

## **USC Lancaster Faculty Meeting Minutes December 2, 2022**

Please note: Faculty Organization meetings are recorded. To access the recordings of previous Faculty Organization meetings, follow these steps:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click FO Documents on the left-hand menu.
4. Click on the folder labeled "FO Meeting Documents and Recordings"
5. Select the date of the meeting.
6. View recording in browser or download mp4 file.

Please note that chat messages are preserved in the Teams meeting record but are not necessarily reported in the minutes. Minutes are not verbatim and as such, pronouns may be mixed in the comment sections.

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## USC Lancaster Faculty Meeting Minutes December 2, 2022

**CALL TO ORDER:** 12:30 PM B. Taylor-Driggers

**CORRECTION/APPROVAL OF MINUTES:** The minutes of the November 4, 2022, faculty organization meeting were approved.

**SPECIAL REPORT PRESENTATION:**

*United Way of Lancaster, SC* – Holly Furr, Executive Director United Way of Lancaster and Mark Ammons, Associate Director and Business Manager USCL TRiO

- Presented about the annual workplace fundraising campaign for United Way of Lancaster County (UWLC), and UWLC local community outreach. Faculty and staff can find payroll deduction forms in campus mailboxes and email soon.
- Discussed the mission, goals, history, and recent impact of the United Way of Lancaster County. Please review the recording.

**REPORTS OF OFFICERS:**

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

- Page 1:
  - Spring 2023 enrollment: current headcount is 687 but this will fluctuate
  - Making great progress on Indian Land site coordinator search
  - Congratulated Eddie Boykin on his election to the local school board
- Page 2:
  - E-Sports ribbon cutting coming up on Dec. 8
  - USCL holiday luncheon on Dec. 6
  - U of SC President Amiridis will visit USCL soon (details forthcoming)
  - *Elf* musical performances coming up; this will be the final performance before the Stevens Theater is renovated
  - Upcoming Native American Studies Center events
  - Thanks to Brandon Newton and Phillip Parker for the work leading up to the Business accreditation visit.
  - Wishing all a good finals and holiday season

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

- Page 1:
  - Discussed results of Administrative Evaluation poll and discussion: 14 voted against and 9 voted in favor of the proposed changes. USCL will

keep the 2-tier/bivalent evaluation for this year, with further systemic discussion expected.

- Spring 2023 advising and registration updates: 322 traditional students have registered so far; the goal is 538. Dual enrollment registration is still ongoing so this may change. Thanked the team, especially Zoe Byrd, Pam Ellis, Asheley Schryer, and advisors. If you know of any students in need of advising, please reach out.
- Page 2:
  - All slots for pre-FO meeting Faculty Forums are filled for Spring 2023, but reach out if you are interested in participating
  - The call for FIFs is out. These are due January 31, 2023, except for new faculty undergoing first year review, which are due on January 15<sup>th</sup>
- Page 3:
  - Redefined Load requests are due January 17, 2023
  - The Music, Business, and Criminal Justice faculty searches are moving forward. Look for a call for search committees.
  - Final grades are due December 16, 2022. Dual Enrollment students' grades must go to Dominique Waller via the spreadsheet.
- Page 4:
  - Please review the many faculty accomplishments that are listed in the report
- Page 5:
  - Upcoming USCL events including *Elf* performances, Brent Burgin Lunch & Learn, Native American Studies Center Art Fair
  - Wishes all a pleasant break

#### Questions and/or Comments:

S. Alhaddad – Math Placement exams are now on Blackboard. Students must be enrolled in the exam “course” in order to take the exam. Please encourage students to email Shemsi for help. The exam course will now close around the first day of classes.

K. Holland – Clarifying question: So, do the students need to register for the math course they want to place into to take the placement test?

S. Alhaddad – No, the placement itself is a “course”. Banner will ensure that students can only enroll in the class that matches their placement test outcome.

C. Bundrick – Regarding the discussion on the connection between merit raises and faculty evaluation at last month’s meeting: Is there any kind of metric that faculty should bear in mind while creating their FIFs?

T. Lekan – There is no specific metric. However, there is an established process to request pay for performance [[HR Policy 1.37](#)]. Faculty Should follow the manual’s guidance on expectations and areas of performance. [W. Collins affirms]

K. Holland – My understanding is that the “Highly Effective” category is needed for pay for performance, but there is no guarantee

A. Yingst – I believe that it is actual “Superior” vs “Highly Effective”

***Director of the Academic Success Center*** – Pat Lawrence (Report Submitted, **Appendix 3**)

- Correction to submitted report: The ASC is on track to match Fall 2021.
- There has been some decline due to various factors
- Please consider inviting tutors to visit your class
- Faculty are invited to take part in ASC studio services or to host review sessions in the studio space (contact Pat Lawrence)
- ASC will remain open until Dec. 6, 2022, then resume services the first day of classes in January 2023

***Director of Institutional Effectiveness and Research*** – Shemsi Alhaddad (Report Submitted, **Appendix 4** and **Appendix 4a**)

- There will be no Blueprint (in its usual form) this year. We are transitioning to a new format. The timeline is unclear, but the report includes the type of information to be collected. Please review Appendices 4 and 4a for details.

***Director of Medford Library*** – Rebecca Freeman (Report Submitted, **Appendix 5**)

- Highlights the following, please review report for details
  - December 8 is the last day to request materials through the PASCAL Delivers service. Lending will resume in the new semester
  - The library will have shorter hours Dec. 13-22 and close for break with campus offices
  - Reminders to submit Spring 2023 course reserves
  - The library will stay open until 2:00 on Fridays starting next semester

## **REPORTS OF COMMITTEES:**

### **USC SYSTEM COMMITTEES:**

***PCFS Executive Committee*** – Andy Yingst

- As the faculty manual liaison: The committee is working to standardize capitalization throughout the manual. USCL (not Senate) controls this, so expect a motion to make these changes in a future meeting

- As Senate Welfare committee: Creating an ad hoc committee to review Shaw, Duffy, and Plyler awards. We need 3 USCL volunteers, particularly any previous award winners (discussion follows under Special Orders below)

#### **PCFS-R&R Committee** – Rebecca Freeman

- Looking at the lack of guidance on post-tenure review in the manual: Plan to leave as-is in the manual and leave the procedures to the individual campus. We would recommend campuses codify procedures – believe that Sumter has already done this.

#### **LOCAL COMMITTEES:**

##### ***Athletics Advisory*** – Liz Easley (Report Submitted, **Appendix 8**)

- Please review the report for details. Highlights include:
  - Shifting to Microsoft Forms for student athletes' progress reports in Spring 2023. This will require a sign-in to ensure FERPA protections (compared to the current paper form).
  - Faculty will receive a link to the form via email. This should be no additional work on the faculty member's part.

#### **OTHER SYSTEM COMMITTEES:** None

#### **UNFINISHED BUSINESS:** None

#### **NEW BUSINESS:** None

#### **SPECIAL ORDERS:**

***Vote on Faculty Award Nominations*** - B. Taylor-Driggers read nominations and there were no other nominations or concerns. The following nominations were unanimously approved:

- John J. Duffy Teaching Award – Fernanda Burke
- Chris P. Plyler Excellence in Service Award – Brittany Taylor-Driggers
- Denise R. Shaw Excellence in Scholarship Award – Pat Lawrence

***Call for volunteers for the ad-hoc committee to review Plyler, Duffy, Shaw faculty award nominations*** – Reviewed the proposed ad-hoc committee posed in Andy Yingst's PCFS Executive Committee report.

Volunteers: Suzanne Penuel, Susan Cruise, Peter Seipel

#### **Questions and/or Comments:**

B. Obi-Johnson – In chat: Clarifying that the proposed ad-hoc committee would be reviewing the campus nominations before they advance, *not* deciding who receives the award [A. Yingst confirmed].

### **ANNOUNCEMENTS:**

- S. Criswell – Native American Studies Center’s Art Fair is coming up. Clarified that the event begins at 9:00 AM due to confusion with press announcements
- L. Martek – Palmetto College Welfare Committee will host a Tenure & Promotion workshop on January 20<sup>th</sup>, 2023. This will be in Columbia (currently no virtual/distance option), I believe it starts at 1:00 PM
- S. Cruise – Please consider supporting Secret Angel for our students with children. We have had more requests than expected. Please watch for emails and consider supporting (gifts will be distributed on Dec. 12)
- B. Taylor-Driggers – York County Choral Society has a concert coming up in Rock Hill.
- E. Moon-Kelly – In chat: Concert with yours on Sunday at 3 followed by the Arts in Education reception at 4. Both at the Historic Springs House
- E. Moon – Kelly – In chat: Concert at LCCA Sunday at 3

**ADJOURNMENT:** 1:51 PM

### **ATTENDING:**

Sahar Aghasafari, Shemsi Alhaddad, Mark Ammons, Christine Anderson, Albert Blackmon, Christopher Bundrick, Eddie Boykin, Li Cai, Andrea Campbell, Jill Castiglia, Walt Collins, Kimberly Covington, Stephen Criswell, Susan Cruise, Jerry Currence, Todd Day, Annette Duker-Golonka, Elizabeth Easley, Rebecca Freeman, Amy Gerald, Darris Hassell, Kate Holland, Jason Holt, Dana Lawrence, Nick Lawrence, Patrick Lawrence, Todd Lekan, McKenzie Lemhouse, Lynnette Martek, Tracey Mobley-Chavous, Erin Moon-Kelly, Angela Neal, Evan Nooe, Bettie Obi-Johnson, Allan Pangburn, Suzanne Penuel, Bridgett Plexico, Kim Richardson, David Roberts, Todd Scarlett, Peter Seipel, Sarah Sellhorst, Michael Sherrill, Nahid Swails, Brittany Taylor-Driggers, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst

### **ABSENT:**

Marybeth Berry, Adam Biggs, Dwayne Brown, Steven Campbell, Courtney Catledge, Mark Coe, Stan Emanuel, Garane Garane, Claudia Heinemann-Priest, Ernest Jenkins, Christopher Judge, Howard Kingkade, Tamika Lewis, Vincent Lewis, Fernanda Marques Burke, Phillip Parker, Babette Protz, Suzette Taylor, Richard Vanhall

***Faculty Secretary:*** Document submitted by M. Lemhouse on December 20, 2022, for faculty and staff review.



UNIVERSITY OF  
**South Carolina**  
LANCASTER

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

Report to the USC Lancaster Faculty Organization  
December 2, 2022

## People

### Enrollment

As of December 1, 2022, pre-registration for Spring 2023 stands at 687. Thank you for your help with advisement and registration for next semester.

### Current Active Staff Search

A search is being conducted to fill the Indian Land Director/Indian Land Outreach position. An offer will be extended to a finalist very soon.

**Congratulations to Mr. Eddie Boykin** staff member with USC Lancaster's TRiO Upward Bound program who was elected to the Lancaster County School District's Board of Trustees representing District 1. He was recently sworn into office.

## USC Lancaster in our Communities

The **ribbon cutting and grand opening celebration and reception for USC Lancaster's Indian Land Location** took place on Thursday, November 10 with approximately 40 people in attendance.

Participation in the recent **Give Local** fundraising event brought in \$4,820 for the Educational Foundation of USC Lancaster. Thank you to those who were able to participate.

At today's meeting, there will be a short presentation by Mark Ammons and Holly Furr, Executive Director of Lancaster County United Way. Please note that the **United Way Workplace Campaign** is underway and will continue through December. Donations may be made online at <https://www.uwaylsc.org/civicrm/contribute/> or physical payroll deduction forms may be brought to Mark Ammons.

## Other items...

- Please remember that **the university offers work-life balance and wellbeing support** through our [Employee Assistance Program](#) (EAP). These services are helpful in times of stress and adjustment.
- Please remember the **faculty and staff holiday luncheon and associated activities** scheduled for Tuesday, December 6 from 11:00 to 1:00 in the Arnold Special Events Room.
- **SAVE THE DATE:** University of South Carolina's **President Michael Amiridis** is scheduled to visit the USC Lancaster campus and community on Thursday, February 9. More information and details will be shared about the visit after the holidays.
- A ribbon cutting, reception, and tour of the **new eSports competitive space** in Hubbard Hall will take place from 4:00 to 5:30 on December 8. All faculty and staff are invited to attend.
- The USC Lancaster Players will present *Elf: The Musical* with performances starting this evening and continuing through Sunday, December 4. Tickets can be purchased [here](#).
- The next **Lunch and Learn at the Native American Studies Center** is scheduled for December 16, 2022, with a talk entitled "How Indigenous People Helped Start and Win the American Revolution" by Professor Woody Holton, Department of History at USC Columbia.

**Congratulations to NASC faculty and staff** on tremendous and impactful programming in November for Native American Heritage Month.

- Sincere thanks to those who assisted with the **site visit this week for the reaffirmation of the accreditation of our Associate in Science in Business degree**. Brandon Newton and Phillip Parker led the coordination and many others assisted along the way including many faculty and staff who met with the 3-member site team this week.

**I hope you enjoy the upcoming Winter Break as well as holiday festivities with friends and family.**



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

## **REPORT TO THE FACULTY ORGANIZATION**

### **December 2, 2023**

- 1. Annual Administrative Evaluation** The results of the straw poll administered on the last FO meeting day are as follows: **14 against** a three-tier system; **9 in favor**. Dean Collins and I have given this considerable thought and we have decided to stay with the two-tier system of effective/highly effective for this evaluation year. We expect that there will be more discussions about this at the PC level both in Senate and amongst the Academic Deans. Division Chairs will continue to make their narrative evaluations as perspicuous as possible so that faculty get meaningful feedback and any other reviewer of faculty files can readily ascertain faculty achievements. I want to thank everyone for their thoughtful and heartfelt comments at the FO meeting and on the straw poll. Shared governance requires exactly this kind of open and considerate deliberation.
  
- 2. Spring 2023 Advising and Registration Update**
  - a.** As of November 30, 2022, **332 traditional degree-seeking** students have been registered compared to **433** this time last year (note that we have 76 fewer students enrolled on the FA22 freeze date versus FA21). **Goal: 538.**
  
  - b.** As of November 30, 2022, **286 Dual Enrollment Students** have been registered compared to **720** last year. Rosters (15 total) have not been started. **Goal: 940.**
  
  - c.** New DE Students register November 29<sup>th</sup> and December 7<sup>th</sup> (Bradley 112,113) from 5:30pm-7:30pm.

Thanks to the Academic Affairs staff for their excellent work in helping to guide students through the registration process: Zoe Byrd, Pam Ellis, and Asheley Schryer. Thanks are due to all faculty advisors who work with their advisees to build schedules and mentor them regarding their studies and professional paths. A special shout out to those science faculty who took on some of Summer Harmon's advisees after her resignation from USCL. Before you leave for holiday break, please do reach out to students who you know have yet to be advised and

registered. If you need assistance in advising these students, do not hesitate to contact Zoe Byrd or Asheley Schryer.

3. **USCL Faculty Forums.** Forums run virtually on Zoom on FO Fridays. If you have some ideas for a presentation during Spring 2023, please contact me or Brittany Taylor-Driggers. Roundtables and open-ended discussions are most welcome!
4. **2023 Calendar.** A separate attachment of an academic calendar for spring/summer 2023 has been sent. The focus is on deadlines for faculty/student matters. Thanks to Victoria Holliday for her work on this.
5. **Faculty Information Forms for Annual Administrative Reviews.** These forms are due no later than *January 31, 2023*. Supporting documentation may also be submitted electronically. Links by academic division are given below. The annual administrative review is completed by the Division Chairs and Associate Dean. Please note that these FIF forms will also be forwarded to the relevant peer review committee. That committee will perform its own separate evaluation. If you have any questions, please do not hesitate to reach out to my office, your Division Chair, or a Peer Review representative.

#### 6. Links for FIF Submission

<b><u>BBCE Division ((includes Librarians this year)</u></b>
Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click <a href="#">here</a> .
Instructors who wish to be reviewed on teaching and service, click <a href="#">here</a>
<b><u>Humanities Division</u></b>
Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click <a href="#">here</a>
Instructors who wish to be reviewed on teaching and service, click <a href="#">here</a>
<b><u>MSN Division</u></b>
Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click <a href="#">here</a>
Instructors who wish to be reviewed on teaching and service, click <a href="#">here</a>

7. **First Year Review.** All tenure-track faculty in their first year need to submit a first-year review report. The report should be sent to Associate Dean and Division Chair by *January 15, 2023*. Please note that this report serves as the FIF for this first year.

8. **Redefined Load Requests.** Applications for a redefined load **are due to Division Chairs by January 17, 2023.** A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure. If approved, faculty are not eligible for overload compensation during the term of course reduction. Note: tenure-track faculty are automatically granted a redefined load. They do not need to apply.
9. **Travel Study Requests.** The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus, and it approves applications for travel study courses. The committee will have met the morning before this FO meeting to discuss the call for travel study requests. Look for that call in early January.
10. **Lancer Scholarship Update.** We are in the process of offering all 9 students that we interviewed for the Lancer Scholar Scholarship an amount of \$3500/year. This is an increase of \$500 from last year. We will also be increasing the scholarship amounts in the next round. Special thanks to Ashley Stevenson, Stan Emanuel, and members of the Scholarship Committee who participated in the interviews on campus on November 21.
11. **Faculty Searches.** We are moving forward with searches for three full-time faculty who would start on August 16, 2023. Soon, Division Chairs will be putting the call out to faculty to populate search committee. Thanks to the Hiring Priorities Committee for their recommendations about these positions. The positions are Instructor of Business, Tenure-Track Assistant Professor of Criminal Justice, and Tenure-Track Assistant Professor of Music.
12. **Final Examinations.** Please note the following from the PC Faculty Manual: “Final examinations each semester are given in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the academic dean. All such deviations shall be reported to the office of the Palmetto College Campus Dean. This provision applies to all final examinations. It is recognized that this provision will cause occasional conflict (e.g., a student who has laboratories or once a week classes in two different courses at the same hour on Monday and Wednesday or Tuesday and Thursday). Such cases clearly require special handling and may necessitate examinations at other than the scheduled time. These should be conducted with prior approval of the academic dean, and in no case should they occur outside the total examination period.”
13. **Final Grades.** Final grades for the full 16-week semester are due by **Friday December 16 at 9:00 AM.** While you enter final grades on Self-Service, please also enter final

grades for high school students on the special spreadsheet provided Dominique Waller earlier in the term. E-mail that spreadsheet directly to her at:  
[WALLERDH@mailbox.sc.edu](mailto:WALLERDH@mailbox.sc.edu).

I hope that your holiday break is truly a break from grinding routines and unwanted surprises. May you experience peace and love. TL

#### 14. Recent Faculty Accomplishments.

- a. **Sahar Aghasafari** participated in a group exhibition titled “Artists in Education,” Lancaster County Council of the Arts, 2022. The opening reception will be on Sunday, December 4th, at 4 pm.
- b. **Stan Emanuel** was featured in WalletHub's piece about Home Improvement Loans. You can find it here: [https://wallethub.com/personal-loans/home-improvement-loans#stan\\_emanuel](https://wallethub.com/personal-loans/home-improvement-loans#stan_emanuel).
- c. **Ernest Jenkins** and local attorney Robert Folks gave presentations on the history and development of Lancaster County for Leadership Lancaster History Day, sponsored by the Lancaster County Chamber of Commerce. The event occurred on November 2.
- d. **Erin Moon-Kelly** worked with the Charlotte Concert Band to get close to \$4000 in donations from our concert at ILHS on November 5; half of the donations went to the ILHS Chorus. The Charlotte Concert Band has its next concert at Christ Lutheran Church at 4545 Providence Road Charlotte, NC. Tickets for the concert can be purchased at <https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.charlotteconcertband.org%2F&data=05%7C01%7CTLEKAN%40mailbox.sc.edu%7Cdab96b9c0456429f5c2408dad16cdf2>.

EMK Music and the Lancaster County Council for the Arts are coordinating a concert as part of Christmas in the City. The concert is at 3:00 PM at the Historic Springs House followed by the Artists in Education Opening Reception at 4:00 PM. Joining Erin will be Donna Stevenson (a flutist from Indian Land, SC) and two other members of the Charlotte Concert Band (Sarah Wolfe and Elaina Palada). Admission is free but donations for the LCCA are highly appreciated. More information can be found

at <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.artsllancaster.com%2Fupcoming-events&data=05%7C01%7CTLEKAN%40mailbox.sc.edu%7Cdab96b9c0456429f5c2408dad16cdf2>

## 15. Upcoming Events.

- a. The USC Lancaster Players will present the *Elf: The Musical* on December 2 and 3 at 7:30 PM and December 4 at 2:00 PM in Stevens Theater. Ticket info can be found here:  
[https://secure.touchnet.net/C21544\\_ustores/web/product\\_detail.jsp?PRODUCTID=5349](https://secure.touchnet.net/C21544_ustores/web/product_detail.jsp?PRODUCTID=5349)
- b. The next Brent Burgin Lunch and Learn event hosted by the Native American Studies Center will occur at noon on December 16. For information:  
<https://nativeamericanstudiescenter.godaddysites.com/upcoming-events>

## Report to the UofSC Lancaster Faculty Organization

### Academic Success Center

*Patrick Lawrence, Director*

#### Announcements

- On Nov. 30<sup>th</sup>, the ASC hosted Dr. Dwayne Brown as a special celebrity tutor for Math Lab. Thanks to Dr. Brown for making time to help us out!
- The last day of tutoring for the fall semester will be Tuesday, December 6<sup>th</sup>.
- The first day of tutoring for the spring semester will be Monday, January 9<sup>th</sup>. Tutors are also available to visit your classes that first week of the semester (see below).

#### Recent Events Overview

We appreciate Dr. Dwayne Brown generously lending us his time and expertise as a guest tutor for the ASC's Math Lab on Nov. 30<sup>th</sup>. If you are interested in supporting student success by volunteering an hour of your time next semester, please get in touch! We'd be delighted to have you.

November was another month of slower traffic at the ASC. Conversation with other units suggests that student engagement is down across the campus. As we unravel what is causing this decline, we are proactively exploring options for improved promotion and outreach in the spring semester. This will include our successful tutor outreach presentations. Please consider making time in your first week of classes (or beyond) for a peer tutor to present our suite of services to your students. This is a great chance to introduce students to a service they can use all semester.

#### Summary of Tutoring Data

**Year-to-year trends:** Session numbers and the number of students served were noticeably lower in Nov. compared to the same period in 2021 (24% lower for total sessions, 19% lower for students served). While the Thanksgiving break reduced total service hours in Nov., this doesn't explain the totals, since it would have impacted 2021, as well. Despite these recent declines, **the ASC will exceed 2021's total appointments by around 3%.**

**Session distribution trends:** As the semester closed, the ASC experienced a marked increase in writing-related sessions in the Humanities and BBCE. This typically happens as final papers come due at the end of the semester. In November we also saw a large, unexpected shift toward virtual appointments, which nearly equaled in-person appointments. For comparison, previous months typically saw virtual appointments at around 25% of overall appointments. Reasons for this increase are unclear at this time, but could be related to overall session trends.

(See charts below for more complete data.)

#### Contact Information

**Phone:** 803-313-7113

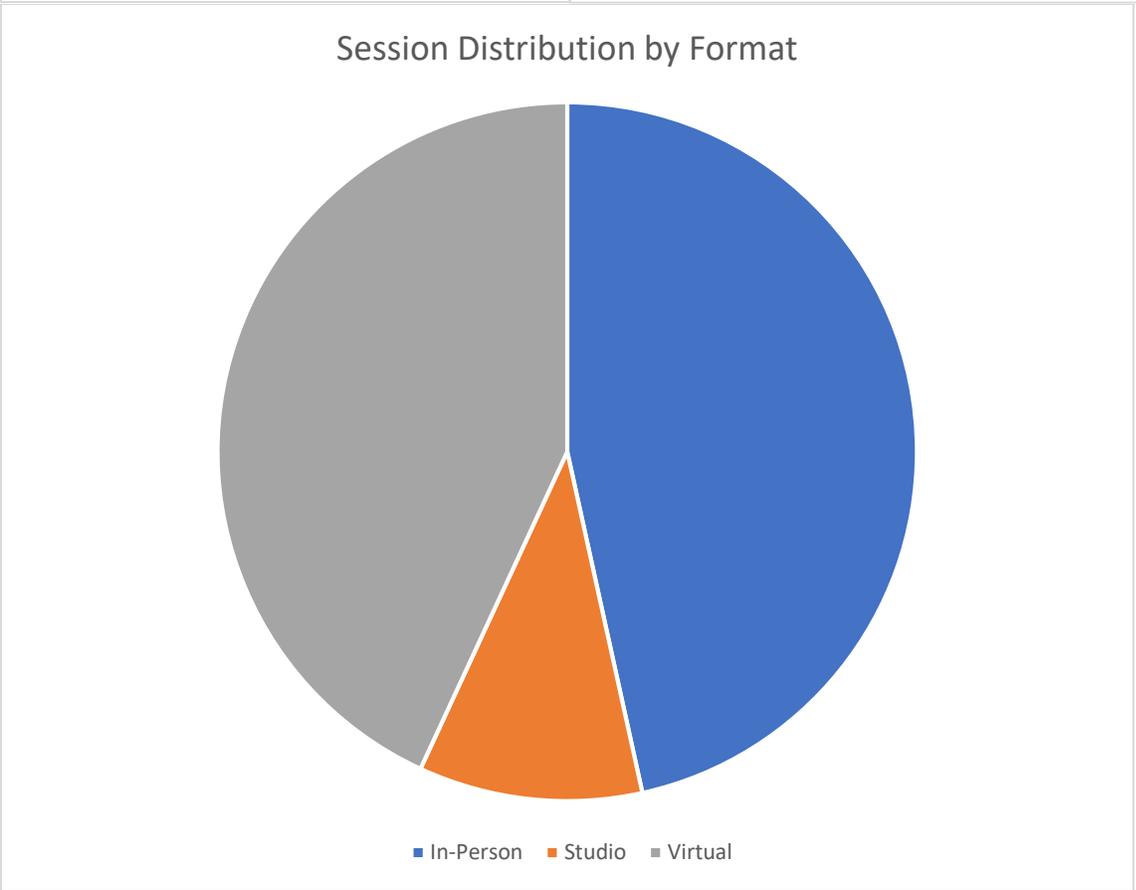
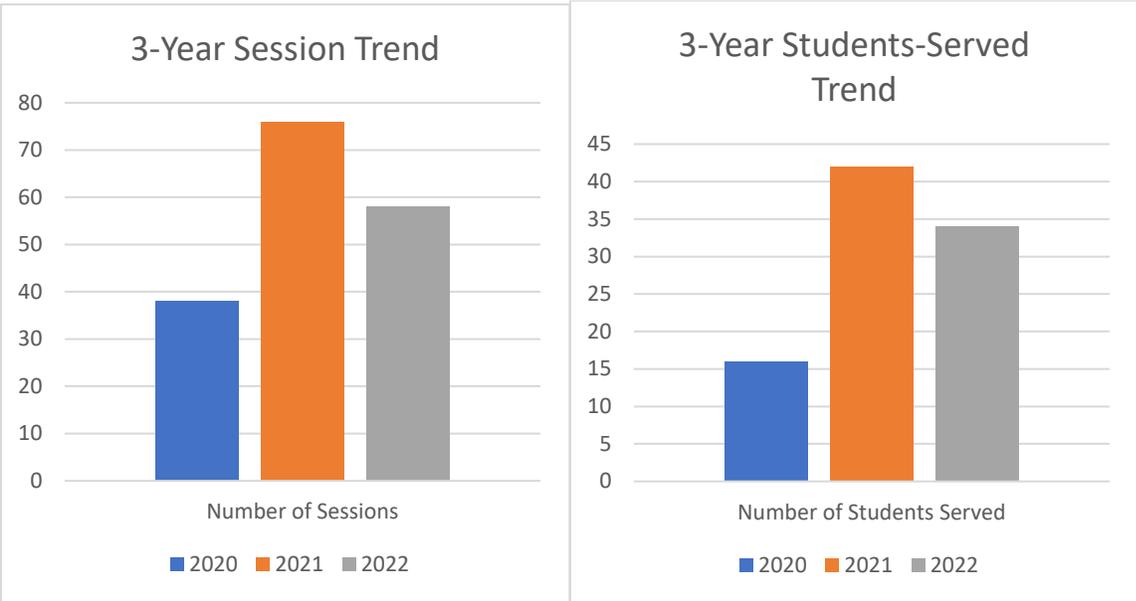
**Web:** [sc.ed/lancaster/asc](http://sc.ed/lancaster/asc)

**Twitter:** @USCLASC

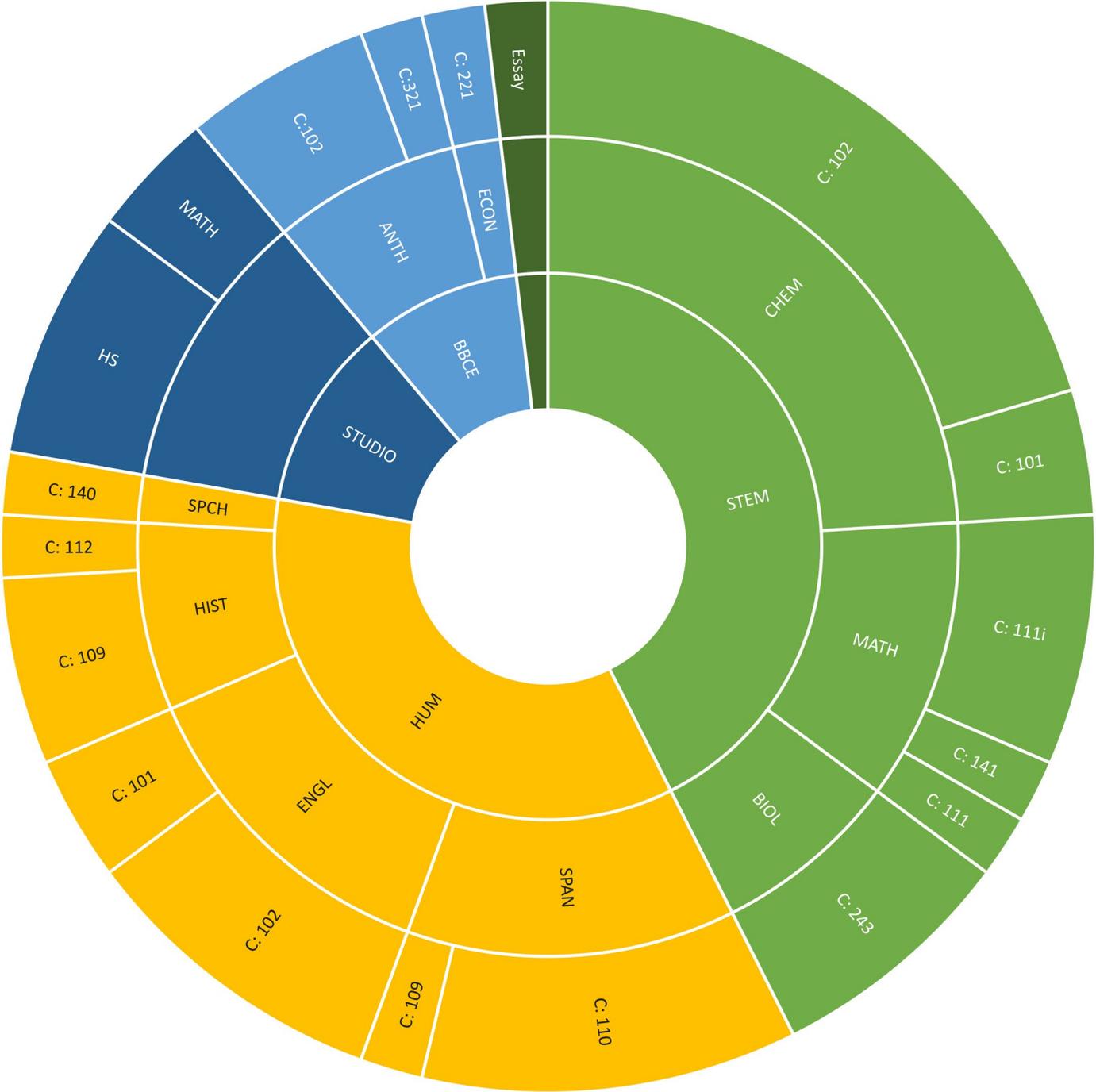
**Patrick Lawrence, Director:** [pslawren@mailbox.sc.edu](mailto:pslawren@mailbox.sc.edu)

**Elaine Connor, Academic Success Coordinator:** [etconnor@mailbox.sc.edu](mailto:etconnor@mailbox.sc.edu)

### Appendix: Tutoring Data



Session Distribution by Field and Course



## Institutional Research Report for Dec 2, 2022 FO Meeting

USCL provides data to the Palmetto College Chancellor's office to be used in an annual report. The report provides evidence of PC campuses meeting the goals of the PC Strategic Plan. For the past decade, the report was called the Blueprint for Excellence. The format is being revised this year by USC's new leadership. The new format will begin July 1, 2023. The Chancellor's office is also working on updating the PC Strategic Plan to go along with President Amiridis' priorities for the university.

The current academic year is a year of transition. There isn't likely to be a Blueprint in the same format as before. However, the Chancellor intends to report on items similar to those in the Blueprint. Specifically, she has agreed to report to the USC President and Provost on the following five goals:

- a. **Enrollment Growth:** Continue to enhance enrollment at all Palmetto College Campuses and in Palmetto College Online programs.
- b. **Student Success:** Increase *student success rate*, which is defined by the South Carolina Commission on Higher Education as students transferring, remaining enrolled, or graduating.
- c. **Faculty/Staff Excellence:** Continue to attract, develop, reward and retain excellent faculty who embrace alternative as well as traditional course delivery methodology, as well as outstanding staff.
- d. **Commitment to Service:** Encourage faculty, staff, and students to engage in service and to demonstrate how such service relates to their discipline or course of study in enhancing the relationship between the University and the community.
- e. **Organizational and Financial Health:** Continue to develop the structure of Palmetto College to assure efficiency, accountability, and fiscal responsibility.

She also has the following goals:

3. **Utilize the Palmetto College Campuses as Innovation Hubs**, building on the foundation established with the new iCarolina Learning Labs, existing Rural Health Initiatives, meeting local workforce needs, and other innovative activities both current and future.
4. **Expand the USC System Network that includes the PC Campuses and PC Online** by growing current partnerships and developing new collaborative efforts across the System.
5. **Infuse Inclusive Excellence** as a **Core Value** in all that we do across Palmetto College.

Not all items are related to faculty activities. For those that are, we collect data via a Google Form. The form is available by following this link: <https://forms.gle/xCKqWqs6AgQRhXx16>

I wasn't given a deadline for submitting the data. In the past, part of it was due in March and the rest in June. The timeframe for the activities is July 1, 2022, through June 30, 2023. It's likely that the data will be due before the end of the timeframe.

The results of the Google Form will not be submitted directly to the Chancellor's office. I will compile the data first and provide it in whatever format the Chancellor requests—we haven't been given the format yet.

If you submit the form, you can still make revisions/updates before the TBD deadline.

If you have questions or need clarification about the form, email me at [alhaddad@email.sc.edu](mailto:alhaddad@email.sc.edu), text 803-310-3469, or call 803-313-7446.

Please limit your answers to activities completed during the timeframe of July 1, 2022, through June 30, 2023.

Keep in mind that we all contribute differently to USCL's mission. Each person is likely to only have a small number of relevant activities. If an activity doesn't apply to your work, leave the answer blank, and keep scrolling. Please don't type N/A or None for items that don't apply to you.

I've emailed a PDF of the survey to all faculty. This is only for reference. Please fill out the form online. All faculty are allowed to complete the form, including full-time and part-time teaching faculty and faculty librarians, staff who teach, deans, etc.

For public-facing activities/offices (Medford Library, NASC, visual and performing arts, athletics, iCarolina, eSports, the Hubb, as well as admission, student success, financial aid, etc.) I will contact them directly, if needed, depending on what information the Chancellor requests.

If you would like to see how last year's data was used, you can view the Lancaster portion of the Palmetto College Blueprint online by following this link

[https://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/documents/blueprint/for\\_blueprint/2223/lancaster\\_blueprint\\_22\\_23.pdf](https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/blueprint/for_blueprint/2223/lancaster_blueprint_22_23.pdf)

# Medford Library

## FACULTY MEETING REPORT DECEMBER 2, 2022

### SERVICE STATISTICS AND PROGRAMS

- **3116** unique visits
- **1123** LibGuide views
- **138** Study and Lounge Area Reservations
- **7** Computer Lab Reservations
- **10** Community computer uses
- **1** Book a Librarian

### CIRCULATION STATISTICS

- **103** General collection items circulated
- **15** Juvenile collection items circulated
- **3** New Book collection items circulated
- **3** On Display items circulated
- **5** Graphic Novel collection items circulated

### LIBRARY UPDATES

- Reserves
  - If you have any items on reserve that will not be on reserves in the spring, they will be placed in your mailbox in Hubbard on December 13.
- PASCAL requests
  - Last day for requests – December 8
  - First day for requests in 2023 – January 4
- Library Holiday Hours – December 13-22
  - Monday – Thursday: 8am – 5pm
  - Friday: 8am – Noon
- Library Closed – December 23-January 3
- Starting December 5, the library will be shifting the general collections. Materials will be available for checkout but may be in a slightly different area than before.

### GENERAL AND ADMINISTRATIVE ACTIVITIES

- Study Snacks made a successful return.

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

- Make a request using this [link](#)

## **HELPFUL LINKS**

- [Request Library Instruction](#)
- [Place materials on Reserve](#)
- [Book a Librarian](#)
- [Reserve the library computer lab](#)
- [Document the impact of your scholarly activities](#)
- [Check out tools for teaching and learning support](#)



**Matt Williamson**  
**Director, Federal TRiO Programs**

**REPORT TO THE FACULTY ORGANIZATION**  
**December 2, 2022**

**Opportunity Scholars Program:**

- We ended November with 134 low-income, first-generation (LIFG), or disabled students on our official OSP roster. With an additional 60 pending applications being processed, we are in an outstanding position to meet our federal requirement to serve a minimum of 165 qualifying students prior to the end of the current reporting period on August 31, 2023.
- We hosted an incredibly successful **2<sup>nd</sup> Annual First-Generation College Celebration** on November 7, 2022. Faculty, staff, and students enjoyed food from Pelican's SnoBalls and Tacos Olé. Thank you to **Antonio Mackey** for serving as our music DJ. We filmed some great testimonials from first-gen faculty, staff, and students, many of which have been featured on social media.
- Congratulations to four of our OSP megastars on their recent election as officers in the **Student Government Association (SGA)**: **Victoria Holliday** (President); **Ariana Catoe** (Vice President); **Kambrie Kearns** (Secretary); and **Alexis Brantley** (Treasurer). We are extremely proud of each of them and applaud all students who ran for office this year.
- We were thrilled to host the **Careers in Science Lecture** on November 29, 2022. **Dr. Wayne Harsha** from **Carolina Pines ENT** in Newberry, SC presented "Mobile Homes, Metallic Polymers, and the Military: The Evolution of a Rural Surgeon" on his career as an otolaryngologist. Dr. Harsha was introduced by **Alexis Brantley**, one of his grateful patients and one of our OSP students. The next Careers in Science Lecture is scheduled for Tuesday, January 17, 2023. It will be held in the TRiO Learning Resource Center at 12:15 p.m. Lunch will be provided. We are so appreciative of **Dr. Li Cai**, **Dr. Bettie Johnson**, and the **USCL Chemistry Club** for enabling us to expose our students to a range of STEM-related careers.
- We hosted the first week of our annual **OSP Holiday Movies & Treats** on November 28 – December 1, 2022. Week two will be held during final exams on December 5-8, 2022. All students are welcome to join us for drinks, popcorn, and other treats.
- Our students will be enjoying an end-of-the-semester visit to **Riverbanks Zoo & Garden** in Columbia, SC for the "Lights at Riverbanks Zoo" event on the evening of Friday, December 2, 2022.
- Congrats to **Marybeth Berry**, **Tyrie Rowell**, and the **USC Lancaster Players** on their upcoming production of **Elf: The Musical** on December 2-4, 2022. We appreciate Marybeth and Tyrie for continuing to allow us to offer free admission to any OSP student who wishes to attend.
- We are planning to have several of our student leaders participate in the **25<sup>th</sup> Annual Wanda Hendricks-Bellamy Student Leadership Conference (WHBSLC)** in Myrtle Beach, SC on January 6-8, 2023. WHBSLC was established by the **South Carolina TRiO Association** as an opportunity for TRiO-eligible students to enhance their leadership skills, engage in civic opportunities, develop professionally, and network with other TRiO students and professionals from throughout the state. The theme for the 2023 WHBSLC is "**25 Years of**



**Dreaming Big! Be the Dream. Fulfill the Dream. Live the Dream.** The intent is to have each student leave with a better understanding of what it means to be an effective leader in the current climate.

**Upward Bound:**

- We are currently serving 43 LIFG participants from **Andrew Jackson, Buford, and Lancaster High Schools**. We are currently in the process of adding qualifying recruits from this past summer to our current roster. Once this process is completed, we will be in a very good position to meet the federally required minimum of serving 62 qualifying participants from these three target high schools prior to the end of the current reporting period on May 31, 2023.
- Congratulations to our Project Coordinator, **Eddie Boykin**, on his successful election as District 1 Representative to the **Lancaster County School District's Board of Trustees**.
- Our participants had a wonderful visit to **USC Upstate** in Spartanburg, SC on November 12, 2022.
- Participants will be attending **Open House** at **Winthrop University** in Rock Hill, SC on Saturday, December 3, 2022.
- We are encouraging our juniors and seniors to register to attend the **Dual Enrollment Advising and Registration Session for Spring 2023**. This will be held at 5:30 p.m. in the Bradley Arts & Sciences Building on Wednesday, December 7, 2022.
- We will be having our **End-of-the-Semester Holiday Celebration** on Thursday, December 8, 2022. This event will be held in the Starr Hall Student Center beginning at 6:00 p.m. Following a review of the semester, participants will enjoy a catered meal, as well as fun and games.
- Plans are being made to host Lancaster's new police chief, **Don Roper**, at the next session in our "Civic Leaders Series" in January 2023.
- Plans are also being made to visit the **USC Columbia** campus during January 2023.

**Student Organizations:**

- The **D.E.F.I.N.E.** organization met on November 10, 2022. During this meeting, club president **Meagan Boyles-Randolph** led an outstanding presentation on "Finding Your Inner Beauty." The group held its final meeting of the Fall 2022 semester on December 1, 2022. Plans are currently being made concerning volunteer opportunities for next semester.
- The **G.E.N.T.S.** organization held its last Fall 2022 meeting on November 30, 2022. Group members are planning a project to provide gifts for boys residing at the **Lancaster Children's Home** this Christmas.
- We were very pleased to support the **LAST** (Lancers Against Sex Trafficking) and **SNA** (Student Nurses Association) joint **Holiday Bake Sale** on November 28 – December 1, 2022.
- The **USCL Rotaract Club** has sponsored several of our community service projects this semester, including the current **USCL Cares Angel Tree Campaign**.

**Annual Performance Reports and Data Management:**

- The **Council for Opportunity in Education** (COE) estimates that the Annual Performance Reports (APR) for both the OSP and Upward Bound projects will be due to our sponsor, the



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federal Department of Education (ED), during January-February 2023. However, due to delays in the performance reporting process, we do not have an exact date from ED as to when they will open.

- The data collected for the OSP APR will measure the performance of the project for the second year of its five-year grant cycle covering the period September 1, 2021, through August 31, 2022.
- The data collected for the Upward Bound APR will measure the performance of the project for the fifth and final year of its previous five-year grant cycle. This covers the period June 1, 2021, through May 31, 2022.
- We greatly appreciate **CoSonja Allen** for streamlining the data collection process for both projects.
- If anyone would like a copy of the final reports for either of these grant projects (once they become available), please contact **Matt Williamson** at [mwilliam@mailbox.sc.edu](mailto:mwilliam@mailbox.sc.edu).
- Thanks also to **Bridgett Plexico** for working with **Mark Ammons** and **Andrea Campbell** on tracking student participation via Handshake. This will be of tremendous benefit to us as we move forward with our data collection and reporting.

#### **Community Service and Holiday Giving Opportunities:**

- Thank you all for making the **USCL Cares Back-to-School Campaign** so successful. Led by students participating in **Early Start 2022**, several boxes of school supplies were delivered to **Brooklyn Springs Elementary School, Clinton Elementary School, and Southside Early Childhood Center** on November 9, 2022. We appreciate OSP students **Blake Hough, Michaela Johnson, Dezyre Jones, and Angelly Lara Naredo** for assisting with the deliveries.
- The **USCL Cares Annual Food Drive** concluded on November 16, 2022. 18 boxes of canned and dry goods were delivered to **Brooklyn Springs, Clinton, and Southside** on November 21, 2022. In addition, over 120 items were donated to the **USCL Student Food Pantry**. We especially appreciate OSP students **Mary McInville Adamson, Michael Faulkner, Chloe Howard, and André Vinson** for packing the boxes and to **Aundré, Nancy Gabra, and Anna Moore** for assisting with these deliveries.
- Many thanks to OSP students **Karla Comacho Murillo, Ethan Janketic, Michaela Johnson, Vincent Micelli**, and D.E.F.I.N.E. member **Madison Dunlap** for assisting **Dr. Susan Cruise** with the **Thanksgiving Food Basket** project on November 18, 2022.
- **Dr. Cruise** and the **USCL Student Food Pantry** are sponsoring the **USCL Student Secret Angel Tree** to benefit currently enrolled students with children who may be facing financial hardships. Contact forms may be filled out in Founders Hall through Friday, December 2, 2022.
- **SNA** will be accepting donations for their **Toy Drive** to benefit children at **Levine Children's Hospital** in Charlotte, NC through Friday, December 2, 2022. Gifts may be dropped off at the BSN Study Room in Hubbard Hall.
- The **USCL Cares Angel Tree Campaign: 1 Gift for 1 Child** is currently underway and will conclude on Monday, December 12, 2022. Angel Tree cards may be picked up from the Christmas tree at the front of the TRiO LRC. Please return all gifts unwrapped with the completed Angel Tree card to the TRiO LRC. These gifts will be donated to children at **Brooklyn Springs, Clinton, and Southside**.



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- USCL's Workplace Campaign for **United Way of Lancaster County** is underway and will continue throughout the month of December. Donations may be made online at <https://www.uwaylsc.org/civicrm/contribute/> or via payroll deduction forms which will be distributed in everyone's campus mailbox. Completed deduction forms may be brought to **Mark Ammons** (office 139 in the TRiO LRC).
- Next week we plan to take the final donation from this year's **Baby Bottle Fundraiser** to the **Women's Enrichment Center** on Main Street in Lancaster. This non-profit agency supplies vital care, counseling, education, and workforce initiatives and referrals for expectant mothers in our local community.

#### **Legislative Updates:**

- COE is working on a strategy to fight for a \$161 million increase ahead of the federal funding deadline on Friday, December 16, 2022. This effort is a multistate campaign of TRiO leaders from key states who will meet directly with legislators, the Representative and Senator themselves, in person. Due to challenges overseas and other highly debated topics, Congress ultimately decided to provide the Federal TRiO Programs with only a \$40 million increase for FY22.
- This additional \$161 million in funding for FY23 will be to serve another one million TRiO-eligible students nationwide. COE estimates that it will take at least \$60 million just to provide a 5% increase to all current grantees. This additional funding will be needed to provide inflationary increases to all current TRiO grant projects, which include those here at USC Lancaster.
- Despite this request, COE is only anticipating a \$30-40 million increase in funding for FY23 once final appropriations are complete.
- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support any of these bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at [rmammons@email.sc.edu](mailto:rmammons@email.sc.edu).

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

**MEETING:** Faculty Organization Meeting- December 2, 2022

**DATE:** December 1, 2022

**ATTACHMENTS:** 1

**INFORMATION ITEMS:**

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

There is still time to donate if you have not had an opportunity. Donations are due by 5:00pm on Friday December 2, 2022.

Leave donation request are now submitted through the Time and Absence system.  
<https://hcm.ps.sc.edu>

The Leave Transfer Job Aid is located at this link  
[https://www.sc.edu/about/offices\\_and\\_divisions/payroll/documents/time\\_labor/request\\_to\\_donate\\_leave\\_ee\\_tl\\_abs\\_6\\_12\\_final.pdf](https://www.sc.edu/about/offices_and_divisions/payroll/documents/time_labor/request_to_donate_leave_ee_tl_abs_6_12_final.pdf)

If you are unable to access the Job Aid through the link, please use the attachment.

- 2) Please remember to submit an approved Personnel Request Form to the Human Resources Department to hire/rehire student and temporary employees for the Spring semester if necessary.

Please do not allow an employee to begin or continue working until their hire/rehire process is complete.

- 3) Please review your Open Enrollment changes in MyBenefits to ensure that all your selections appear correctly. MyBenefits is located at <https://mybenefits.sc.gov>

Once logged into MyBenefits select Review Benefits from the drop-down list to see your 2023 benefits. If you notice any errors, please email [tmobley@mailbox.sc.edu](mailto:tmobley@mailbox.sc.edu) or call 803-313-7152 so that I may help resolve any issues.

- 4) The Christmas/December Holiday begins on December 23, 2022 and ends on January 2, 2023.

Please be sure that student and temporary employees do not report working hours in the Time and Absence System on the dates mentioned above unless they actually work.

Campus will officially reopen on January 3, 2023.



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**Athletics Advisory Committee**

Faculty Organization Report

12/02/2022

**Committee Members:** Darris Hassell, John Rutledge, Walt Collins, Matt Williamson, Courtney Catledge, Nick Calhoun (Athletics Dept. Representative), Kyle Markowitz (Student Representative, Baseball)

**Coaches:** Kenny Halas (Soccer), Mike Van Lieu (Volleyball), Nick Calhoun (Baseball and Athletics Director)

**Chair:** Liz Easley

The Athletics Advisory Committee met on Tuesday, November 15. Topics of discussion included:

**1. Discussion of Required Modules for Athletes**

- a. Asheley Schryer was present to discuss information regarding the modules
- b. There are several modules lasting between 45-90 minutes
  - i. These modules are deployed through Self-Service with prompts that show where the modules can be accessed
- c. Coaches will be reserving computer labs at the beginning of the academic year to complete the modules prior to the start of classes
  - i. August 2023 is the target start date
- d. 6 weeks following the module completion there will be a survey sent to the students via email
  - i. These surveys are for data collection and information retention purposes
  - ii. These surveys are confidential and may take up to 20 minutes
- e. We are aiming for 100% completion rate on these modules and will leave the management of non-completion up to individual coaches
- f. We will be piloting these modules with the Lancer Ambassadors and the PALs during the Spring 2023 semester

**2. Discussion of the Athlete Progress Reports based on Faculty Feedback**

- a. We had a great conversation about updating the progress reports
- b. General thoughts of the current system (based on committee discussion and faculty feedback):
  - i. Going to the electronic format causes us to lose the face-to-face connection between faculty and students (an obvious disadvantage to changing the system)
  - ii. We want this to be simple, streamlined, and little burden to the faculty
  - iii. Some of the paper reports did not make it to faculty in a timely manner or at all
  - iv. Paper reports were difficult for student-athletes, coaches, faculty to manage
  - v. The current process may cause some discomfort for both student-athletes and instructor if the report isn't positive. Or faculty member may not feel as open providing a report.
  - vi. 8-week courses are not properly captured with our current method
- c. Proposed method:
  - i. Electronic form that is sent to faculty through Microsoft Forms
    1. This meets the security standards for FERPA and requires those completing the form and those reviewing the form to sign in with their Network ID and password and complete the Duo Authentication



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2. We are proposing that the student-athlete individually emails their instructors
  - a. For 1<sup>st</sup> 8-week classes: at week 3
  - b. For 16-week classes: at week 6
  - c. For 2<sup>nd</sup> 8-week classes: at week 11
3. Email draft for students to use:

*Dear Professor,*

*My name is \_\_\_\_\_ and I am enrolled in your Course #, section #. I am contacting you because I am a \_\_\_\_\_ player at USC Lancaster and every semester, we participate in academic progress checks. I am including a secure link through Microsoft Forms and requesting that you complete this form based on my academic performance as soon as possible. The results from this form will go to my coach, \_\_\_\_\_ who is copied on this email.*

*Link to academic progress form: <https://forms.office.com/r/EF0FCcATpU>*

*Thank you,  
Student Name*

4. Student should notify faculty in face-to-face classes that this survey is coming to them.
5. Sample of the form: <https://forms.office.com/r/EF0FCcATpU>
6. We will be surveying faculty and student-athletes after this method is used for the spring semester

**3. Potential Plans for the Spring 2023 semester: Time management video/speaker series**

- a. Dr. Sarah Sellhorst has proposed mandatory time-management sessions for our student-athletes
  - i. The idea centered on utilizing a Blackboard organization to create a video series of topics aimed at specific challenges athletes face with a focus on creating better habits.
  - ii. Dr. Sellhorst shared this idea with the coaches who liked the proposal but felt that in-person sessions may go a long way
  - iii. Dr. Pat Lawrence, Director of the ASC and Prof. Tamika Lewis, Counselor and Psychology Instructor were also brought in on this conversation.