/18/21)

[Palmetto College Risk Mitigation Plan Document](#) (updated on 1/8/21)

Palmetto College COVID-19 Case Dashboard:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/announcements/2020/covid_dashboard.php

Important Reminders:

- Any campus meetings (even between as few as two people) should be conducted virtually using a two-way video platform of your choice in order to lower the risk of the transmission of COVID-19.
- Please remember the importance of mask wearing and physical distancing.
- Campus classrooms and spaces continue to be thoroughly cleaned and sanitized on a regular and routine basis. Larger areas are fogged with our mister as needed.

Regular on-campus testing: Student Health Services at USC Columbia will come to USCL every other Wednesday to administer free COVID testing for students, faculty, and staff. The testing type has changed to the saliva test. The next testing session is scheduled for April 21, 2021.

SC DHEC continues drive through COVID testing for the community on the USC Lancaster campus in the parking lot on the east side of Carole Ray Dowling. Testing is available Monday-Friday, 8:30 to 4:30.

VACCINES: All South Carolina residents age 16 and up are now eligible for a COVID vaccine. DHEC continues to log any vaccine sites at this [web page](#) organized by zip code.

UPDATE: DHEC will be conducting a 2-shot sequence vaccine clinic on the USC Lancaster campus (parking lot west of Bradley, Pizza Hut side) on Friday, April 16. Here is the [link](#) for scheduling an appointment. (Open page, check the certification box, click on Get Started, answer the questions, and it will most likely bring up nearby locations, choose

DHEC at USC-Lancaster to register.) The DHEC appointment line is 1-866-365-8110. Likewise, North Carolina's [DHHS website](#) contains information on vaccine locations and scheduling. Additionally, we are in the process of rolling out a campaign to USC Lancaster students to inform them about the COVID vaccine and how to go about scheduling and obtaining the inoculation. The campaign will continue throughout the summer as well.

People

Enrollment

As of March 18, 2021, the Spring 2021 enrollment freeze date, USCL headcount enrollment stood at 1624 (up 14.85% over Spring 2020 enrollment). Thanks to everyone for your contributions to making this an all-time high, historic enrollment number for a Spring semester at USC Lancaster.

Congratulations and much gratitude to Dr. Dana Lawrence, Dr. Suzanne Penuel, and Dr. Annette Golonka for their service this year as our **Faculty Organization's Executive Committee**. Their work is appreciated always but especially during the ongoing pandemic. Please accept my most sincere expression of gratitude for guiding and leading our Faculty Organization this year. It has been a pleasure to work together in the spirit of shared governance and toward the betterment of our campus.

Professor Chris Judge has been recommended for an appointment to the board of USC Columbia's Educational Foundation taking the seat held for several years by **Professor Fran Gardner**. Prof. Judge's term is set to begin in July 2021.

USC Lancaster in our Communities

The **Town-Gown Advisory Group** will meet again on Thursday, April 15. The conversation will again be focused on arts and creativity with a discussion around a grants writer to seek funding for community collaboration in the creative economy.

Facilities

Campus Building and Area Update Reminders:

Starr Hall – We have a tentative date to start the major portion of work in Starr Hall on June 1st which will include a new fire alarm system, front lobby remodel and Business Office renovation. There may be some preliminary work taking place before June 1st with respect to the fire alarm system. As for the Student Center, our plan is to also replace the lighting and fabric wall, then repaint the entire Student Center. Substantial completion should be before we start Fall 2021 classes.

Hubbard Hall and Starr Hall parking lots – Construction documents are complete and have been delivered to DHEC for review. Once approved, the bid process should take about 60 days so work would begin in late May or early June on the repaving and new curbing work. Work should be completed before Fall 2021 classes begin.

Gregory tennis courts – Community fundraising is complete, and we're in the process of scheduling resurfacing for all of the tennis courts. Work will likely begin in late spring or early summer.

Legislative Update and State Funding News

Due to ongoing challenges resulting from the pandemic, we have an incomplete proposed FY 2022 state allocation for the campus at this time. Fortunately, unlike last year, we believe that we will have an allocation, but so far we only know that funds for deferred maintenance (\$3.5 million) have been proposed. The Senate will have the chance to add their allotment for recurring/operational funds later this month and then a conference committee will make final recommendations in May. While we are hopeful for an increase in recurring funding, the process is far from over. However, I did want to share where we are in the process at this point.

More recently, we received word on April 1 that the South Carolina Commission for Higher Education is cutting the amount of funding (funding comes from the Lottery Tuition Assistance Program) that it awards per credit hour to institutions for dual enrollment student registrations. This means less revenue for dual enrollment students starting in Fall 2021. We are working with Palmetto College and with the business managers across the PC campuses to plan for that reduction and to mitigate it to the degree we are able. More information on this will be shared as the plan comes together.

Other items...

- The next virtual **Lunch & Learn at the NASC** is April 16th at noon with a talk entitled “Madeira to Moonshine: A Drinking History of South Carolina” by Dr. Faye Jensen, CEO of the South Carolina Historical Society. To join the program, please send an email to usclnasp@mailbox.sc.edu and a password and ID required to join the meeting will be sent to you.
- As I mentioned in last month’s report, USC Lancaster is partnering with the Arras Foundation to sponsor a **college student summer internship program focused on diversity, equity, inclusion, and access**. Applications were due by April 2, and, by all accounts, there was great interest in the program. Dr. Mark Coe and Mr. Justin Pearson have agreed to serve on the intern selection committee along with individuals from the community and the Arras Foundation to choose the finalists for the internships. Their work has already begun. Likewise, Dr. Brooke Bauer, Dr. Adam Biggs, and Dr. Stephen Criswell have been consulted and have provided input and feedback to the framework and structure of the 8-week virtual program. In the next several weeks, there will be a call disseminated to USC Lancaster faculty and staff for paid summer contributors/facilitators to the teaching sessions in the program.
- 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.
- **USC Lancaster Players will present The Brothers Grimm Spectaculathon Bash!** on April 23-25 and May 1, 2021. There will be live outdoor and virtual performances. More information will soon be shared.
- The annual USC giving day—**Give for Garnet**—is scheduled for Wednesday, April 21, 2021. Gifts can be made to the General Fund of the Educational Foundation of

USC Lancaster. More information will be shared about how to give just before the event.

- Our **2021 May Commencement Ceremony** here at USC Lancaster will be virtual this year. Dr. Deborah Cureton will be our guest speaker. The link for the commencement will be posted online and shared with faculty and staff on Saturday, May 1, 2021 at 2:30 pm.
- **USC Lancaster's Research Club is sponsoring a year-long [Virtual Research Conference](#)**. Everyone across Palmetto College is invited to participate and attend. Here is information related to the events associated with the conference:
 - **What is it?** – This is a Virtual Conference to help with student engagement and education across the campus and community during the era of social distancing and COVID-19.
 - **Why is it important?** - This will give us a platform to reach students through social media to further our mission of educating and engaging students and the community about scholarly work, undergraduate research, and the Graduation with Leadership Distinction program.
 - **Opportunities for Students** – Weekly, we will be announcing various beyond the classroom activities and presentations that students can engage in to further their knowledge about a vast array of scholarly work and productions. All of the material is prerecorded and available to the students at any time.

Where do you access the conference?

Instagram: @uscl_research_club_

Facebook: @usclresearchclub

Website: sites.google.com/view/usclresearchclub

Dr. Sarah Sellhorst and Dr. Liz Easley are the faculty sponsors for the Research Club, and here is their video introducing the conference: <https://fb.watch/1w4k5-Y7DM/>



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
March 9, 2021

Spring 2021 Palmetto College Student/Faculty/Staff Surveys.

- 556 total responses (compared to 540 in the fall).
- 359 student responses.
 - 228 of 359 students attended completely online and they seem to prefer asynchronous to synchronous instruction.
 - 115 of the 359 students paid additional fees for online platforms not provided by U of SC.
 - Internships are challenging to secure and maintain due to Covid.
 - Almost 90% of the respondents were satisfied with the level of instruction received.
 - Approximately 40% of the respondents plan not to be Covid 19 vaccinated when eligible.
- 119 faculty/staff responses (compared to 89 in the fall)
 - 69 taught completely online and are split on preference for asynchronous versus synchronous.
 - Better satisfaction with proctoring of tests (only 6 disagreed)
 - Only 9 said they required students to pay for online platforms (lower than expected compared to student response).
 - Almost all were satisfied with the level of support from their academic program.
 - Almost all are or soon will be vaccinated for Covid 19.
- 78 Non-Instructional Staff (compared to 87 in the fall).
 - Believe students perform better in synchronous online courses than asynchronous.
 - Pleased with good communication.
 - Large majority pleased with support from supervisors and campus.
 - Staff views were very consistent with faculty views on campus cleanliness and support.

Faculty T and P Reviews for 21-22. I have sent confirmation letters to the tenure/tenure track faculty who are undergoing reviews for the 2021-2022 academic year. Please do not hesitate to reach out to me if you have any questions about your review schedule.

Course Evaluations. This is a reminder that all course evaluations for Spring 2021 semester will be given between Monday, April 12 and close on Monday, April 26 at 11:59PM (the last regular class day of the semester). If you are teaching in a synchronous format, consider taking time during your class to have students access and complete the course evaluations.

Finishing the Semester. The last day of class is April 26 and final exams begin on April 28. Final grades for the 16-week Spring term and for Spring 2 are due by noon on May 8. Please see the exam schedule at the end of this document.

Advising Update. Ashely Schryer, Director of Student Success and Retention has been developing a detailed advising plan based on best practices. The basic outline of this plan has been utilized this year. The timeline and main philosophy are as follows.

Advising Timeline

Summer Orientation => Advising students for their first semester (fall)	First-year Advisor
First-Semester => Advising students for their second semester (spring)	First-year Advisor
Second semester => Advising students for their third semester (summer or fall terms)	Faculty Advisor or First-year Advisor
Third semester => Advising students for their fourth semester (spring)	Faculty Advisor

Advising Focus Areas

Finding and engaging in community

Advising in the first year will focus on assisting students with advising tools, resources, and degree curricula. Advisors will help students connect with campus resources and best practices aimed at engaging in a successful college experience.

Navigating academic and career goals

Advising continuing students aims to assist in the continued planning and implementation of their academic and career goals. This includes emphasis on experiential education opportunities including internships, peer leadership, research, and service.

Advising Approaches

The advising program emphasizes two approaches: *Proactive* and *Appreciative*. Proactive advising serves as the overall approach due to its focus on intentional communication with the student at all points of their academic career. The purpose of proactive advising is to avoid issues related to student degree progression, success, and overall engagement by planning ahead (Varney, 2012). To support the proactive approach, appreciative advising is recommended for individual appointments. The student-centered framework

creates an environment of support and action through guided conversations. The 6-stage framework (Disarm, Discover, Dream, Design, Deliver, and Don't Settle) give advisors a directed plan to help students move through the recommended advising goals (Bloom, Hutson, & He, 2008).

Academic Integrity Cases—Some Data.

- Academic Affairs has handled 25 cases of academic integrity violations since July 1, 2020.
- 4 of these cases went to informal hearings in which the professors' original findings were upheld.
- 21 cases applied a "fail the assignment" penalty; 3 applied "a failure of the class" penalty; and in 1 instance the student withdrew before failing.

Reminders About Integrity Violations. Please make sure to have a full discussion with the student before reporting integrity violations to Academic Affairs. In some cases, you might decide that the most just and educative approach is to resolve the matter with the student without reporting the incident. When you do report the finding to the Academic Affairs office, please include your syllabus statement on integrity, documentation supporting the finding, and a statement of what penalty you intend to apply. The penalties that I might add to faculty grades include transcript notation and suspension. None of the cases this year rose to the level at which such additional penalties were appropriate.

Summer Orientation. Summer orientation for first year Lancers will be a mix of virtual and face-to-face sessions. The dates are:

IN-PERSON

- Tuesday June 29, 2021
- Wednesday July 14, 2021
- Tuesday July 20, 2021
- Thursday August 5, 2021

VIRTUAL

- Wednesday June 23, 2021
- Thursday August 10, 2021

Recent Accomplishments.

- **Sarah Sellhorst.** Sarah is the winner of the inaugural South Carolina Academy of Science Two-Year Institution Teacher of the Year Award. Dr. Sellhorst is a Professor of Exercise Science at USC Lancaster. Congratulations, Sarah! This is a well-deserved recognition of Sarah's excellence as USCL teacher, scholar, and mentor!
- **Chris Judge.** Chris coauthored these reports:
 - Remote Sensing at the Adamson Mounds Site (38KE11), Kershaw County, South Carolina. By Christopher Judge, Archaeologist, USC

Lancaster Native American Studies Center and Chester Walker, PhD,
Archaeologist, Archaeo-Geophysical Associates LLC of Austin, Texas.

- Interim Report on 2020 at Mulberry Site (38KE12) by Gail E. Wagner, Christopher Judge, Adam King, and Josh Chaplin The Catawba Wateree Relicensing Project—Mulberry Site (38KE12) Project.

USCL Lancaster Players.

- Congratulations to the USC Lancaster Players who participated in and won many awards at the South Carolina Speech & Theatre College Festival in March 2021.
 - -Technical Design
 - 2nd-Tanner Groves
 - 3rd-Mary Mac Adamson
 - -Duet Acting
 - 1st-Kayla Caulfield & Jacob Moore
 - 2nd-Jada Cannady & Abbey Hunter
 - -Triathlon Award
 - 2nd-Mary Mac Adamson

Fran Gardner. On April 7, Fran was recognized as “artist of the day” by the National Association of Women Artists (#NAWAArtistOfTheDay!). Congrats to Fran whose work continues

Rise Grants Recipients. Congrats to these USCL faculty who have received Rise Grants for their outstanding research projects

Cai, Li	New Synthesis of a Monophosphoryl Lipid A (MPLA) Derivative
Roberts, David	Individuation Gone Awry: The Cynical Therapeutic
Swails, Nahid	Understanding and controlling the formation of surface defects in additive manufactured structures
Taylor, Brittany	Native American Studies Contemporary Artist-In-Residence: An Opportunity for Non-Traditional Native American Artists

Upcoming Events.

The Native American Studies Center presents a Brent Burgin Lunch and Learn Lecture on Friday April 15 at noon. Dr. Faye Jensen CEO, South Carolina Historical Society, will give a talk entitled “Madeira to Moonshine: A Drinking History of South Carolina.” To register, send your email to usclnasp@mailbox.sc.edu and you will receive a meeting ID and password required to join the program. BYOB!

**The USCL Theater Program presents: The Brothers Grimm Spectaculathon
Location & Performances Dates:**

USC Lancaster’s Founders Hall Amphitheater

April 23rd & 24th @ 6pm

April 25th @ 2pm

Virtual Performance

May 1st 6pm

Tickets Sales: <https://bit.ly/3focFuS>

\$8.00 Early Purchase (Ends 11:59pm on April 22nd)

\$10.00 At the Door, Online, or Virtual

Conclusion. “When the act of reflection takes place in the mind, when we look at ourselves in the light of thought, we discover that our life is embosomed in beauty. Behind us, as we go, all things assume pleasing forms, as clouds do far off. Not only things familiar and stale, but even the tragic and terrible are comely as they take their place in the pictures of memory” –Emerson, “Spiritual Laws.”



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER
 A Palmetto College Campus

SPRING CALENDAR 2021

	16 Week	SP I MW	SP I TTh	SP II MW	SP II TTh
1-11	Classes Start	1-11 1-13 1-20 1-25 1-27 2-01 2-03 2-08 2-10 2-17 2-22 2-24 3-01 3-03	1-12 1-14 1-19 1-21 1-26 1-28 2-02 2-04 2-09 2-11 2-16 2-18 2-23 3/02		
4/26	Last Day of Class			3-15 3-17 3-22 3-24 3-29 3-31 4-05 4-07 4-12 4-14 4-19 4-21* 4-26 4-28	3-16 3-18 3-23 3-25 3-30* 4-01 4-06 4-08 4-13 4-15 4-20 4-22 4-27 4-29
Reading Day	Tuesday, April 27	N/A		N/A	
Final Exams	Weds., 4/28 – Weds., 5/05	Monday, Mar. 08	Tuesday, Mar. 09	Mon., May 03	Tues., May 04

SPRING I GRADES DUE by NOON on FRIDAY, MARCH 12
16-WEEK & SPRING II GRADES DUE by NOON on SATURDAY, MAY 08

***NOTE: Spring II - 3/30 and 4/21 Asynchronous Remote Class Days**

FINAL EXAM SCHEDULE - SPRING 2021

Class (16 week)	Exam Day & Time
MW 8:00am - 9:15 am	Monday, May 03 (8:00am-10:30am)
MW 9:30am - 10:45 am	Wednesday, April 28 (9:30am-12:00pm)
MW 11:00am - 12:15 pm	Monday, May 03 (11:00am-1:30pm)
MW 1:00pm - 2:15 pm	Wednesday, April 28 (1:00pm-3:30 pm)
MW 2:30pm - 3:45 pm	Monday, May 03 (2:30pm-5:00pm)
MW 4:00pm - 5:15 pm	Wednesday, April 28 (4:00pm-6:30pm)
MW 5:30pm - 6:45 pm	Monday, May 03 (5:30pm-8:00pm)
MW 7:00pm - 8:15 pm	Wednesday, April 28 (7:00pm-9:30pm)
TR 8am - 9:15 am	Tuesday, May 04 (8:00am-10:30am)
TR 9:30am - 10:45 am	Thursday, April 29 (9:30am-12:00pm)
TR 11:00am - 12:15 pm	Tuesday, May 04 (11:00am-1:30pm)
TR 1:00pm - 2:15 pm	Thursday, April 29 (1:00pm-3:30pm)
TR 2:30pm - 3:45 pm	Tuesday, May 04 (2:30pm-5:00pm)
TR 4:00pm - 5:15 pm	Thursday, April 29 (4:00pm-6:30pm)
TR 5:30pm - 6:45 pm	Tuesday, May 04 (5:30pm-8:00pm)
TR 7:00pm - 8:15 pm	Thursday, April 29 (7:00pm-9:30pm)
Friday 9:00am- 11:30 am	Friday, April 30 (9:00am-11:30am)
Friday 1:00pm- 3:30 pm	Friday, April 30 (1:00pm-3:30pm)

SPRING I (8 week) Classes	Exam Day & Time
MW 2:30 pm - 5:00 pm	Monday, March 08 (2:30pm-5:00pm)
MW 5:30 pm - 8:00 pm	Monday, March 08 (5:30pm-8:00pm)
MW 8:30 pm - 11:00 pm	Monday, March 08 (8:30pm-11:00pm)
TR 2:30 pm - 5:00 pm	Tuesday, March 09 (2:30pm-5:00pm)
TR 5:30 pm - 8:00 pm	Tuesday, March 09 (5:30pm-8:00pm)
TR 8:30 pm - 11:00 pm	Tuesday, March 09 (8:30pm-11:00pm)

SPRING II (8 week) Classes	Exam Day & Time
MW 2:30 pm - 5:00 pm	Monday, May 03 (2:30pm-5:00pm)
MW 5:30 pm - 8:00 pm	Monday, May 03 (5:30pm-8:00pm)
MW 8:30 pm - 11:00 pm	Monday, May 03 (8:30pm-11:00pm)
TR 2:30 pm - 5:00 pm	Tuesday, May 04 (2:30pm-5:00pm)
TR 5:30 pm - 8:00 pm	Tuesday, May 04 (5:30pm-8:00pm)
TR 8:30 pm - 11:00 pm	Tuesday, May 04 (8:30pm-11:00pm)

SPRING I GRADES DUE by NOON on FRIDAY, MARCH 12
16-WEEK & SPRING II GRADES DUE by NOON on SATURDAY, MAY 08

**Academic Success Center Report
For April 9, 2021 Faculty Meeting
Submitted by Dana Lawrence**

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

We will offer tutoring services during Summer 2021, but the schedule won't be posted until we are more certain about which courses will make.

The Spring 2021 Tutoring Schedule can be found here:

https://www.sc.edu/about/system_and_campuses/lancaster/documents/academic_success_center/tutor_schedule.pdf

ALL TUTORING SESSIONS ARE BY APPOINTMENT—STUDENTS CAN SCHEDULE ONLINE USING 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 15 minutes 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).

Spring 2020

	Jan 2020	Jan 2021	Feb 2020	Feb 2021	March 2020	March 2021	Apr. 2020	April 2021	May 2020	May 2021
Number of Tutors	8	6	9	6	Pre-SB: 9 Post-SB: 4	5	4		2	
Total Number of Sessions	38	31	100	42	Pre-SB: 31 Post-SB: 13	50	38		3	
Tutoring Sessions/Day (avg)	3.5 (11 operating days)	2.8 (11 operating days)	6.3 (16 operating days)	2.6 (16 operating days)	Pre-SB: 3.4 (4 operating days) Post-SB: 2.1 (6	2.6 (19 operating days)	2.1 (18 operating days)		1.5 (2 operating days)	

					operating days)				
Tutoring Sessions/Tutor (avg)	4.75	5.1	11.1	7	Pre-SB: 3.4 Post-SB: 3.25	10	9.5		1.5
# of tutor hours per week	79.5	54	75.5	54	Pre-SB: 75.5 Post-SB: 54	46	54		36
Appointment	33	31	93	42	42	50	38		3
Drop-in	5	n/a	7	n/a	2	n/a	n/a		n/a

Tutoring Sessions by Area

	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021
Biology	0	2	2		
Chemistry	2	5	3		
Computer Science/MGSC	18	17	27		
French	0	1	0		
Italian	1	0	0		
Math/PCAM 105	2	9	8		
NURS	0	1	2		
Spanish	3	3	0		
Statistics	1	0	0		
Writing	3 • ENGL: 1 • PALM: 2	4 • PALM: 2 • SPCH: 1 • UNIV: 1	6 • ENGL: 2 • MGMT: 1 • Other: 1 • PALM: 2		
Study Skills	1 • Other: 1	0	2 • Other: 2		
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0		
TOTAL # OF SESSIONS FOR MONTH:	31	42			

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (JAN)	7	1	1	2	12
# of individual students (FEB)	7	5	2	2	16
# of individual students (MAR)	10	1	6	2	19
# of individual students (APR)					
# of individual students (MAY)					
# of individual students (Semester)					

FALL 2020

	August 2019	August 2020	Sept. 2019	Sept. 2020	Oct. 2019	Oct. 2020	Nov. 2019	Nov. 2020	Dec. 2019	Dec. 2020
Number of Tutors	8	6	8	6	7	5	7	5	8	5
Total Number of Sessions	27	31	137	55	175	77	141	38	59	17
Tutoring Sessions/Day (avg)	5.4 (5 operating days)	6.2 (5 operating days)	8.6 (16 operating days)	3.1 (18 operating days)	9.2 (19 operating days)	(17 operating days)	10.1 (14 operating days)	2.5 (15 operating days)	7.4 (8 operating days)	2.8 (6 operating days)
Tutoring Sessions/Tutor (avg)	3	5.2	17.1	9.3	25	15.4	20.1	7.6	7.4	3.4
# of tutor hours per week	68.5	70	68.5	70	70.5	60	70.5	60	76	60
Appointment	21	31	127	56	168	77	133	38	57	17
Drop-in	6	n/a	10	n/a	7	n/a	8	n/a	2	n/a

Tutoring Sessions by Area

	August 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020
Biology	2	4	9	2	0
Chemistry	4	3	7	2	1
Computer Science	5	9	5	3	1
French	0	0	0	0	0
Italian	0	0	1	0	0
Math/PCAM 105	13	18	19	8	3
NURS	0	1	1	1	0
Spanish	0	0	0	1	1
Statistics	0	0	0	0	0
Writing	7 • ENGL: 2 • POLI: 1 • SPCH: 3 • Other: 1	21 • ENGL: 14 • PALM: 2 • POLI: 2 • SPCH: 2 • Other: 1	35 • ENGL: 31 • HIST: 2 • NURS: 1 • PALM: 1	21 • ECON: 1 • ENGL: 17 • NURS: 3	11 • AFAM: 2 • ENGL: 9
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0	0	0
TOTAL # OF SESSIONS:	31	56	77	38	17

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	10	3	3	0	16
# of individual students (SEPT)	13	6	4	2	25
# of individual students (OCT)	21	1	5	3	30
# of individual students (NOV)	18	4	4	0	26
# of individual students (DEC)	10	1	1	0	12

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

MEETING: Faculty Organization Meeting (April 9, 2021)

DATE: April 7, 2021

ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) Remember that employees who are working on campus or visiting campus are required to complete one of two options:
 - A) Present a vaccination card that shows that you have completed your series (two doses of Pfizer OR two doses of Moderna OR one dose of Johnson & Johnson's Janessen)
 - B) A Covid test with a negative result that was taken during the month. This monthly requirement will remain in place until further notice.

You may send the copies to me at tmobley@mailbox.sc.edu or Talay Jones, Human Resources Specialist, jones@mailbox.sc.edu.

Please note that once a vaccination card which shows that the series has been completed is shared a covid test with a negative result is no longer required.

- 2) If you are scheduled to teach a course during one of the 2021 Summer sessions, please be sure that your course appears on the summer schedule. If the course does not appear 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 and Student Affairs Department will include the course in the Compensation Report.
- 3) The total compensation that may be earned by a 9-month faculty member from state entities during the 2021 summer months (beginning May 16 and ending August 15) is 33.33% of the faculty member's preceding academic year salary. The percentage includes compensation for instruction and extra compensation (ECOM). ECOM includes compensation earned through grants and other duties not related to teaching during the summer months.

Please note: "There will be no exceptions to this percentage limitation for ECOM (Research). Exceptions to the percentage limitation for summer instruction require Provost or Vice Chancellor approval."

Any faculty member who expects to exceed the compensation cap of 33.33% of base salary should meet with Dr. Lekan prior to the start of the summer session to ensure that either approval is obtained from Chancellor Elkins or arrangements are made for compensation to be equal to or less than the cap.

- 4) To process a faculty member's summer instruction compensation a PBP2-S and a Palmetto College Summer Compensation Offer Letter must be forwarded to Palmetto College to begin the hiring process.

Dr. Collins and I will complete the PBP2-S based on the Summer Compensation Report.

The Palmetto College Summer Compensation Offer Letter will be emailed to faculty members and must be returned to the Human Resources Department, preferably via email, to be submitted along with the PBP 2-S. It is important to return the letter quickly to make the hiring process as smooth as possible.

- 5) Any faculty member who needs to receive compensation from an internal or external grant source should complete a Personnel Request Form and receive appropriate approvals prior to it being forwarded to the Human Resources Department for processing.
- 6) On April 22nd there will be a training session to introduce supervisors to the new employee onboarding experience at UofSC. This training is for supervisors at the comprehensive campuses (Aiken, Beaufort and Upstate) and Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).

This session will discuss the supervisor's role in effective onboarding and introduce the new streamlined process. The Go-Live date of the new onboarding experience is April 15, 2021.

Save the date and click on the link below to attend in Microsoft Teams:

[Supervisors at all other UofSC Campuses - 4/22 from 3:00 – 4:00 p.m.](#)

- 7) The new Time & Labor/Absence Management system that replaces ITAMS is scheduled to Go-Live on August 1, 2021. Training dates and additional information will be shared later.
- 8) Please remember to submit an approved Personnel Request Form to the Human Resources Department to request to hire or rehire student assistants or temporary staff employees during the summer months or for Fall 2021.

Mission Critical approval is still required from Palmetto College before we can proceed with the hiring process.

Please submit your request at least 2 weeks prior to the date you want the employee to start to allow processing time.

- 9) Veteran's Preference: Effective January 1, 2021, honorably discharged members of the United States Armed Forces will be given preference for appointment and employment in every state government agency and higher education institution.

This will affect the search processes for all full time equivalent (FTE) positions of staff and faculty.

Hiring state agencies and institutions must interview at least one qualified Veteran for every full time equivalent (FTE) position posted. Eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position with or without a reasonable accommodation.

If there are no qualified Veteran applicants for the position and/or no Veteran applicants who meet the training and experience requirements for the position, the requirement to interview a Veteran does not apply and the state agency or institution is under no further obligation under this preference.

- 10) We would love to have a faculty member teach a section of UNIV 101 in Fall 2022. Please share your interest via email with me and your Division Chair to gain further details on becoming certified to teach the course.

USC Lancaster Faculty Organization

Campus Technology Update

April 9, 2021

Highlights

- **Student, Faculty and Staff Tech Support:** Just as a gentle reminder, please continue use the IT Service Desk number (803-313-7122) or e-mail address (uscltech@mailbox.sc.edu) to request items and services from the IT Department. Also, please refer students requiring assistance to the Service Desk number and e-mail account. This enables the IT team to serve everyone quicker!
- **Laptops for remote work:** As the campus transitions back to “normal” operations, all of the laptops loaned out for remote use will need to be returned, inventoried and go through a security assessment. This process will start in the middle part of May and must be completed by June 30, 2021. IT Staff will coordinate with each faculty/staff member individually to complete this process.
- **Summer 2021 Technology Initiatives:** Looking ahead to the Summer months, computer lab upgrades, classroom multimedia equipment upgrades, and enhancement of the wireless signal outdoors are all in the planning stages. More specifics will be provided in the coming weeks.

Medford Library

FACULTY MEETING REPORT APRIL 9, 2021

SERVICE STATISTICS AND PROGRAMS

- 752 unique visits
- 1237 LibGuide views
- Fulfilled 5 PASCAL Delivers borrowing requests
- 123 Computer Reservations
- 38 Study and Lounge Area Reservations
- 20 Community computer uses

CIRCULATION STATISTICS

- 25 General collection items circulated
- 1 Juvenile collection item circulated
- 1 New Book collection items circulated

GENERAL AND ADMINISTRATIVE ACTIVITIES

- The library is co-hosting Mindful @ USCL with USCL Counseling. Go to <https://www.remind.com/join/mindfulusc> to sign up for the text messages for the Mindful Monday Challenge.
- Library Summer Hours start May 10th. Hours will be:
 - Monday-Thursday 8am-6pm
 - Friday 8am-Noon

PUBLISHED? LET US KNOW SO WE CAN BUY YOUR BOOK!

- <https://usclancaster.libguides.com/c.php?g=322991&p=2164202>

HELPFUL LINKS

- Request Library Instruction: <https://usclancaster.libguides.com/c.php?g=322991&p=2164214>
- Book a Librarian: <https://usclancaster.libguides.com/c.php?g=322991&p=2164200>
- Document the impact of your scholarly activities: <http://bit.ly/20Gu02g>
- Check out tools for teaching and learning support: <http://bit.ly/1nMHxrm>

Columbia Senate Report

USCL Members Reporting to USCL Faculty Organization

Date of Report: April 9, 2021 Faculty Meeting

Dates of Columbia Senate Meetings: April 7, 2021

General

1. Invited guest Prof. Melissa Nolan, Epidemiology and Biostatistics, Arnold School of Public Health

Addressed the faculty and talked about the committee/team she was asked to put together that would help provide insight into situations where decisions needed to be made about Covid 19. She listed the committee members and listed a few things the committee advised on—to have visitors or not during the summer, and if to have spring break.

Her presentation focused on that committee's process and their projections on Covid19's effect on campus moving forward. Offered 4 different projections with graphs to show the possibilities at this time. Said all projections are within our capacity to handle and manage.

(Questions and answers may not be word for word)

Q: Are we going to require vaccinations in the fall? A: That is something that is still being discussed. Deferred to President Caslen to comment but stated that since vaccines are still under emergency use, she finds it challenging to make something not fully vetted required.

President Caslen commented: said that this decision would be driven by science. The understanding right now is that it may not be necessary. So the current position right now is no, but strongly recommend vaccinations throughout the community.

Q: If the tests on campus tested for the variant—saliva vs. nasal? A: yes. They can test for variants in the wastewater testing and in the saliva tests.

Q: What are the expectations for Covid restrictions for teaching labs—social distancing, cleaning of commonly used equipment, lower number of students, etc....

A: Deferred to Provost Tate but commented that masks would be required and used for a while into the Fall. Believed social distancing would continue in the summer but in the fall be relaxed. At the same time updated requirements will be announced. Talked about new studies documenting that surface transmission is low risk and that transmission mostly happens with the respiratory

droplets. They will continue with the cleaning. Asked Provost Tate if he wanted to comment.

Provost Tate: agreed with her statements.

2. President Caslen:

Calen addressed the Senate Faculty and thanked the faculty. Said that Prof. Nolan did a good job in summarizing where we are with the pandemic. Gave a list of highlighted achievements that the University of South Carolina accomplished during the pandemic—strategic plan, multiple new partnerships, tuition, enrollment, Carolina Online, the impact on the local and state economy, etc.... Thanked the faculty again in their partnership that helped with these things.

Update:

SACS—the visit went well. They praised their plan as an impressive effort. Listed two areas of concern for SACS. The first is 13.5 which is related to the control of sponsored research and funds. The issue with this is the external audit was not complete by the time of the SACS visit. Plan to have this completed by the time of the August response report. The second is 6.5 which is related to faculty credentials. They need to make sure they have the correct documentation for faculty's qualifications and credentials and if they are not correct they need to have an exemption from policy and the processes and procedures have been followed. Talked about this process. Talked about the timeline—UofSC responds in August and the SACS Board of Trustees meets in December. Unofficial word will come after that meeting with the official statements to follow in January 2022.

Title 9 taskforce: This is a popular topic on campus and he is glad it is. The University has formed a team of faculty, staff, and students to work on Title 9 processes, communication, training, etc.... Talked about some of the members of this group. Listed 5 things he has asked them to focus on to improve on—prevention w/ training and education, reporting, how investigations are done and by whom, adjudication, and advocacy. This includes bringing in an outside consultant. Stated that the four cases in the news have been assigned for review to see if they were conducted in accordance with current policies. (The people involved were listed but I missed the names.) Recommendations for changes are expected to come out of this evaluation as well. Talked about bullying and harassment on campus. Commended the faculty for forming an ad-hoc committee on professional conduct. Talked about the gaps in policy that relate to these issues and that the documents available don't have the "teeth to hold people accountable". He has talked with faculty, staff and students and wants to take the actions to correct this issue.

Benedict College and Apple Partnership: Recently announced this partnership to provide technology and infrastructure to support students and communities throughout the state. For this, they will be using the regional campuses and other schools to help.

Excellence initiative funds: Gave history when formed in 2017. The health campus was selected by the Board of Trustees as the future initiative and the Board approved those funds.

Budget: Followed up on previous questions about the fall furloughs. Gave update on the budget—much from the last meeting on how the campus has an overage. The overage is listed as \$55 million. Break down of where the money will go—\$19 million will go to colleges, \$5 million to mandatory increases of expenses, \$18 million will go to reserves, and \$14 million will also go back to colleges based on the blue prints they have turned in. \$23 million total will go back to the colleges. This overage will be returned to the colleges and the Deans of those colleges will decide what to do.

Thanked everyone again for the work put in over the last year.

(Questions and answers may not be word for word)

Q: Wallace: asked about the Governors return to physical presence order. Talked about how it related to state agencies under the authority of the governor—based on the order. Stated that Pres. Caslen's administrations response called into question for many issues on institutional independence that were part of the SACS COC review and the previous findings of undue influence by the governor. (made a statement that he is part of the faculty at the law school and that he and his colleagues have taken a through look at this order). It's the understanding that the Board of Trustees is the governing body of the University. So an order from the Governor, and one that attempts to preempt our own public health concerns and plans for increasing physical presence on campus, would be misplaced targeting the University. There are a number of faculty who are concerned about the accelerated return and its impact on staff. Urged that the admin look for ways to accommodate faculty and staff. Asked for Pres. Caslen's interpretation of the Governors order and what does he plan to do to maintain institutional independence.

A: Thanked the faculty and staff that have been able to return. Talked about those who have not been able to return and that it has mainly been because of daycare issues for children under school age. Said he wanted to help them and help them find adequate daycare to solve the issue that is preventing them

from coming back. They are not going to force someone to come back and have informed the Governors office of this. All the presidents went to the Commission of Higher education asking them for assistance in help extend the return timeline for those who are having issues. The Commission is helping the University in that manor.

Commented that the interpretation of undue influence rests on the definition of a public institution—where the finances and money come from for a public institution. That that discussion could take the rest of the allotted meeting time. As a public institution a significant portion of the revenue comes from public taxpayers. The Governor and the state administrative office was very clear that we fall under their directive in this. We could file a lawsuit otherwise but has no plan to do that. He is happy to work through this the way they plan to proceed.

3. Provost Tate:

Addressed concerns about sexual harassment and assault. Provost's office is not directly involved with adjudication. After someone is found to have fallen short of community standards, the Provost's office will act.

SACS report item 6.2. UofSC did not pass the requirement for faculty credentialing. This is mainly related to adjunct faculty who are credentialed based on experience rather than a graduate degree. SACS requires a response on this item.

Budget. Praised the transparency and representation in the budgeting process. The surplus will be split into three parts: 1. Part is going back to the schools/colleges. This is expected to only be for this one year, and not recurring. 2. Part will be centralized. 3. Part will be put in reserve.

Carolina Online. Faculty are in charge of content, courses, etc.

Committee Reports

Senate Steering Committee, Professor Spencer Platt, Secretary
Prof. Platt was not available, but the Chair elect provided a report.

The Steering committee has made some changes over the last few weeks in adding an ad-hoc committee on professional conduct and the other is freedom of expression. She will be chairing the Professional Conduct committee and it will be working on the title 9 issues on campus but with a broad focus—will include bullying and sexual harassment and assault. The Freedom of Expression committee will be looking at freedom of expression and how it fits in with the faculty manual and statements around academic

freedom. The committee has already selected its members. She is one the committee but not chairing. The make up and charges of those committees can be found on the website.

The committee has also asked InDev with the Carolina Core should be looked at. It's been 10 years since it's been looked at. So, they have asked InDev to present to the Senate if they should reexamine the curriculum and if so what process should they used to do that.

Chair explained the history of InDev's history in being responsible for this type of decision.

Committee on Admissions, Professor Brandon Bookstaver, Chair

Prof. Boostaver was not available, but the Senate chair provided a report.

The committee approved these two proposals that effect the Carolina Core. Stated that these were approved after extensive discussion and voted on.

Q: concern about local degree programs losing control over admissions within the Carolina Online and asked for clarification on how much control is retained by the schools and degree programs. A: The Chair asked Diana Mitchell to comment/respond. She said that at this point not every school is apart of Carolina Online. It is the case that the schools are involved in the admissions process and have asked that they agree to the same standards to keep the information clear to students. If they don't agree with them the schools can choose not to participate in Carolina Online. A: Mary: the requirements does change the GPA requirement to the lowest 2.25 that is required by at least ½ of the approved programs for transfer admission. It also requires the student to be exclusively within the online environment.

Q: Shemsi Alhaddad: Asked for clarification on how this is different than Palmetto College and asked if when they researched the effect of Carolina Online on other colleges, did that study include Palmetto College? Will it effect Palmetto College?

A: Diana responded. She has been in conversation with Susan Elkins a lot as well as the president. Carolina Online is a 4 year institution. They are working with others about joining Carolina Online and offering degree programs. Gave a background on Palmetto College as a 2 year brick and mortar degree completion program with the front end of the programs not online. Covid pushed a lot of the Carolina Core online and now we are able to offer and end to end Bachelor program. This is different than Palmetto College but offers the opportunity to expand because they have more possible degree completion options. Talked about Carolina Online not offering the AS/AA online due to the lower cost for the 4 year colleges.

Q: Prof. Mihalik: asked about how we can compete with other colleges who are advertising for online degrees—gave Arizona State as example

A: talked about the partnerships that are needed for this. Talked about the expected growth in this platform and its National/International reach—not just local.

Discussion happened about editing language to make statements clearer.

Q: Will Carolina Online be in competition with College of Arts and Sciences

A: Provost: Its not in competition. They are working with CAS and approaching other markets. The profits go back to the campus and are not kept. They can only win.

Proposal to Establish Admission Requirements for Carolina Online (senate voted on/passed)

Discussion: Q: asked if students will be required to submit an essay since its not listed. A: We don't require an essay for all admission types. We do require it among Freshman applicants. In the terms of Carolina Online, they are not planning on requiring an essay.

Proposal to Revise Behavioral/Criminal Infractions Policy for Carolina Online (senate voted on/passed)

Discussion: no discussion

Curricula & Courses and InDev

A public list of all proposed changes is available by following this link:

https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php

On that webpage, you may search or filter by status, course title/number, college/school, proponent, or Carolina Core Learning Outcome. Each entry gives a detailed description of the proposed changes, justification, date it goes into effect, and the approval process.

Total proposals for April 7th: (all voted on/passed)

1. 7 - Arts and Sciences
2. 6 – Business
3. 2 – Education
4. 4 – Engineering & Computing
5. 1 – Information & Communication
6. 5 - Music
7. 2– Nursing
8. 1 – Undergraduate Studies

Statement regarding concurrences was voted on and passed.

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

1. COLLEGE OF ARTS AND SCIENCES

ANTH 600 Survey of Linguistics (3)

ARAB 121 Elementary Arabic (4)

BIOL 250 Microbiology (3)

WGST 554 Women and Crime (3)

2. DARLA MOORE SCHOOL OF BUSINESS

ACCT 222 Survey of Accounting (3)

3. COLLEGE OF ENGINEERING AND COMPUTING

ECHE 300 Chemical Process Principles (3)

ECHE 310 Introductory Chemical Engineering Thermodynamics (3)

ECHE 320 Chemical Engineering Fluid Mechanics (3)

4. COLLEGE OF INFORMATION & COMMUNICATIONS

JOUR 205 History and Philosophy of the Mass Media (3)

JOUR 306 Theories of Mass Communications (3)

JOUR 346 Graphics for Visual Communications (3)

5. ARNOLD SCHOOL OF PUBLIC HEALTH

HPEB 470 Principles of Global Health (3)

6. UNDERGRADUATE STUDIES

UNIV 101 The Student in the University (3)

Faculty Advisory Committee

Had two actions. "Requiring action by Senate: 1. Conform Manual to current organization of the Board of Trustees, which no longer has the standing committees specified in the Manual. a. Revise description of the University Athletics Advisory Committee (current page 7) b. Delete the Faculty-Board of Trustees Liaison Committee (current page 8) 2. Add language to the Faculty Manual to identify the purpose of the System Faculty Leadership Council and its USC Columbia representation (insert after "Steering Committee" on the current page 13)"

Was approved. The System Faculty Leadership Council will have 1 PC representation on the council.

New Business

Recommendation for Health Insurance for grad students:

Moved and second.

Q: about the cost A: it would cost 5-10 million dollars

Q: are there possible repercussions to this? Like a reduction in research help, or effects on grants. Not against it, but would like to discuss

Q: Byars: what were the comparable costs at other University's that do this. A: Peer university's have been able to do this with similar cost.

Q: How would this effect those students who are still on parent's insurance? Could we just raise the stipend to benefit all students? A: Students can opt out of the plan or use it as a supplement. Some of this is still being decided. It is meant to help with student stress no matter their situation.

Q: if we vote yes. What happens. A: this is just saying we want the Admin to do something, but not the process.

Several commented on how UofSC is one of the lowest paid grad students, assistants, etc. that they have worked at—including the offering of insurance.

No one spoke against the motion.

University Commitment to Academic Freedom

Lindeman presented this freedom of speech report. She didn't help with it but she is helping present it due to tech difficulties.

Moved and second. Discussion...

Khushf was able to fix audio and gave a brief overview of the document.

Desai: Presented questions by department. Q: Could this type of statement support comments that fall under sexist or racist? Q: We already have a statement in the manual. How is this different?

Khushf: A: there are already limits in law about behaviors.

Comment (didn't catch speakers name): this would be useful to refer this to committee because it would need analysis and review. This is concerning to many departments and faculty.

Chair asked if this was a motion to refer to adhoc committee. Answer was yes. The motion was moved and seconded.

Motion to refer discussion:

Khushf: Motion against moving to committee. And commented/asked, why wouldn't we have/want this support even if it goes committee. This is a broad statement.

Chappell, Thorne, and Matchin: make statements for motion to refer to committee.

For good of the order: Christian Anderson announced meeting for AAUP UofSC chapter and posted the link below in the chat about the meeting.

sites.google.com/view/uofsc-aaup

Proposed Change to A.S. Business Degree Learning Outcome 3

Committee Proposing Revision	Curriculum Committee
Date of Presentation to Faculty Organization	3-26-2021

Rationale for Proposed Revisions

- The change will more correctly describe the degree program's goals.

Current	Proposed
Learning Outcome 3 <i>Management skills</i> Students completing the Associate in Science in Business degree program at USC Lancaster will be able to apply basic management theories to reach appropriate business decisions.	Learning Outcome 3 <i>Management skills</i> Students completing the Associate in Science in Business degree program at USC Lancaster will be able to apply basic management principles to reach appropriate business decisions.

**Tenure and Promotion Committee
Report to the Faculty Organization 4-9-2021**

Peer Review Narratives were distributed via read receipt email on 4/7. With that the committee has discharged the last of its ordinary duties for the year.

In under seven months the committee read, evaluated, and wrote narrative reviews for

- 1 Third-Year Review file
- 1 Tenure and Promotion file
- 1 Post-Tenure Review file
- 39 Faculty Information Forms

which amounts to a little over 350 pages of reading (not counting supporting documents) per committee member.

Thanks go to Angela Neil, Fernanda Burke, Todd Scarlet, Liz Easley, and Nick Lawrence, whose hard work and attention to detail were invaluable contributions through the year.

Proposed Revisions to USCL Bylaws

Title of Proposal: **Adding Admissions Rep to Admissions, Petitions, and Grade Change Committee**

Committee Proposing Revision: Executive Committee

Date of Presentation to Faculty Organization: Initial date (3-5-2021), amended date (4-9-21)

Faculty Organization Approval Date: 4-9-2021

Rationale for proposed revisions:

The committee can't effectively review general admissions policy, one of its central purposes, without regular input from the Office of Admissions and Records. Currently, it has no designated spot for any representative of that office.

Summary of proposed revisions:

Add a spot designated for a representative of the Office of Admissions and Records to the Admissions, Petitions, and Grade Change Committee.

Section and page numbers of the current bylaws for proposed revisions:

Current	Proposed
<p data-bbox="201 947 764 1010">ADMISSIONS, PETITIONS, AND GRADE CHANGE COMMITTEE</p> <p data-bbox="201 1052 797 1157"><u>Membership:</u> One representative per division, the Academic Dean, and up to two administrative appointments.</p> <p data-bbox="201 1199 797 1472"><u>Purpose:</u> The Admissions, Petitions and Grade Change Committee reviews general admissions policy. It recommends appropriate faculty action on all requests for changing any grade recorded for more than one year. It decides all petitions for readmission. This committee reports and makes its recommendations to the faculty and to the Dean of the University. (Article V, Section 4, p. 9)</p>	<p data-bbox="820 947 1383 1010">ADMISSIONS, PETITIONS, AND GRADE CHANGE COMMITTEE</p> <p data-bbox="820 1052 1416 1262"><u>Membership:</u> One representative per division, the Academic Dean, a representative from the Office of Admissions and Records, the Director of Student Success and Retention, and up to two additional faculty members (administrative appointments).</p> <p data-bbox="820 1304 1416 1577"><u>Purpose:</u> The Admissions, Petitions and Grade Change Committee reviews general admissions policy. It recommends appropriate faculty action on all requests for changing any grade recorded for more than one year. It decides all petitions for readmission. This committee reports and makes its recommendations to the faculty and to the Dean of the University. (Article V, Section 4, p. 9)</p>



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Campus Description for External Review of Tenure and Promotion Applications

Purpose The 2020 Palmetto College Campuses Faculty Manual requires each regional campus to provide a campus description as part of the external review process. Specifically, the manual contains the following statement:

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By April 15, each Palmetto College Campus Faculty Organization will provide the Office of the Palmetto College Chancellor a campus description of that Palmetto College Campus and the following information:

- a. normal teaching load per semester*
- b. local funding and course relief for research and scholarship*
- c. description of facilities*
- d. availability of mentors or colleagues with similar interests*
- e. availability of students to participate in research and scholarship*

The faculty organization will review the campus description annually, updating and approving it through official channels as needed.

Campus Description

Physical Location and Size

The University of South Carolina Lancaster (USCL) is a regional campus of the University of South Carolina that was established in 1959. The campus is ~~located~~ in a rural area, approximately thirty-five miles south of Charlotte, NC. USCL currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, extensive athletic facilities, a campus bookstore, and a library. Through community support, the USCL campus continues to grow. In Fall 2013, the USCL Native American Studies Center opened in downtown Lancaster, adding classroom and lab space, as well as establishing a public museum. A new classroom building, Founders Hall, opened in Fall 2014.

In Fall 2018, USCL opened an extension site in Indian Land, which is in the growing panhandle region of Lancaster County. ~~Currently, courses are offered in the late afternoons and evenings, as the space is shared with Indian Land High School until Fall 2020.~~ Initial course offerings at the site comprised less than 50% of courses applicable towards an associate's degree, and SACSCOC was notified of this in early 2018. Instructional methods employed for these courses ~~typically consisted~~ of traditional in-class, on-site instruction, with USC-approved faculty members traveling to the site and teaching their classes.

USCL Faculty, Academic Divisions, and Disciplines

The size of the USCL faculty body has held steady at about 100 members over the past five years. Approximately ~~one-third~~ 39% of the faculty members are part-time adjunct. In 2010, the 61 full-time faculty members were 21% tenured, 30% untenured tenure-track, and 49% non-tenure-track instructors. As of the ~~2018-2019~~ 2020-2021 academic year, the ~~586~~ full-time faculty members were 57% tenured, 10% untenured tenure-track and 33% non-tenure track instructors. USCL faculty members are grouped into four categories, with some faculty teaching courses in more than one division.

- **Division of Business, Behavioral Sciences, Criminal Justice, ~~and Education, and Library Science.~~** This division consists of Accounting, Anthropology, Business, Business Administration, Criminal Justice, Economics, Education, Psychology, Sociology, and Technology Support & Training Management.
- **Division of Humanities.** This division consists of African-American Studies, Art, English, Foreign Languages, History, Journalism, Music, Native American Studies, Philosophy,

Political Science, Religion, Speech, Theater, and Women's Studies.

- **Division of Mathematics, Science, Nursing and Public Health.** This division consists of Astronomy, Biology, Chemistry, Computer Science, Exercise Science, Geography, Geology, Mathematics, Nursing, Physical Education, Physics, Public Health, and Statistics.
- ~~Librarians. While not connected to a division, library faculty provide personalized instruction in Information Seeking Behaviors, Research Methods, and Information Ethics. Library faculty also support all disciplines via Information Literacy Instruction, promoting standardized learning outcomes as outlined by the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education and the Framework for Information Literacy for Higher Education. Additionally, library faculty have participated in offering instruction for LIBR and UNIV courses.~~

Degree Programs

USCL awards the following four associate degrees: Associate in Arts, Associate in Science, Associate in Science in Business, and Associate in Science in Criminal Justice. In conjunction with York Technical College, USCL awards an Associate in Science in Nursing, though that program stops admitting new students after Spring 2021. Students can earn three bachelor's degrees on the USCL campus: Bachelor of Arts in Liberal Studies (BLS) and Bachelor of Arts in Organizational Leadership (BOL) through Palmetto College, and Bachelor of Science in Nursing (BSN) through the USC College of Nursing.

USCL offers the first two years of coursework for students pursuing Associate and Baccalaureate degrees. USCL also offers support for Palmetto College, the organization of two-year campuses and online bachelor's degree completion programs in the University of South Carolina system, where, in addition to the BLS and BOL degrees, students may earn bachelor's degrees in Business Administration, Applied Computer Science—Cybersecurity, Business Administration--Management, Business Administration--Accounting, Communication, Criminal Justice, Elementary Education, Engineering Technology Management, Engineering Technology Management, Health Informatics, Health Promotion, Hospitality Management, Human Services, Information Management & Systems, Nursing, Psychology, Public Health, RN-BSN in Nursing, Sociology, and and Special Education.

Student Profile

In Fall 201919, our incoming students had an average -SAT score of 999 and, an average ACT score of 18, and completed the semester with an average collegiate GPA of 2.77. In Fall 2020, no SAT or ACT scores were required. Incoming students completed the semester with an average GPA of 2.54. Most USC Lancaster students come from rural areas, small towns, and cities from across the central Piedmont area of the Carolinas. USCL awards financial aid to

approximately 895% of enrolled students, including full-time, part-time, BOL, and BLS students. In Fall 2020-Spring 20201, 8894% of Dual Enrollment students received aid, and 994% of traditional post-high school students received aid.

Enrollment Numbers

Over the past ~~ten~~ years, full-time enrollment (FTE) has decreased and then risen, from approximately 1,259 in Fall 2011 to 1055 in Fall 2018 to 1161 in Fall 2020, with a steady increase for the past three years. 1,112 students in Fall 2019, a 12% decrease. Fall 202019 headcount was 181640, of which 8191045 were Dual Enrollment. The number of part-time students is typically around 700 ~~students~~. These numbers exclude students who are on campus working on Palmetto College bachelor's degrees in Nursing, Liberal Studies, and Organizational Leadership, who are counted as students enrolled at USC Columbia or one of the system's three other four-year campuses. In Fall 202019, 1272,133 students were enrolled in one of Palmetto College's nineteenfourteen degree-completion degree-completion programs.

a. Normal Teaching Load per Semester

USCL's Definition of a Normal Workload

The base teaching load for full-time teaching faculty is determined by the total number of credit hours taught over the nine-month contract period of Fall and Spring semesters. Librarians are employed on a 12-month basis, and their normal workload is determined by the number of hours worked each week. The normal workload for each category of faculty is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, ~~and~~ Education, and Library Science: 24 credit hours (8 courses).
- Division of Humanities: 24 credit hours (8 courses).
- Division of Mathematics, Science, Nursing and Public Health:
 - Mathematics and Computing: 24 credit hours (6-8 courses).
 - Natural Sciences: usually 22 credit hours (10 lectures and labs combined; typically 6 lectures and 4 labs).
- Librarians: 37.5 working hours per week.

Additional Duties for Teaching Faculty

Academic Advising

Except in unusual circumstances, faculty members tend to serve as academic advisors. Although advising responsibilities are assigned by discipline, many faculty members advise in majors outside of their own, and some faculty advise students in more than one major. Advising loads are not uniform, as there is often a significant difference in the number of advisees in the various majors and degree programs.

Labs, Recitations and Grading

USCL is ~~located~~ in a rural area, making it difficult to hire part-time instructors, teaching assistants, or tutors in most subjects. There are no graders or teaching assistants. Each faculty member is solely responsible for all grading, regardless of the enrollment size in their courses. ~~Some f~~Faculty members who teach courses with a mandatory laboratory or recitation component are ~~solely~~ responsible for all lab preparations, and may have up to six additional contact hours per year, over the normal 24 hours.

Distributed Learning and Off-Campus Courses

~~Except during the COVID-19 pandemic, M~~most classes are taught face-to-face on campus, between the hours of 8 am and 11 pm. Some classes are taught via two-way video, fully online, or have an online component. In order to teach these distributed learning courses effectively, faculty receive special training. USCL faculty members also offer dual-credit courses at high schools throughout its service area, which may add up to a two-hour round-trip commute for these faculty members. ~~From mid-Sspring 2020 through Sspring 2021, most courses shifted to online synchronous or online asynchronous delivery.~~

Librarians

Librarians are fully engaged in user services, outreach and student engagement, programs and events, information access, acquisition and organization, information literacy instruction, scholarship curation, promotion and tenure support, management/administration, and technology in addition to balancing their faculty obligations of scholarship and service.

On average, librarians serve over 1000 patrons a week during the regular academic terms, fielding over 1000 reference questions annually. Instruction includes formal information literacy instruction and embedded librarianship for discipline-specific courses and individualized intensive research consultations for faculty and students.

All librarians are responsible for maintaining and augmenting the collections via the identification and purchasing of print and electronic resources that support USC Lancaster academic programs of study. As a Federal Depository for US government documents, librarians also adhere to the collections maintenance guidelines for these resources, as outlined by the US

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Government Publishing Office. Librarians also perform periodic deselection of materials to ensure academic relevancy and appraise the historical value of Medford Library resources.

Librarians work internally and closely with academic units and other departments to provide student and faculty-focused programs in the library. These events promote collections, highlight library services, and allow librarians to engage with students and faculty in a personalized manner that encourages these groups to collaborate with librarians and use resources more effectively.

Medford Library's faculty librarians are some of the few USCL faculty members employed on a 12-month basis, yet are involved in significant scholarship and service endeavors in addition to their normal year-round library responsibilities. Service engagement is encouraged in the USCL mission, and librarians are engaged in committees, task forces, and leadership positions at the campus, local, state, regional, and national levels.

b. Local Funding and Course Relief for Research and Scholarship

Local Funding

Research and Productive Scholarship Grants

The Research and Productive Scholarship (RPS) grant program is a local, competitive program, funded by the campus dean, judged by an administratively appointed committee. This program is designed to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship. The anticipated outcomes of the grants include publications, presentations, creative exhibitions, performances, or other formats suitable to the discipline. In recent years, the RPS grant program has provided approximately \$40,000, with untenured tenure-track faculty being prioritized.

Travel Funding

Priority for travel funding on the USC Lancaster campus is given for conferences or events at which a faculty member is disseminating research. Funding is limited and is awarded based on the merit of the proposal. Typically funds are not allocated for longer-term travel, such as to summer workshops or to meet with collaborators.

Course Relief

The Redefined Teaching Load Program

Tenured and untenured tenure-track faculty may apply for a redefined teaching/librarianship load for one semester during the academic year. Untenured tenure-track faculty are awarded a redefined teaching/librarianship load automatically, upon request. The yearly redefined

teaching/librarianship load is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, ~~and~~ Education, and Library Science: 21 credit hours (7 courses).
- Division of Humanities: 21 credit hours (7 courses).
- Division of Mathematics, Science, Nursing and Public Health:
 - Mathematics and Computing: 21 credit hours (6-7 courses).
 - Natural Sciences: 19 credit hours (5 lectures and 4 labs).
- Librarians: 30 working hours per week for one semester of the fiscal year. The faculty's redefined teaching load policy was extended in 2014 to include librarians, giving them one day per week release for one semester per year to pursue research and scholarship.

Sabbatical Leave

Tenured associate professors and full professors may request sabbatical leave which allows full-time faculty relief from all University duties during the sabbatical. According to the Palmetto College Campuses Faculty Manual, "A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, workloads, and other considerations, it is a matter of administrative discretion." The first sabbatical at USCL was granted in 2008. Since then, ~~eight~~seven sabbaticals have been granted.

c. Description of Facilities

Library and Library Services

Medford Library at USC Lancaster employs two faculty librarians, has collections numbering roughly 70,000 book volumes, and is a US Government Federal Depository library.

Through local subscriptions, consortial and cooperative arrangements, and the affiliation with the greater University of South Carolina system, the Library provides subscription access to over 200,000 electronic book titles and over 190 web-based aggregated article databases, reference titles, and individual e-journals. Almost all contain scholarly research articles with full text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and PASCAL (Partnership Among South Carolina Academic Libraries) Delivers, a South Carolina-based service in which books are borrowed from other in-state academic libraries, often with two-day delivery.

Unfortunately, increased numbers of faculty, students, and programs in recent years have not been matched with increased financial support for adequate permanent staffing at Medford Library. Additionally, electronic and print subscriptions, along with general publishing costs,

continue to rise annually, which affects the budget reach of materials purchasing – a phenomenon that occurs with many academic librarians, and in which small and rural libraries (like Medford Library) -are affected more deeply. As a result, the library experiences daily operating and service challenges, and many faculty members purchase their own journal subscriptions or books. Also, despite the library’s readily-available print and electronic materials, there can be a delay in getting research materials through ILL and books through PASCAL Delivers compared to campuses where collections are larger and materials are more conveniently available.

While steady increases in resource costs -have made it difficult for the library to keep up with resources for scholarly faculty research, recurring funding for electronic resources, instituted in 2014 by the broader Palmetto College administration, has improved access to scholarly sources for all faculty and students from here on. Library faculty continue to request permanent staffing to offset operating difficulties and expand our activities to further the campus and library’s mission.

Technology, Lab Equipment, and Lab Space

USCL is a student-centered campus, and as such, the priority for local, revenue-based funds is to support teaching. Specifically, teaching needs take precedence when purchasing software and equipment and when scheduling laboratory time. Teaching equipment and technology are generally up-to-date, meeting or exceeding the standards for a two-year campus. To accommodate instruction, faculty engaged in research often plan their projects around the teaching schedule, in coordination with colleagues who share lab space. Faculty engaged in research generally use a combination of the following to fund their projects: teaching resources, local funding, grants, and personal funds. While tenure-track faculty are engaged in productive scholarship as it is broadly defined in the faculty manual, the scope of the projects may be limited by the availability of time, equipment, and lab space.

Art and Theatre Resources

Prior to Fall 2014, the art studio was cramped and under-equipped. While there was an ~~on-campus~~ art gallery that hosted rotating exhibits, there was no dedicated student gallery space. In Fall 2014 Founders Hall opened. It includes a well-designed teaching studio and student gallery. There is a long-range plan for purchasing equipment. The Native American Studies Center offers rotating exhibits which at times includes student work when specific to the mission of the Center.

USC Lancaster’s theater program continues to grow but also faces significant infrastructural challenges. The campus currently features one auditorium where most theater classes and all

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productions take place. As of Fall 2010, the facility's sound system has not been updated and the light system, ~~while being~~ ~~although~~ updated, does not yet meet the quality or technical requirements of a theater-friendly environment. The light booth now has moveable glass for better communication and function. A new scrim (muslin backdrop curtain used for projection and lighting) was purchased, but a new one is needed due to wear and tear on the current one. Other difficulties include the poor condition of the auditorium seats, and a lack of fly space, backstage area, and designated space for set-building. Prior to 2013, the theater program only had one former office space and one closet to use for storage of costumes, props, and theater equipment. In 2013-2014 two additional former office spaces were designated for theater-related storage. However, those two spaces are now being taken back and supposed to be replaced with storage units somewhere on the campus grounds. These rooms were also used for dressing rooms for actor safety and privacy, which will now be unavailable to them. In 2014 the theater program also received some safety equipment, including flame-retardant curtains. Our lighting system and sound system is in desperate need of an upgrade to include our electric issues in the building, where we have often lost lights and sound in the middle of our tech week ~~entirely~~ and even during productions, which puts actors and audience at risk.

Vehicle Access

Faculty and staff have access to several vehicles for university-associated events, such as meetings at other campuses, scholarly activities, and classroom events. Prior driver license approval is necessary, and usage depends on vehicle availability.

d. Availability of Mentors or Colleagues with Similar Interests

Prior to 2013, a large proportion of the tenure-track faculty was untenured, making it difficult to find tenured mentors in each specific discipline. The tenured faculty mentored junior faculty in many ways, including helping them navigating the tenure system, alerting them to local and system-wide funding and service opportunities, and training them to be academic advisors. Currently there are more tenured faculty members than untenured tenure-track, ~~and~~ so there is more potential to find a mentor in a specific discipline. ~~On this~~ ~~As a~~ small campus, finding mentors or colleagues with similar interests in a specialized research area may not be possible. Some faculty members prefer to work in their own area, while others have succeeded in conducting interdisciplinary projects.

e. Availability of Students to Participate in Research and Scholarship

The availability of students to participate in research and scholarship varies by discipline and by

project. ~~In recent years, the increased proportion of students under 18 has limited the ability of some faculty to do research involving human subjects. Some projects attract students while others are inaccessible to students in their first two years of college.~~ In some disciplines, students have contributed to projects that were disseminated on a professional level, while in others the results were disseminated in undergraduate research venues. In some of the less accessible disciplines, faculty provide opportunities to enhance student understanding of research, such as training students to use specialized equipment, teaching them analytical reasoning, or taking students to scholarly conferences. In recent years, there has been an increase in external grants to support faculty-mentored undergraduate research, benefiting students both by funding their projects and by giving them guided experience in writing grants. Medford Library also curates student research on ~~its~~^{their} local repository, [Lancer Scholar Square](#).

Election Results for 2021-2022

Faculty Chair:

Dana Lawrence

Faculty Vice-Chair:

Suzanne Penuel

Faculty Secretary:

Annette Golonka

Columbia Faculty Senate:

Allan Pangburn (2021-2022)

Claudia Heinemann-Priest (2021-2024)

Fernanda Burke (2021-2023)

Andy Yingst (2021-2024)

Compiler:

Shemsi Alhaddad

Dean's Advisory Council: voted on Friday April 9

Li Cai

Liz Easley

Sarah Sellhorst

Instructor Peer Review Committee:

Allan Pangburn

Claudia Heinemann-Priest

Darris Hassell

Jill Castiglia

Lynnette Martek

Tania Wolochwianski

Local T&P Committee:

Bettie Obi Johnson

Chris Bundrick

Fernanda Marques Burke

Liz Easley

Nick Lawrence

Steven Campbell

Local Welfare and Grievance Committee:

Jerrod Yarosh

Jill Castiglia

Peter Seipel

Rebecca Freeman

PCC Faculty Senate—Senators:

Brittany Taylor-Driggers (2021-2024)

Rebecca Freeman (2021-2024)

PCC Faculty Senate—Alternates:

Fernanda Marques Burke

Kate Holland

Pat Lawrence

PCC Grievance Committee:

Andy Yingst

PCC Research and Productive Scholarship Committee (two-year term):

Steven Campbell (2021-2023)

PCC Tenure and Promotion Committee:

Shemsi Alhaddad (associate professor spot)

Stephen Criswell (full professor spot)

PC Policy Advisory Committee:

Chris Bundrick

Provost's PCC Advisory Committee:

Stephen Criswell (2021-2023)

Andy Yingst (2021-2022)