

USC Lancaster Faculty Meeting Minutes March 3, 2023

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.

PDF Index

Faculty Meeting Minutes

Appendix 1 – Dean’s Report

Appendix 2 – Associate Dean for Academic & Student Affairs Report

Appendix 3 – Academic Success Center Report

Appendix 4 – Proposed Changes to Lancaster Local T&P Procedures

Appendix 5 – T&P Committee Report

Appendix 6 – Student Success & Retention Report

Appendix 7 – TRiO Report

Appendix 8 – Human Resources Report

Appendix 9 – Financial Aid & Veteran Affairs Report

Appendix 10 – Information Technology Report

Appendix 11 – Medford Library Report

USC Lancaster Faculty Meeting Minutes
March 3, 2023

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

SPECIAL ANNOUNCEMENT: W. Collins shared the loss of USCL faculty member Babette Protz.

CORRECTION/APPROVAL OF MINUTES: The corrected minutes of the December 2, 2022, and February 3, 2023, faculty organization meeting were approved.

REPORTS OF OFFICERS:

Special Report Presentation – Bettie Obi Johnson

- Shared information about a new PCAM 299 independent study course offering entitled South Carolina Leadership Education in Neurodevelopmental and Related Disabilities (SC LEND)
- [SC LEND](#) is a continuing education opportunity that may be of interest to students in pre-professional health sciences as well as students who may work with these populations or have personal interest in the subject matter.

Questions and/or Comments:

M. Berry – is this available for Dual Enrollment students?

T. Lekan – I believe it is, yes, but we can check with the LEND program to be sure there are no restrictions on minors participating.

E. Moon-Kelly (in chat) - What about ADHD & dyslexia?

B. Obi-Johnson – Yes, those should be covered as developmental disabilities

T. Lekan – This is a distinctive opportunity and it's very special to have this offered to students on our 2-year campus. Kudos to Bettie for her advocacy.

E. Moon-Kelly (in chat) - Can faculty take this class?

T. Lekan – Anyone can enroll. This is around a year-long commitment. Because it is government funded, it should be free for working professionals but not for undergraduates.

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

- Page 1:
 - Enrollment for Spring 2023 is the highest enrollment in USCL history. Thanks to all who work to make this happen
 - Reviewed the faculty and staff searches currently underway

- Congrats to Mike Sherrill on Senior Instructor
- Page 2:
 - 2 Advisory groups meeting soon: Indian Land Business Advisory and Town Gown Advisory Group
 - [iCarolina](#) ribbon-cutting at Kershaw library
 - Legislative update – record money in South Carolina House budget
 - [Workforce development bill](#) with higher education implications
- Page 3:
 - Commencement will be April 29th beginning at 11:00 AM. Please note the earlier start time to hopefully avoid the heat. Mary Ann Medford Claud will be the commencement speaker
 - Educational Fund of USC Lancaster and Lancaster County Commission for Higher Education funding updates – funding textbooks for Lancaster County residents as well as funds to defray travel study costs

Questions and/or Comments:

S. Sellhorst (chat) - Is the funding for Study Abroad \$60,000 per year or over multiple years?

W. Collins – I think it can be recurring. It may not be given every year, but once exhausted we should not have problems asking for it again in the future. Please be aware that the funding should *defray* costs (versus fully covering)

S. Sellhorst (chat) - Are there funds for raises across the board?

W. Collins – We have not heard any updates this year. The legislature makes those decisions. The Governor and Senate budgets have yet to come. We hope to do some things in line with the Palmetto College Salary Study and the Chancellor's office.

E. Moon-Kelly (chat) - Is the textbook assistance available for full time students at the Indian Land campus? Will this also apply to dual credit students?

W. Collins – This will apply to all Lancaster County residents whether they are full time or part time, including dual enrollment and Indian Land students

S. Sellhorst – To clarify, will the textbook funding cover all costs? Compared to the existing USCL textbook fund? And how will it be disbursed?

W. Collins – Yes, this will cover all textbook costs for residents. We will send an invoice to the Commission to cover the total book cost. Students must opt into the Access program in order to receive this funding.

S. Sellhorst – Can we advertise this?

W. Collins – Yes, this information will be shared with notice of acceptance. The commission voted for a 2-year pilot but seems amenable to continuing as long as things go smoothly. Lancaster County is fast-growing so the money is there.

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

- Page 1:
 - Asks faculty to double-check Self Service to confirm your Fall and Summer 2023 schedule is correct. Please route any concerns to your division chair
 - Please submit 2023-2024 Faculty Intent Forms to Pam Ellis. If you are eligible for promotion and have not been notified, please reach out
 - Travel Study proposals are due March 15th
- Page 2:
 - Call for student awards, Division awards
 - Thanks to Scholarship Committee for recent update to awards process
 - CCSE survey – random survey implementation selections are forthcoming. Please reach out if you need accommodation to make this happen
- Page 3:
 - Orientation updates – dates selected, students will be contacted for advising and registration prior to orientation
 - Christy Anderson is leading a popular new course on the South Carolina coast for Sun City Continuing Education
 - Reviewed recent faculty accomplishments

Questions and/or Comments:

L. Cai – A comment on the Scholarship review process is much improved. With the updated rubric, this process will be less subjective and a lot easier.

S. Alhaddad – Regarding the CCSE survey: Do faculty have the choice to opt out completely?

T. Lekan – Yes

Math Placement Coordinator - Shemsi Alhaddad

- Moving forward, the placement test will remain on Blackboard. A request form is available online on the [Placement Exams page](#). Students must submit this form so we can add students to the test's Blackboard "course."
- Columbia is moving to in-person tests across the board. We are going to keep this online for our first-year and online students, but continuing students will need to take the test onsite with proctors.

- Updates on procedures for Respondus online proctoring, practice test requirements, repeat attempts, etc. Details are included in pages 1-2 of the Student Success and Retention report
- Please have students submit the request form if they need to take math

Questions and/or Comments: None

Director of Institutional Effectiveness and Research – Shemsi Alhaddad

- Around two-thirds of faculty have completed the scholarship survey. Please submit ASAP if you have not already done so. The form is limited to 10 of a single item, so please email Shemsi if you need to report higher numbers.

Questions and/or Comments: None

Director of the Academic Success Center – Patrick Lawrence (Appendix 3)

Highlights from ASC report:

- ASC tutors are available to lead class visits (in-person or virtual)
- Notice of schedule changes that impact studio service dates
- Please attend Kate Holland's talk on March 20th.

REPORTS OF COMMITTEES:

USC SYSTEM COMMITTEES:

PCFS Executive Committee – Any Yingst (Appendix 4).

Explanation of proposed changes to the local Faculty Organization T&P policies section in the Palmetto College faculty manual. Changes are non-substantive and deal mainly with capitalization. This will be put forward under New Business.

Palmetto College T&P Committee – Nick Lawrence (Appendix 5)

T&P recently met to discuss tenure files. Kudos to organizers for a great Welfare committee/Palmetto College T&P workshop and thanks to all who attended.

Questions and/or Comments:

S. Criswell – It might be beneficial to offer a workshop for committee members on reviewing T&P files as the process is very different from preparing one's own.

A. Yingst – Welfare might be an avenue for a T&P review workshop. Columbia already has an existing workshop available for their campus/procedures.

N. Lawrence – This was discussed during the T&P workshop. Even a relaxed/local roundtable could be beneficial.

LOCAL COMMITTEES:

Welfare Committee – Dana Lawrence

Please send questions and/or comments about the drafted Campus Description revisions (emailed prior to meeting). This will go up for consideration in April.

Hiring Committee for Music – Stephen Criswell

The committee is scheduling finalist campus visits during March and April.

UNFINISHED BUSINESS: None

NEW BUSINESS:

2023-2024 Election Ballot – Brittany Taylor-Driggers

Call for self-nominations from the floor. All spots on the ballot except for FO Executive Committee and one Instructor Peer Review Committee slot were filled by self-nomination. A summary of substantive discussion points follows:

Discussion of Executive Committee ballot and meeting modality for 2023-2024:

N. Lawrence – If Chair, I would make FO meetings in person

C. Bundrick – I am not adopting a specific stance on modality

S. Criswell – Is meeting modality something that the Chair can decide, or should faculty vote?

B. Taylor-Driggers – the Chair organizes meeting location, times, etc... so there is room for interpretation since it does not specifically address virtual versus in-person meetings

N. Lawrence – I believe that it is reasonable to interpret that as part of the Chair's purview. I do find it ironic that we are having difficulty filling the ballot as we meet virtually.

B. Obi-Johnson – Would a virtual option be possible if we were to shift to in-person meetings?

N. Lawrence – If someone knowledgeable would be willing to put in the work to make a virtual/hybrid option happen, yes. I find chat and voting to be challenging in virtual format.

C. Bundrick – I don't feel that we've had the time or opportunity to fully consider the impact of the meeting modality on our faculty. I think we should pause this discussion for future discussion.

B. Taylor-Driggers – Since we won't be voting until April, we can pause this discussion for now. We have not yet sent a survey on meeting modality for next year, but the survey at the beginning of the 2022-2023 academic year was

overwhelmingly in favor of remaining online. Maybe that would help find the answer to this policy issue.

D. Lawrence – Maybe we could pose this as an election with a slate built on policy rather than voting separately on each seat?

N. Lawrence – Some version of this conversation happens every year. I believe that this illustrates points we've brought up in the past that faculty service deserves to be taken seriously. I would invite everyone to consider this weight over the next month.

B. Taylor Driggers – We will wait to finalize the ballot for the Executive Committee for now, but we are still waiting for self-nomination for the Instructor Peer Review Committee. We can wait for self-nominations to roll in, vote in April, and perhaps even wait until August to fill the Instructor Peer Review slot if absolutely necessary.

Motion to approve proposed changes to Palmetto College manual – Andy Yingst

Proposed a new motion (to be voted upon at the April FO meeting) to approve the decapitalization changes in the PC manual as outlined in Appendix 4.

Questions and/or Comments: None

SPECIAL ORDERS: None

ANNOUNCEMENTS:

- E. Easley – ARAS Foundation internship applications are open. See the [Research Club's YouTube page](#) for more information
- R. Freeman – Prism club is hosting a presentation by McKenzie Lemhouse on March 15th in the TRiO lab

ADJOURNMENT: 2:23 PM

ATTENDING:

Sahar Aghasafari, Shemsi Alhaddad, Mark Ammons, Christine Anderson, Marybeth Berry, Anthony Brockington, Christopher Bundrick, Li Cai, Andrea Campbell, Steven Campbell, Jill Castiglia, Courtney Catledge, Kenneth Cole, Walter Collins, Kimberly Covington, Stephen Criswell, Susan Cruise, Jerry Currence, Annette Duker-Golonka, Elizabeth Easley, Rebecca Freeman, Amy Gerald, Darris Hassell, Claudia Heinemann-Priest, Alissa Kate Holland, Ernest Jenkins, Christopher Judge, Dana Lawrence, Nicholas Lawrence, Patrick Lawrence, Todd Lekan, McKenzie Lemhouse, Tamika Lewis, Fernanda Marques Burk, Lynette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Evan Nooe, Bettie Obi-Johnson, Allan Pangburn, Leigh Pate, Phillip Parker, Suzanne Penuel, David Roberts, Todd Scarlett, Asheley Schryer, Peter Seipel,

Sarah Sellhorst, Michael Sherrill, Nahid Swails, Brittany Taylor-Driggers, Jerrod Yarosh, Andrew Yingst

ABSENT:

Adam Biggs, Dwayne Brown, Mark Coe, Stan Emanuel, Garane Garane, Lisa Hammond, Jason Holt, Howard Kingkade, Vincent Lewis, Kim Richardson, Suzette Taylor, Richard Vanhall, Tania Wolochwianski

Faculty Secretary: Document submitted by M. Lemhouse on March 30, 2023, for faculty and staff review.



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

Report to the USC Lancaster Faculty Organization
March 3, 2023

People

Enrollment

As of March 2, 2023, Spring enrollment stands at 1767. This makes Spring 2023 the Spring semester with the highest enrollment in institution history. Thank you for your help with advisement and registration for Spring semester and thank you in advance for advisement and registration work to come after Spring Break.

Staff searches underway:

Executive Director of Enrollment Management
Disabilities Coordinator
Academic Support
Palmetto College Recruiter

Faculty searches underway*:

Criminal Justice
Music
Business (with responsibilities for AS in Business Accreditation oversight)
Statistics*—soon to be underway.

Many thanks to all who are serving on these search committees.

Congratulations to Prof. Mike Sherrill whose application file for Senior Instructor has recently been approved. Thanks to the Senior Instructor review committee for your efforts.

Athletics

Baseball is in action this semester. The team is currently 13-2! The upcoming game schedule can be accessed at [this link](#).

Additionally, we have entered into a **partnership with MUSC Health Lancaster** and our athletics program. MUSC Health will be providing (paying salary and fringe/benefits) our athletics trainer to serve all of our sports programs. The partnership has just begun this month.

Employee Support

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.

USC Lancaster in our Communities

The **Indian Land Business Advisory Group** will meet mid-day on March 23 at the Indian Land Location. Thanks to Anthony Brockington for coordinating this re-launch of the group.

A second **Palmetto College iCarolina Lab** associated with and supported by USC Lancaster will open on March 9 at the Town of Kershaw branch of the Lancaster County Library System. The ribbon cutting and reception is at 1:00 pm.

The USC Lancaster **Town-Gown Advisory Group** is tentatively scheduled to meet mid-day on April 10. Topics of discussion include campus projects that intersect with the community, USC Lancaster involvement in a community Health Education initiative, and our upcoming 65th campus anniversary.

Legislative Update

The House budget has been finalized and includes the following for USC Lancaster: \$1.6 million in recurring funding for operations. \$5 million in funding for deferred maintenance and renovations. This is a very preliminary look at what next year's allocation might be as the Senate is just beginning its work on the budget. There will be no tuition increase for students again next year. The USC system presentation and budget requests to the Senate Finance Committee took place on February 16 and was well received.

There is a **workforce development bill with higher education implications** coming from the SC House of Representatives (H. 4060) that you might have interest in watching. Here is the link to the bill as it currently stands:

https://www.scstatehouse.gov/sess125_2023-2024/bills/4060.htm

Other items...

- The next **Lunch and Learn at the Native American Studies Center** is scheduled for March 24 with a talk entitled "Finding the Grimkes in Charleston: Using Feminist Historiographic and Archival Research Methods to Build Public Memory" by Dr. Amy Gerald, English, USC Lancaster.
- We have established an **ad hoc committee of faculty and staff to review and update the campus values and vision statements**. Thanks to Dr. Shemsi Alhaddad for serving as the point person and working with this group.

- Please be looking out over the next few weeks for an email containing a link to **my evaluation by faculty and staff**. Thank you for completing the survey. I always appreciate your feedback.
- **Commencement 2023**: Planning is underway for an outdoor commencement ceremony on Saturday, April 29 at 11:00 am. (**Please note the time change from afternoon to morning for this year.**). This year's speaker will be Ms. Mary Ann Medford Claud, writer and teacher. The ceremony will take place just in front of the Crawford Rose Garden where we were last year. The pre-ceremony and post-ceremony receptions will both take place in the Arnold Special Events Room in Bradley.
- **Financial support from the Lancaster County Commission for Higher Education and Educational Foundation of USC Lancaster**—In their most recent meetings, both the local Commission and our Foundation boards approved special funding related to 3 specific items
 - The Foundation board approved \$12,000 a year to assist in defraying attendance/housing costs for out-of-state/international student-athletes. This above the regular funds the Foundation oversees for our traditional scholarship program.
 - The Commissioners approved the funding of 2 items...
 - 1) \$60,000 to help defray the student costs of Travel Study trips vetted and approved through the Student Affairs Committee Travel Study Process. Students must be eligible for participation in our Travel Study program and must take a course for academic credit. March 15 is the deadline for trip/course consideration for a 2024 trip.
 - 2) approximately \$250,000 in funding to cover the costs of books and course supplies for students from Lancaster County attending USC Lancaster. This will be in effect for the 2023-2024 as well as the 2024-2025 academic years. This funding is subject to continuation after the 2-year pilot.

I hope you enjoy a restful Spring Break.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION

March 3, 2023

- 1. Fall and Summer 23 Schedules.** Thanks to the faculty for the good work that they have done with Division Chairs to prepare the schedules for summer and fall. As a reminder, please do check Self-Service to make sure that your schedule is accurate. If you find a need for changes please reach out to Division Chairs to request them. Note that registration for summer and fall begins on March 13.

- 2. 2023-2024 Faculty Review Intent Form.**
 - a.** March 15 is the deadline to use the Faculty Review Intent Form to declare intent to undergo reviews during the 2023-2024 year.

 - b.** Please submit the Faculty Review Intent Form even if you are not undergoing reviews in 2022-2023. The form is the Palmetto College mechanism for faculty to communicate their intent to continue employment with the university in the next academic year. Thank you!

 - c.** Those faculty eligible for promotion have been notified. If you have any questions about your review schedule, please do not hesitate to reach out to me.

- 3. Travel Study Proposals.** There is still time to submit these proposals! Eligible students who participate in approved programs will receive 1500-2000 of grant money towards the cost of their trips. Please complete and submit the online form (<https://tinyurl.com/travelstudyproposal>) by 5 pm on March 15, 2023. **Note: You will be prompted to log-in with your USC username and password*

4. **Student Awards.**

- a. Each year, the **Clara P. Hammond Award** is presented by the USCL Scholarship Committee, with recommendations from faculty/staff, to “an outstanding freshman or sophomore on the basis of exemplary scholarship, leadership, character, and contribution to the student body.” It is the highest student award given by the USC Lancaster campus, and the recipient receives a plaque as well as an original sculpture by Lancaster artist Bob Doster. This award is presented at the annual commencement exercises. The Scholarship Committee is currently seeking nominees. Please send your nominees, along with your rationale for the nomination, to me by the end of the workday on *Thursday, March 17*. Nominations will be reviewed by the Scholarship Committee, who will then select this year’s recipient.
 - b. **Division Awards.** Each year the faculty in that division vote to present an outstanding achievement award to a student who has excelled in courses in that division. Please work with Division Chairs to identify nominees by March 17.
5. **Scholarship Committee Updates.** The Scholarship Committee is conducting interviews with the “super elite” tier candidates who can earn up to 2500.00\$ during the week of March 13. We have implemented a new process this year that is designed to make sure that we get as much available money awarded as possible while at the same time streamlining the vetting process. I want to thank Ashley Stevenson, Ken Cole, Shana Dry, and Stan Emanuel for their great work in developing these improvements.
6. **CCSE Survey.** USCL, along with the other Palmetto College Regional campuses, will be participating in the Community College Survey of Student Engagement (CCSSE), a national survey of institutional practices and student behaviors during the spring term. CCSSE is an initiative of CCCSE at The University of Texas at Austin. CCSSE results will help us better understand our students’ college experiences. Please access this link [CCCSE Overview](#) for additional information that was provided in August to the PC Faculty Senate Executive Committee. In the coming days, some faculty whose courses have been randomly selected for the survey will be contacted about possible days and times. Thanks in advance for working with our Student Affairs staff on the logistics of delivering the survey.

7. **New Lancer Summer 23 Orientation.** Once students register for orientation, they will be instructed to sign up for advising and registration appointments with staff ahead of the event. The goal is to arrive at orientation with a reasonable schedule which can be modified that day or later before fall. Thanks to Student Life Director, Jeff Rammage, for working up a revised format for the day that promises to be more informative and enjoyable for the students. The dates are as follows:

- Thursday, June 8th
- Friday, June 23rd
- Thursday, July 13th
- Friday, July 28th
- Thursday, August 10th

8. **Sun City Continuing Education.** Christine Anderson is offering a 1 credit, pass/fail course on “The South Carolina Coast” to retirees who reside in Sun City. The course will be offered at the Indian Land Location in Spring 2 and has been met favorably with almost 50 students enrolled! Thanks to Christine for developing and delivering this appealing course. Thanks also to Anthony Brockington, Justin Pearson, Kelsey Faulkner, and Barry Hinson for great work on the logistics and registration for the course. We look forward to building our partnership with this community.

9. **Recent Faculty Accomplishments.**

- a. **Sahar Aghasafari’s** graphic design students will be showcased in an exhibit entitled "Concept, Design & Creativity." The exhibit can be found at the USC Lancaster Art Gallery Founders Hall from March 2- 16, 2023.
- b. **Walter Collins** was one of 40 participants in and has completed the Executive Education Program entitled “Crisis Leadership in Higher Education” sponsored by faculty at the Harvard Kennedy School and the Harvard Graduate School of Education, February 23 to March 3, 2023.
- c. **Liz Easely** presented her research entitled, “Time spent in Sedentary and Physical Activity in College-aged Women based on Body Composition” at the annual Southeast American College of Sports Medicine meeting on February 25. Sarah Sellhorst and Bill Riner were co-authors on this presentation.
- d. **Amy Gerald** will be presenting her research "Finding the Grimkes in Charleston: Using Feminist Historiographic and Archival Research Methods to Build Public Memory" at the W. Brent Burgin Lunch and Learn on March 24th at the Native American Studies Center. <https://nativeamericanstudiescenter.godaddysites.com/upcoming-events>
Amy was awarded a RISE grant for a project on the Grimkes related to this talk.

- e. **Ernest Jenkins**, Robert Folks, and Gavin Witherspoon, Jr. spoke at Lancaster's Cultural Arts Center on "Gone But Not Forgotten: Who's Who in the Historic Old Presbyterian Church Cemetery, Lancaster, SC" as part of the CAC Conversations Series, sponsored by the Lancaster County Society for Historical Preservation. They delivered this presentation on March 1.
- f. **Dana Lawrence's** paper, "Redefining Monstrosity in Akwaeke Emezi's *Pet*," was accepted for presentation at the June 2023 Children's Literature Association Conference. Her student, Chloe Howard, also had her paper accepted: "'Fair and Balanced': *Maus*, Censorship, and the Holocaust in the Classroom."
- g. **Patrick Lawrence** was featured in a collection called [*Artful Breakdowns: The Comics of Art Spiegelman*](#) was just released, and it features my essay "In the Shadow of History: Post-9/11 Citational Aesthetics in Art Spiegelman's *In the Shadow of No Towers*." In January, Pat presented a paper called "Transferred Violence: Race, Labor, and Victimization in *The Bluest Eye*" at the Modern Language Association Annual Convention in San Francisco. Pat was also awarded an Excel grant.
- h. **Tamika Lewis** is a contributing co-author a chapter called Christian Integration in Human Growth and Development for the textbook, Christian Integration in Counselor Education being written by Drs. John King and Kristy Ford The book is set to release August 31, 2023.
- i. **Erin Moon-Kelly** EMK Music, the Lancaster County Council for the Arts, and Christ Episcopal Church (Lancaster, SC) are coordinating a show on April 16, 2023, at 3:00 PM called "April Accents." Among the cast will be the Lancaster High School Singers (directed by Troy Dunbar-a former classmate of mine at Winthrop Univ.), Dr. Ernest Jenkins, Dana Lee Walters (Interim Director of Music at Christ Episcopal Church), Holly Shearin and Erika Dooley (members of the Stateline Community Orchestra in Pineville, NC). The Charlotte Concert Band presents a very special Spring concert at 7 PM on April 22, 2023 at Christ Lutheran Church (Sanctuary) 4519 Providence Rd, Charlotte, NC 28226. The concert is entitled "Spacetacular" and features music inspired by a subject that has captivated the imaginations of people everywhere throughout history: Outer Space! Come hear music from Richard Strauss, Gustav Holst, Julie Giroux, and the timeless music from John Williams' score to the original Star Wars Trilogy. The concert will also showcase area middle school honor band students as part of our annual. Tickets Now Available at <https://www.eventbrite.com/e/spacetacular-tickets-553092353117>. Visit <https://www.charlotteconcertband.org/concerts.html> for more information.

- j. **Evan Nooe** was awarded a 2023 Palmetto College Campus RISE Grant for my project "Indigenous Dispossession and Settler Colonialism in the Nineteenth Century US South." The grant will help fund work on my book *Aggression and Sufferings: Settler Violence, Native Resistance, and the Coalescence of the Old South* and conference travel this summer. Evan had a paper accepted to present at the 2023 meeting for the Society for Historians of the Early American Republic in Philadelphia this July. The paper is titled "Consecrating Dispossession: Settler Death in the Native South."
- k. **Lauren Thomas** recently earned the credential of becoming a Certified Health & Well-being Coach. This involved participating in a 75-hour accredited training program endorsed by and in collaboration with the American College of Sports Medicine. Prof. Thomas and Dr. Sellhorst are in the process of enhancing select HPEB (Health Promotion, Education, & Behavior) courses at USC Lancaster to align with health coaching principles and healthcare industry-specific job tasks. Having certified faculty on-campus is one major step towards this goal.

10. Upcoming Events.

- a. **Brent Burgin Lunch and Learn @noon on March 24:** "Finding the Grimkes in Charleston: Using Feminist Historiographic and Archival Research Methods to Build Public Memory." Lecture by Dr. Amy Gerald, University of South Carolina Lancaster Assistant Professor of English.
- b. **USCL Open House: 9-1 on March 25 in the Bradley Multipurpose Room.**
- c. **USC Commencement: April 29. Ceremony begins @11.**

"Misfortunes must be cured by a sense of gratitude for what has been and the knowledge that what is past cannot be undone."—Epicurus

Report to the UofSC Lancaster Faculty Organization Academic Success Center

Patrick Lawrence, Director

Announcements

- On March 20th, the ASC will host a talk by Dr. Kate Holland about her RPS-funded research into pandemic-related challenges to student success. (See attached flyer for more information.)
- We have an updated schedule of tutor availability and have swapped the days for Writers' Studio and Health Sciences Studio. Please encourage interested students to visit our site for new times.
- The ASC will be closed for Spring Break. Tutoring resumes on Monday, March 13th.

Recent and Upcoming Events Overview

Planning is currently underway for Dr. Holland's talk "Assessing the Impact of the Pandemic on Academic Success," in which she will showcase initial findings about what kinds of challenges USCL students faced as a result of pandemic-related educational disruptions. Her work covers mental health issues and academic success, among other topics. The event will be from 1-2 pm on March 20th in the ASC Studio and will include a brief introduction, lecture, and Q&A. All are welcome.

This month at the ASC, in addition to our core work of tutoring, we also began preparations for summer staffing, and we're looking ahead to hiring for Fall 2023 (if you know of talented students, please feel free to forward a name via email or send the student to us). We are also planning for our participation at upcoming orientation and advising events and working closely with other student-success stakeholders on campus. Finally, we continue to read and discuss Sunni Brown's *The Doodle Revolution* and implement her ideas about visual thinking in our tutoring, particularly for study skills.

Summary of Tutoring Data

Year-to-year trends: In February, the ASC saw a 12.5% increase in tutoring sessions, continuing a trend of increasing numbers as we gradually return to pre-COVID levels. In fact, total use of the service is up over 25% in the last year. Interestingly, while we held a greater number of appointments, we served the same number of students this month as in February 2022. This suggests we're seeing more repeat visits, which reassures us that students are seeing the service as a valuable. Still, we would like to be serving a larger share of the student body and will continue extensive outreach and promotion efforts with that goal in mind.

Session distribution trends: February brought a major decline in Studio Service visits, unfortunately. We will use this data along with other info to reassess how those services are scheduled and promoted. Virtual appointments held steady at about a quarter of overall sessions.

(See charts below for more complete data.)

Contact Information

Phone: 803-313-7113

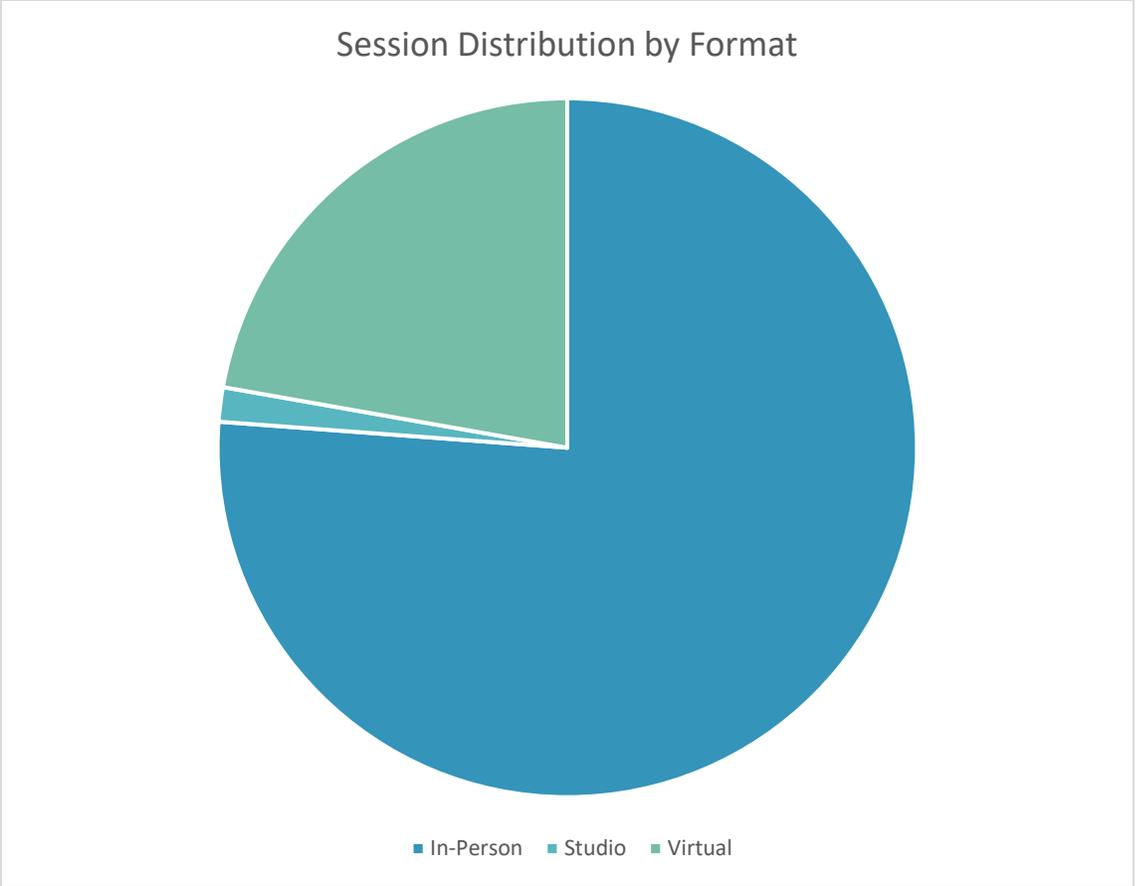
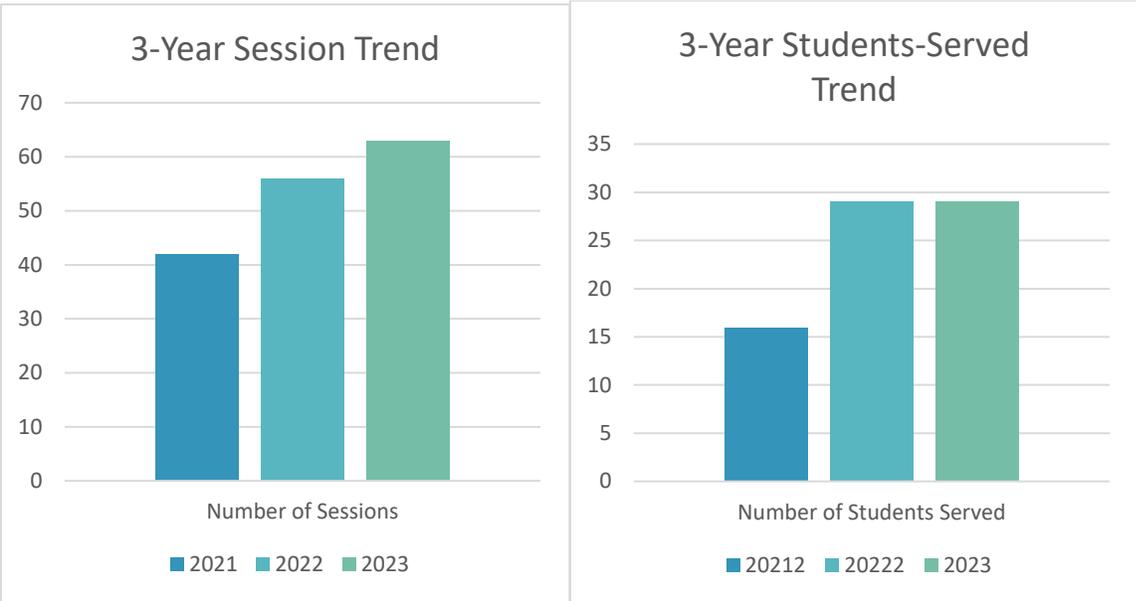
Web: sc.ed/lancaster/asc

Twitter: @USCLASC

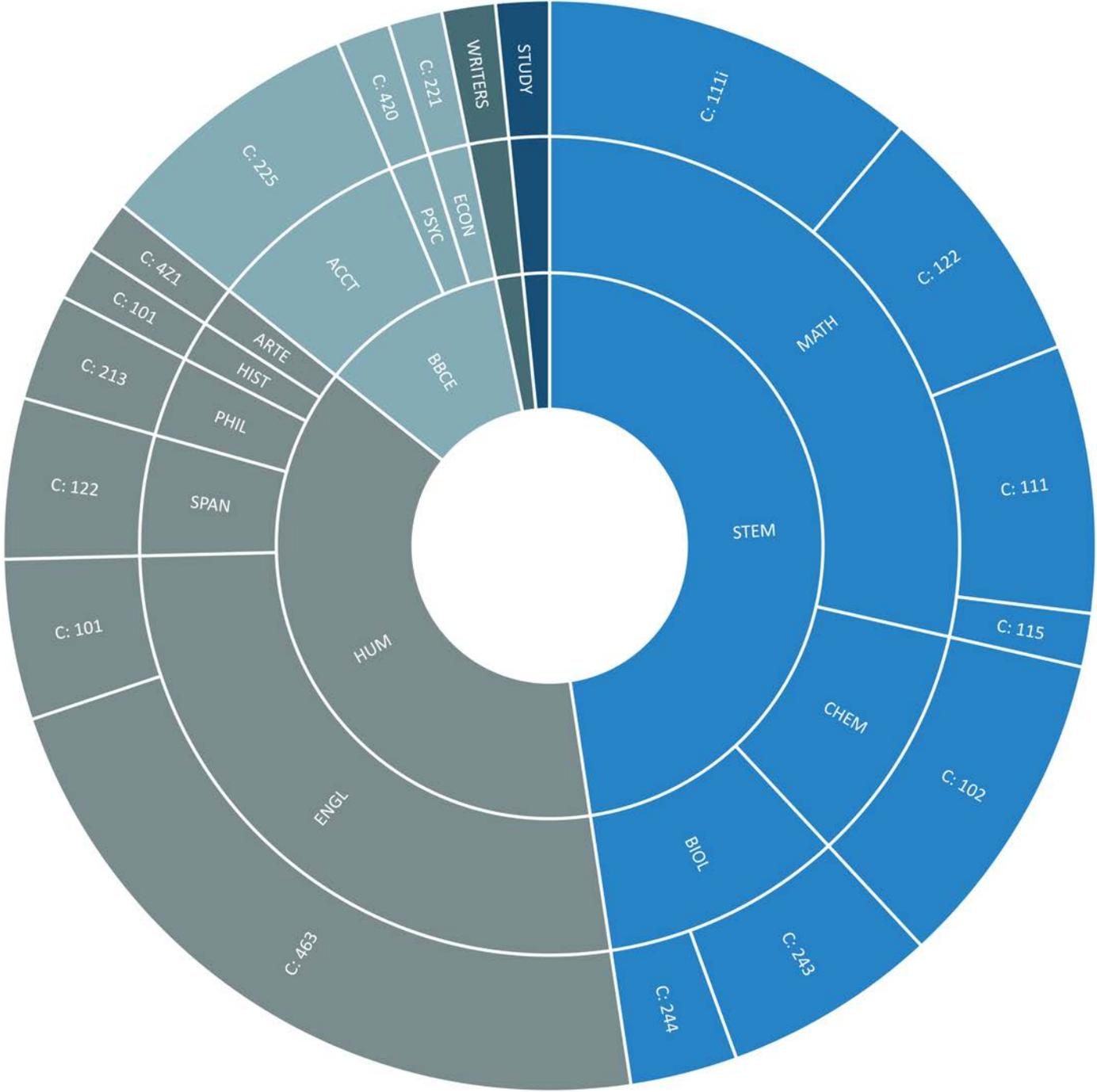
Patrick Lawrence, Director: pslawren@mailbox.sc.edu

Elaine Connor, Academic Success Coordinator: etconnor@mailbox.sc.edu

Appendix: February Tutoring Data



Session Distribution by Field and Course



Assessing the Impact of the Pandemic on Academic Success

**A talk by
Dr. Kate Holland
Professor of Psychology
University of South Carolina, Lancaster**



**Monday March 20th 1-2 pm
In the ASC Studio
(Medford Library 217)**

Hosted by the Academic Success Center

deadlines established by ~~the Extended University~~ [Palmetto College Columbia](#) which would supersede those established in the PCCFM.

USC Lancaster

Approved by the USC Lancaster Faculty Organization 1 February 2019

Lancaster tenure and promotion procedures follow the *Palmetto College Campuses Faculty Manual*, in addition to these specific local committee procedures.

1. Except for those items specified for inclusion in the Addendum, the file must be complete by **November 1 (March 31 for second-semester appointments) and before the campus tenure and promotion committee begins to review it**. All files will be presented electronically (.pdf) with bookmarks designating the sections of the file, to the Office of the Palmetto College Chancellor.
2. Third-year review files are to be prepared and submitted in the same manner as tenure and promotion files. The Lancaster Tenure and Promotion Committee also reviews third-year review files, although it may specify a later deadline for those files to be submitted. The latest deadline in such exceptions should be 31 January (15 April for second-semester appointments). The tenure and promotion committee chair must notify faculty undergoing third-year review of any extended deadline for files by no later than 1 September.
3. Likewise, the Tenure and Promotion Committee chair may extend the deadline for post-tenure review files to not later than 31 January, notifying candidates of any extended deadline by no later than 1 September.
4. The Tenure and Promotion Committee also conducts first-year review for new faculty, but the procedures for this review are not defined by the *Palmetto College Campuses Faculty Manual* but are instead described by a separate local faculty organization approved policy, First-Year Tenure-Track Faculty Peer Review, available on the Lancaster campus website.
5. The file will be considered by the Lancaster Campus Tenure and Promotion Committee, which comprises six tenured members elected by the faculty. This committee will typically have been elected the preceding April. Neither the campus dean, nor the academic dean, nor any ~~L~~ocal ~~D~~ivision ~~C~~hair, nor any ~~E~~meritus ~~P~~rofessor, nor anyone who serves on the Palmetto College Campuses Tenure and Promotion Committee or Palmetto College Campuses Grievance Committee may be elected to this committee. Division chairs and the Associate Dean for Academic Affairs do not vote in the Lancaster tenure and promotion process.
6. Only faculty of equal or higher rank may vote on those applying for that rank. All faculty serving on the committee may vote on applications for tenure. The minimum number of faculty necessary for voting on a candidate is five. The local tenure and promotion committee will request the participation of faculty from other Palmetto College campuses if necessary to find sufficient faculty to serve with eligibility to vote. In the event that the

campus cannot provide at least three members for its local Tenure and Promotion Committee for any candidate, additional members shall be appointed by the Palmetto College Campuses Faculty Senate Executive Committee, in consultation with members of the local committee, and the [chancellor of Palmetto College](#) ~~Chancellor~~ or designee.

7. A faculty member on leave may vote only upon written notification to the unit chair or dean of a desire to do so before beginning the leave. This faculty member must attend the meetings of the committee to cast a vote. Any portion of a meeting at which candidates are considered for tenure or promotion is closed except to those eligible to vote.
8. Each member of the campus tenure and promotion committee shall vote “yes,” “no,” or “abstain.” A majority of yes votes among those voters who did not abstain is considered a favorable recommendation. Original ballots with justification must be provided by each voting faculty member. Justifications need not be signed but must clearly state how the author voted. Any ballot without justification will be voided.
9. After the votes have been recorded and reported to the committee, the ballots and justifications will be included in the file. The committee will generate a letter which will indicate one of the following:
 - a. Recommended for promotion
 - b. Recommended for tenure
 - c. Not recommended for promotion at this time
 - d. Not recommended for tenure at this time
 - e. Not recommended for tenure (this category is reserved for cases where the faculty member has served the maximum probationary period in any rank)
10. By **December 1 (May 15 for second-semester appointments)**, the chair of the campus committee shall write a letter informing the candidate of the committee’s recommendation. The file, including the ballots and justifications, will be forwarded to the Lancaster ~~C~~campus ~~D~~dean. The ~~D~~dean will review the file and write an assessment and recommendation to be included in the tenure and promotion file. The ~~D~~dean will then forward the file to the Office of the Palmetto College Chancellor by **January 5 (August 1 for second semester appointments.)** The ~~D~~dean will notify the candidate, in writing, of their recommendation.

**USCL Tenure and Promotion Committee
Report to the Faculty Organization 3-3-2023**

Submitted by Bettie Obi Johnson (committee chair). Our Local T&P Committee members this year are Rebecca Freeman, Annette Golonka, Dana Lawrence, Angela Neal, Bettie Obi Johnson, and Suzanne Penuel.

- We met on February 8 and February 22, and completed our reviews of the four candidate's First Year Review files. Our feedback will be submitted to the candidates this month.
- We are in the process of reviewing all Faculty Information Forms (FIFs) for tenure-track or tenured faculty.
- At our next meeting on March 22, we will discuss the files and begin writing narratives. FIF review should be completed by early April.

Feel free to contact me if you have any questions.

Student Success and Retention

USCL Faculty Organization Report

Report Sections

- Advising (Registration opens on March 13, 2023)
- Disability Services
- Early Alerts (Send an alert anytime!)
- Leadership Distinction (Discover USC registration deadline is today, March 3)
- Travel (Travel study proposals due March 15)
- Counseling

Advising

- **Summer/Fall 2023 Registration begins on March 13, 2023.**
- **Communications:**
 - Advisee lists were sent to advisors this week.
 - Advisees received the name and contact information of their assigned advisor. Advisees were encouraged to reach out to request appointment with their advisor. Please feel free to also reach out to the students directly.
- **Check out our [new advisor search database](#)** on the Advisement and Registration webpage. Thank you, Danelle Faulkenberry, Antonio Mackey, and Aubrey Jenkins for making this happen! We are working on additional website updates and will have those live prior to the first day of registration.
- **Are you able to remove holds?** Please check your Banner/Self-Service Access. If you are not able to remove holds, please contact Asheley Schryer at schryer@mailbox.sc.edu or 6-7120.
- If a student needs to change their major or Associate's degree, please have them complete a [change of major form](#).
- **Looking for electives for your advisees?** Check out the Fall 2023 ARTE 201 offering. Please see ARTE class flyer (attached at the end of the report).
- **Math Placement Test Updates:**
 - The math placement test is open for students. If they need access, they can submit a request form through the [Placement Exams - My USC Lancaster | University of South Carolina](#).
 - Columbia is moving the math placement test to in-person and proctored, at least for the continuing students. They prefer this method but will still allow the online option for system campuses.
 - At USCL, we will continue to have students take the math placement test online, but they will have the option to take it in-person through the Office of Disability Services and Testing.
 - The in-person math placement test will be password protected. The proctors on each campus will be given the password.
 - Students will need to complete the Honor code, MAP tutorial, and MAP practice test before getting access to the test.
 - Students taking the test online will be proctored by Respondus. There won't be any real-time proctoring for them. Respondus flags suspicious activities. Columbia only has funding available to review their own students' videos. They'd like the regional campuses to hire or assign a person to review our own students' flagged videos. They

said on average 2% of the videos are flagged. We are exploring who will review the flagged videos on our campus.

- When students first take the test, they get 2 attempts on each level. Each attempt is timed for 30 minutes, and they have up to 2 hours to complete all attempts. For each level, the best of the two attempts is recorded.
- Students can apply to take the test for a third time. They will only have one attempt per level on this third time. Our understanding is that if they choose to do this, only the third attempt will count, even if they did better earlier.
- Students with disabilities can apply to have extended time on the test.
- The old MPT algebra and MPT precalculus scores will expire eventually—probably in December 2023. In general they're contemplating allowing students 18 months to complete their first math course or else their placement score will expire.

Disability Services

The search process is underway for a new Disability Services Coordinator. Asheley Schryer will be serving as the interim Disability Services Coordinator until a replacement is hired. If you have any questions or concerns, please contact me at (803) 777-7120 or schryer@mailbox.sc.edu.

Early Alerts

The last day to receive a "W" for a full-term course is March 27, 2023. Please send us the names of any students that are not attending class, missing assignments, or who would benefit from a contact by a student success staff person. You may email the names to Zoe Byrd at ZMBYRD@email.sc.edu or complete the [Early Alert - My USC Lancaster | University of South Carolina](#) form.

Leadership Distinction (GLD)

- Encourage your students to present at Discover USC! This event takes place on Friday, April 21 and is an opportunity for students to share their beyond the classroom experiences including research, community service, global learning, peer leadership, internships, and more. Deadline to register is today (March 3).
 - [Registration - DISCOVER USC, Sponsored by the Office of Research | University of South Carolina](#)
- Want to review presentations or volunteer at Discover USC? Sign up to help out!
 - [Registration - DISCOVER USC, Sponsored by the Office of Research | University of South Carolina](#)
- USCL students may apply for the [Carolina Engage Grant - Center for Integrative and Experiential Learning | University of South Carolina \(sc.edu\)](#) to successfully complete their beyond the classroom experience.

Travel

- Want to take your course beyond the classroom? The Student Affairs Committee is now accepting travel study proposals! Please complete and submit the online form (<https://tinyurl.com/travelstudyproposal>) by 5 pm on March 15, 2023. **Note: You will be prompted to log-in with your USC username and password.* Questions? Contact Asheley Schryer at schryer@mailbox.sc.edu or (803) 313-7120.
- Encourage students to join the upcoming travel study program to Rome and Florence in July! Two course options: ENGL 283: "English Writers in Italy" (Professor Dana Lawrence) [AIU Carolina Core] and PHIL 103: "Roman Philosophy and the Art of Living Well" (Professor Todd

Lekan) [VSR Carolina Core]. For more information, contact Prof. Dana Lawrence at LAWRENDE@email.sc.edu.

- Columbia's Education Abroad Office will facilitate a workshop on March 20 from 12:15-1:00pm for students interested in travel study opportunities. We will offer a free pizza lunch. Please have students interested in attending email Asheley Schryer at schryer@mailbox.sc.edu or Susan Cruise at scruise@mailbox.sc.edu.
- For more information about Study Travel, visit https://sc.edu/about/system_and_campuses/lancaster/study/student_opportunities/travel_study/index.php.

Counseling



USC Lancaster
Counseling Services

Tamika Lewis, MA, LPCA, NCC
Counselor

Monthly Status Report- February 2023

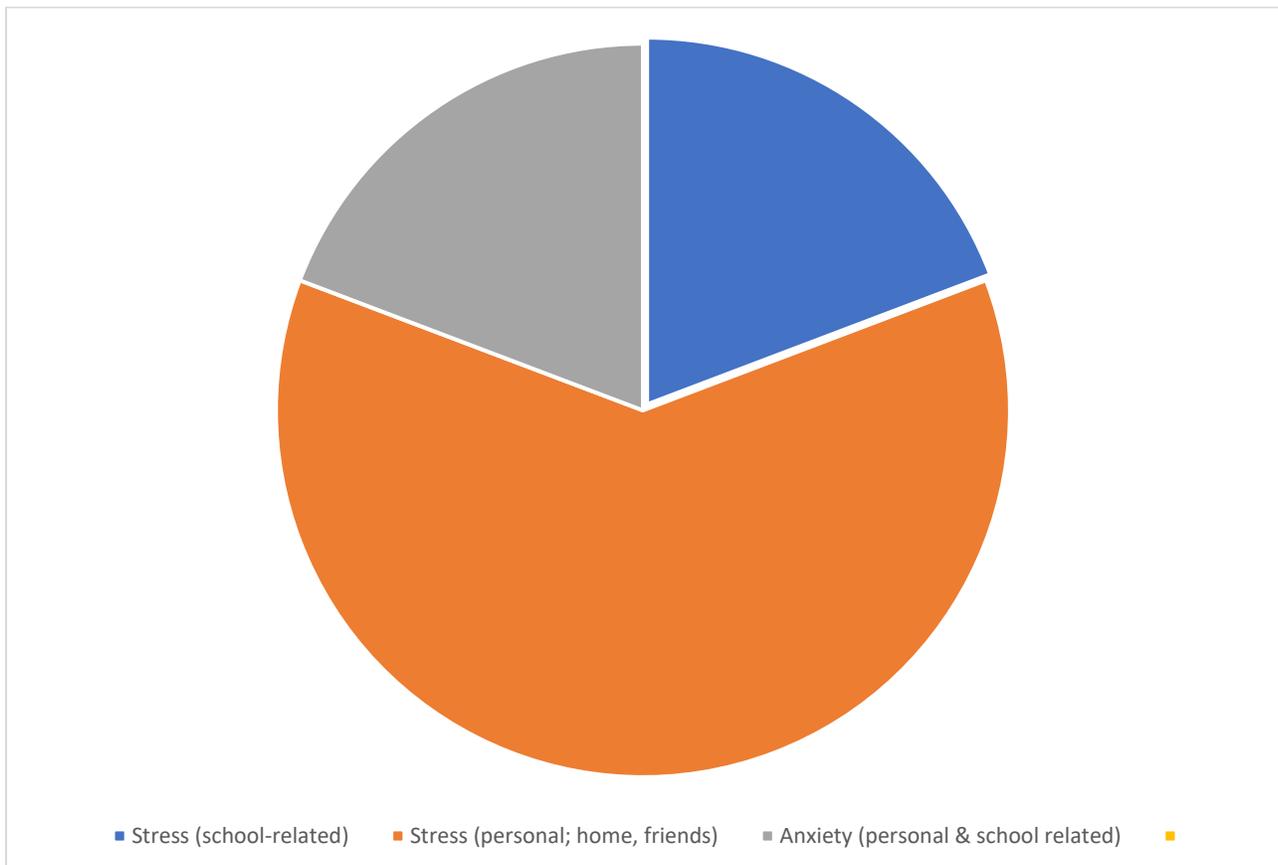
Appointments :

In-person: 22/ Tele-Health: 1

Scheduled: 23

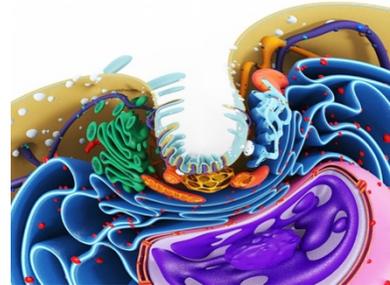
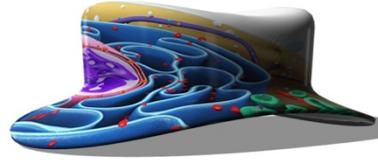
Drop-ins: 3

Total Sessions held: 26



****Many of the students (16) this month requested assistance navigated the stressors of their personal life and home environment. Other concerns addressed this month were anxiety associated with navigating personal relationships as well as managing the task of selecting future classes and majors.***

Fall 2023 Course Offering: ARTE 201 Special Topics in Art Education (STEAM)



Artistic Reformatting among the Structures and Functions
of an Animal Cell, Designed by Sahar Aghasafari

Instructor: Dr. Sahar Aghasafari
Fall 2023 (4D): Tuesday & Thursday, 11:00 am- 12:15 pm.

Topics selected by the instructor for specialized study. Course content may include a variety of new, contemporary, and emerging art-related issues that should be regularly included in the general art education curriculum.

Plan to Teach this Course in STEAM Topics

Goals

Getting an A in STEM

STEAM education is a philosophy of teaching and learning that equally values and merges the interdisciplinary fields of Science, Technology, Engineering, Art, and Math. The primary goals of STEAM are to un-silo school disciplines, illuminate universal connections, practice critical thinking, solve problems, and prepare students for careers and life. STEAM is inherently localized, and approaches to STEAM are unique to each school, teacher, and student. In this course, students will explore and define STEAM by experiencing the intersections of art (visual/media arts) and STEM through historical connections, campus collaborations and studio projects, and a culminating STEAM project. Students will be introduced to the cultural contexts of art and science and will develop innovative STEAM curricular elements that build upon course content.

Questions: Contact s.aghasafari@sc.edu



Matt Williamson
Director, Federal TRiO Programs

REPORT TO THE FACULTY ORGANIZATION
March 3, 2023

Opportunity Scholars Program

- Current enrollment numbers are at **142** of 165 mandated (*we are at 86.07%*)
- Friday, March 3 – Harlem Magic Masters (Lancaster High School gymnasium)
Free tickets were given to OSP students to this culturally enriched community event
- March 6-10 – OSP Spring Break Trip to Washington, DC
35 OSP students will participate.
- Monday, March 13 – Careers in Science @ 12:15 p.m. in the TRiO LRC
- Wednesday, March 22 – Careers in Science @ 12:15 p.m. in the TRiO LRC
- Saturday, March 25 – Spring 2023 Open House @ 9:00 a.m.
- **On behalf of Andrea Campbell, a big thank you to all the faculty who have responded so quickly (31 of 65) to the Mid Semester checkup.**

Upward Bound

- Current enrollment numbers are at **44** of 62 mandated (*we are at 71%*)
- Thursday, March 9 – Senior Session @ 4:30 p.m. in the TRiO LRC
- Wednesday, March 15 – Recruitment visits from South Middle School (Time TBA)
- Thursday, March 23 – Regular Session @ 4:30 p.m. in the TRiO LRC
- Friday, March 31 – Participants to the Charlotte Hornets vs. Chicago Bulls (Cultural trip)
- April 4-6 – Spring Break Trip to Historic Charleston (originally NC Research Triangle) Students will tour and hopefully engage in STEM related activities at these top research universities in the country.

Student Organizations

- Wednesday, March 1 – D.E.F.I.N.E. met on this date.
- Tuesday, March 14 – ROTARACT Meet for first time @ 12:15 p.m.
- Tuesday, March 21 – G.E.N.T.S. Meeting @ 12:15 p.m.
- Friday, March 24 – G.E.N.T.S. 3-on-3 Charity Basketball Tournament at the Gregory Family YMCA (proceeds will benefit United Way of Lancaster County)

Data Management and Performance Reporting

- SSS (OSP) APR opened on February 27 and is due to ED on March 31
- Upward Bound APR is expected to be released soon.

Community Service

- 422 items collected from the USCL Cares Annual Coat Drive were delivered to the United Way of Lancaster County on February 28. Donations will go to benefit the Lancaster Area Coalition for the Homeless (LACH).
- See G.E.N.T.S. Charity Basketball Tournament above.

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

MEETING: Faculty Organization Meeting – March 3, 2023

DATE: March 2, 2023

ATTACHMENTS: 0

INFORMATION ITEMS:

1) Rehire Student Assistants and Temporary Employees for Summer 2023

Approved Personnel Request Forms to hire student assistants and temporary employees for Summer 2023 should be submitted to the Lancaster campus Human Resources Department at least two weeks prior to the requested start date. All Personnel Request Forms must be approved by the Supervisor or Department Head, Associate Dean, Business Manager, and the Dean prior to being processed.

Please remember not to allow a student assistant or temporary employee to begin working until they have completed the hiring process.

Personnel Request Forms are located on the Human Resources website under the heading Forms. https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/human_resources/personnel_request.pdf

Student Assistants

The effective dates of summer appointments for student hires may begin on or after May 16, 2023, and must end on or before August 15, 2023.

During the summer student assistants may work up to 20 hours per week during the time that they are enrolled in a summer course. They may work up to 40 hours per week when they are not enrolled in a summer course. *Work-study students availability of hours do not change during the summer they can only work up to 20 hours per week. *

To be eligible for hire current students must either register for a summer term or be pre-registered for at least 6-credit hours for Fall 2023.

New students are eligible for hire, but the effective dates of their appointment may begin on or after June 1, 2023, and must end on or before August 15, 2023. New students must also be preregistered for at least 6-credit hours for Fall 2023.

Remember the hourly rate for a student assistant on the Lancaster campus should be \$9.00 unless approval is received for a higher rate.

Please view the Student Employment Policy for further information. <http://www.sc.edu/policies/ppm/hr186.pdf>

Spring 2023 Graduates

Student assistants who graduate in Spring 2023 will need to be hired as a temporary employee to continue working.

The last date of student employment for a Lancaster campus graduate is April 29, 2023, and for Palmetto College graduates the date is May 6, 2023.

A new Personnel Request Form should be initiated to request to hire a former student as a temporary employee.

Remember that the University minimum wage for temporary employees is \$14.00 per hour.

2) Camps

To remain in compliance with the university risk management policies any USC employee who will be participating in a university sponsored camp involving minors must complete a background check prior to the start of the camp.

USC employees must complete a background check each year prior to participating in any university sponsored camp regardless of how long they have been employed.

3) Volunteers

Volunteers who will participate in any event or activity that includes interaction with our students, faculty, staff, or minors must adhere to our volunteer risk management guidelines. The guidelines include completion and return of documents and a background check prior to the start of the event or activity.

Volunteers should be eighteen (18) years of age or older and possess appropriate skills, education, and experience. In exceptional circumstances involving low-risk activities, volunteers may be under the age of eighteen (18), but this must be arranged in advance with the Office of Risk Management, Human Resources and the Office of General Counsel.

To request a volunteer email the following information about the proposed volunteer(s) to the Lancaster Campus Human Resources Department.

- Legal name
- Email address
- Contact telephone number.
- A brief description of the duties that the volunteer will complete.
- The proposed begin and end date that the volunteer will be needed.

Please remember not to allow a proposed volunteer to begin interacting with our students, faculty, staff, or minors until they have completed the onboarding process and receive approval.



Kenneth T. Cole
Director of Financial Aid and Veteran Affairs

**Financial Aid and Veteran Affairs Report to the USC Lancaster Faculty Organization
March 3rd, 2023**

- Financial Aid Applications (**FAFSAs**)for **2023-2024** have begun to be imported. This is two weeks earlier than last year. To date we have received **687 compared to 702 on Feb 28th last year.**
- We have received the list of potentially eligible Palmetto Fellows Recipients and Recruiting staff has been reaching out to them.
- **Federal Work Study funds have been reallocated to supplemental grants. We have hired more students and are on track to spend our funds. At this time we cannot hire more until at least one Community Service position is filled.** Community Service positions pay **\$12/hr.** We are investigating moving positions to Hand Shake next year and hiring students at the USCL Bookstore. If you know of any student seeking work, please direct them to check with the Financial Aid Office.
- **The application for Summer Financial Aid will open on April 1st (Not March 1st, as was hoped).** However, students who want to know what they might have can schedule an appointment with me or my staff to receive an estimate.
- **The Biden/Harris Federal Student Loan Forgiveness program continues to be tied up in the Courts.** At this time we do not foresee a final resolution that results in loan forgiveness.
- **Scholarships:**
 - **The Freshman application Deadline of February 1st has passed.**
 - **Continuing students who did not have a scholarship can apply by April 1st.**
 - **Continuing students who DID have a scholarship will not need to apply for an increase, but will receive an additional \$500 increase if they meet requirements and register by May 1st.** a
 - **Late Scholarships (Now \$750) by August 1st.**
- We attended a FAFSA workshop at Chester HS on Monday, Feb. 27th.
- Tyrie Rowell will be out of the Office March 3rd-8th. He is graduating with his Master's Degree in Fine Arts- Theatre. He will also be out March 22nd, 24th-27th.
- Open House is Saturday, March 25th.
- We will be hosting the Financial Aid Staff from all regional campuses and the central office here on campus March 17th.
- Ken Cole will be out March 10th and 29th.



Kenneth T. Cole
Director of Financial Aid and Veteran Affairs

Financial Aid and Veteran Affairs Report to the USC Lancaster Faculty Organization

February 4th Week	% Change (from prior yr)	2023-2024	2022-2023	2021-2022
As of Date		2/28/2023	2/28/2022	2/28/2021
# FAFSAs Received	-1.8%	861	877	991
# Unduplicated FAFSA Filers	-2.1%	687	702	777
# NOAPP	19.7%	219	183	206
# APPLIED	-9.8%	468	519	571
Verification Selection	115.7%	13.83%	6.41%	16.47%
# Selected for Verification	111.1%	95	45	128
# Ready to Package	-23.9%	239	314	321

USC Lancaster Faculty Organization

Campus Technology Update

March 3, 2023

Highlights

- **Classroom Audio/Video upgrades on schedule:** An installation crew from Clark Powell and Associates is currently on campus working on classroom audio/visual upgrade projects. The crew has made significant progress and is on schedule to complete the project the first week of April. Here is the current project status.

Completed Rooms: BB112, BB113, HH204, HH218, ML232, ML209

Complete after Spring Break: BB101, BB106, BB110, BB120, BB208, HH206, HH222, IL906, IL90, IL908, IL909

Schedule after Spring Break: BB103, BB107, BB121, BB202, BB203, BB204, BB207, BB226, FH226, FH229, FH232, HH220

The equipment installers will require full access to each room for a full day to install equipment and the programmer now requires approximately (2) hours in each room a few days after the equipment is installed. The classrooms will be operational on the day following equipment installation but will require use of the projector remote control to power on/off the projector and select inputs will have to be changed on the media switcher inside the rack. Operational instructions are provided at the completion of both phases of the install. IT Staff is available for assistance if needed.

I will continue to provide the upcoming weekly updates on the project room installation schedule to Faculty and Staff by 12:00pm each Thursday throughout the duration of the project, and make sure information is posted by the classroom doors the Friday before a classroom is installed.

- **Palmetto College iCarolina Update:** USC Lancaster has expanded its Palmetto College iCarolina presence to the town of Kershaw! (4) iMacs, (4) Macbook Pros, and (4) iPads with Apple Pencils are now available for use in the Kershaw Branch of the Lancaster County Library. The ribbon cutting is set for Thursday, March 2 at 1:00PM. In addition, Palmetto College is developing a continuing education program set to launch in early April utilizing the Apple technology. The course offerings will be made public next week and are free.

Medford Library

FACULTY MEETING REPORT MARCH 3, 2023

SERVICE STATISTICS AND PROGRAMS

- **1966** unique visits
- **1200** LibGuide views
- **216** Study and Lounge Area Reservations
- **3** Conference Room Reservations
- **10** Community computer uses
- **4** Library Instruction Classes

CIRCULATION STATISTICS

- **65** General collection items circulated
- **4** AV collection items circulated
- **6** Reference collection items circulated
- **7** Graphic Novel collection items circulated
- **6** Juvenile collection items circulated
- **1** New Book collection items circulated
- **16** On Display items circulated
- **16** Special Collection items circulated

LIBRARY UPDATES

- PASCAL is transitioning to a new delivery method in March. You may see some delays in getting requested materials during this time.
- Spring Break Hours
 - Monday – Thursday: 8am to 5pm
 - Friday: 8am to Noon

GENERAL AND ADMINISTRATIVE ACTIVITIES

- Check out our Women's History Month book display.
- New items are coming to the Library of Things this spring.
- New processes have been implemented for the study rooms and the conference room. Check ins are required to keep a reservation.

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](#)