

**USC Lancaster Faculty Meeting Minutes
December 5, 2025**

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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Faculty Meeting Minutes

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USC Lancaster Faculty Meeting Minutes
December 5, 2025

CALL TO ORDER: 12:31 PM by Elizabeth Easley

CORRECTION/APPROVAL OF MINUTES: The minutes of November 7, 2025, faculty organization meeting were approved.

REPORTS OF OFFICERS:

Dean of the Campus – Dr. Courtney Catledge, report submitted (Appendix 1).

Highlights from her report, including:

- Acknowledging that there are no updates on the Rose Garden renovation
- University vehicles have been updated, so speed and similar data will now be tracked

Questions and/or Comments: None

Associate Dean for Academic and Student Affairs – Dr. David Roberts report submitted (Appendix 2).

Highlights from his report, including:

- Reminder that Faculty Information Forms (FIFs) and redefined load forms are due in January (see report for details, including submission links)
- Reminder that Travel Study proposals will be due in March
- Reminders to share final grades, dual enrollment reporting ASAP
- Highlighting USCL's internship program
- Highlighting employee accomplishments

Questions and/or Comments: None

Academic Success Center – Written Report (Appendix 3)

Human Resources – Written Report (Appendix 4)

Indian Land Campus – Written Report (Appendix 5)

Medford Library – Written Report (Appendix 6)

Student Success and Retention – Written Report (Appendix 7)

TRiO – Written Report (Appendix 8)

REPORTS OF COMMITTEES:

USC SYSTEM COMMITTEES:

Columbia Faculty Senate – Written Report (Appendix 9)

Rights & Responsibilities – Written report (Appendix 10)

System Affairs – Dr. Suzanne Penuel

- The committee has been considering updates to the BLS and BOL degrees, but because the new financial aid regulations require all courses to be part of a student's curriculum, some substitutions used in the past will no longer work. Please reach out if you'd like more information.
- Seeking future faculty comment on proposal to make Accounting 225 as a requirement for the BOL

Questions and/or comments: none

Faculty Welfare Committee – Written Report (Appendix 11)

LOCAL COMMITTEES:

Director of Security Search Committee – Dr. Dana Lawrence

The committee concluded interviews and shared recommendations with the Dean.

Questions and/or comments: None

RPS Committee – Dr. Patrick Lawrence

The committee met and reviewed applications received by the deadline. They will report to the Dean soon.

Questions and/or comments: None

OTHER SYSTEM COMMITTEES: None

UNFINISHED BUSINESS:

Compiler Motion to Update the Compiler Policy – Dr. Shemsi Alhaddad (Appendix 12)

Summarized the rationale and substance of the proposed motion with opportunity for faculty discussion (none from the floor). **The motion passed.**

Executive Committee Motion to Amend the Bylaws: Addition of Residency Appeals Committee – Dr. Elizabeth Easley (Appendix 13)

Summarized the rationale and substance of the proposed motion with opportunity for faculty discussion (none from the floor). **The motion passed.**

Executive Committee Motion to Amend the Bylaws: Removal of Student Representatives – Dr. Elizabeth Easley (Appendix 14)

Summarized the rationale and substance of the proposed motion with opportunity for faculty discussion. **The motion failed.**

Questions and/or comments:

N. Lawrence – Summarized discussion from the November meeting

P. Lawrence – Shared support for student representation

D. Hassell [chat] – Shared support for balancing student representation with privacy

Executive Committee Motion to Amend the Bylaws: Update Gregory Health and Wellness Center to Gregory Family YMCA – Dr. Elizabeth Easley (Appendix 15)

Summarized the rationale and substance of the proposed motion with opportunity for faculty discussion. **The motion passed.**

Questions and/or comments:

N. Lawrence – Clarified the rationale behind the name change in the bylaws.

NEW BUSINESS: None

SPECIAL ORDERS: None

ANNOUNCEMENTS:

- P. Parker – Shared news of Allan Pangburn’s successful kidney transplant
- B. Taylor-Driggers – Native American Studies Center’s upcoming winter craft fair; Announcing Zoe Byrd as winner of People’s Choice voting from the employee art exhibition
- R. Freeman – Medford Library’s upcoming employee de-stress event
- C. Heinemann-Priest – Native American Studies Center’s upcoming “Cultivating Connections” experiential learning offerings that will run in February
- S. Sellhorst – Thanking Brittany Taylor-Driggers for employee art exhibits
- S. Cruise – Annual Secret Angel service for students with children will run as always; employees are invited to contribute
- E. Moon-Kelly [chat] - Free concert Sunday, December 7 at 3:00 PM.

ADJOURNMENT: 1:14 PM

ATTENDING:

Sahar Aghasafari, Shemsi Alhaddad, Anita Bhandari Sharma, Zoe Byrd, Li Cai, Andrea Campbell, Jill Castiglia, Courtney Catledge, Logan Cocklin, Kenneth Cole, Connor Austell, Stephen Criswell, Susan Cruise, Jerry Currence, Elizabeth Easley, Danelle Faulkenberry, Rebecca Freeman, Garane Garane, Amy Gerald, Annette Golonka, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Amy Hood, Ernest Jenkins,

Bettie Obi Johnson, Allison Jobe, Christopher Judge, Dana Lawrence, Nicholas Lawrence, Patrick Lawrence, McKenzie Lemhouse, Lynette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Brandon Newton, Evan Nooe, Allan Pangburn, Phillip Parker, Leigh Pate, Suzanne Penuel, Bridgett Plexico, Jeff Rammage, Kim Richardson, David Roberts, Deborah Rowell, Asheley Schryer, Peter Seipel, Sarah Sellhorst, Mike Sherril, Nahid Swails, Brittany Taylor-Driggers, Lauren Thomas, Bernard Totten, Richard Vanhall, Tania Wolochwianski, Jerrod Yarosh, Andrew Yingst

ABSENT:

Marybeth Berry, Dwayne Brown, Christopher Bundrick, Mark Coe, Walter Collins, Kimberly Covington, Maxie Ron Cox, Lucius Stanley Emanuel, Lisa Hammond, Jason Holt, Howard Kingkade, Tamika Lewis, Fernanda Marques Burke, Suzette Taylor

Faculty Secretary: Document submitted by M. Lemhouse on December 19, 2025, for faculty and staff review.



UNIVERSITY OF
South Carolina
LANCASTER

Dr. Courtney B. Catledge
Regional Palmetto College Dean

Report to the USC Lancaster Faculty Organization
December 5, 2025

People

Enrollment

As of December 3, pre-registration for Spring 2026 is well underway. Thank you for your help with advisement and registration for next semester.

Staff search continuing:

Director of Security
Accounts Receivable Manager
Admissions Counselor

Faculty searches:

Assistant Professor/Instructor of Computer Science
Assistant Professor/
Instructor of Sociology
Professor of Biology
Instructor of HPEB and Director of Health Coaching Program

Athletics

Men/Women's Soccer and Women's Volleyball had a great fall season. USCL hosted the NJCAA Region 10 women's volleyball tournament, NJCAA Men's Southeast District Tournament and NJCAA Women's Southeast District Tournament. All 3 events went very smoothly and USCL was praised for the organization and quality of facilities for each event.

Financial and Facilities

A special thanks to Buddy Faile for the campus budget update presentations on Monday, November 10.

Select facilities project updates:

- Rose Garden renovation- start date is pending; work is scheduled to be complete by Spring 2026 commencement.

- Gregory Family YMCA roof – work started in November and should be complete by mid to late March
- Gregory Family YMCA parking lot – finalizing the resurfacing design and trying to get this ready for Summer 2026.
- Bradley Science Labs – painting is scheduled for mid-December and should be complete before Spring classes begin.
- Starr Hall Admissions Annex, Registrar’s Office, and Disability Services – renovations are in design stage and will likely begin in Summer 2026; also trying to tie in a Starr Hall HVAC upgrade at the same time.
- Hubbard Hall Nursing Workforce Development – architect selected and contracts are working their way through the approval channels; should be able to get started with design in Spring 2026.
- **AssetWorks** – We plan to roll out the AssetWorks program campuswide in January 2026; we are in the beginning stages of testing the program internally and should have an on-site training session with the USC Facilities team before the Holiday break. This system will allow anyone to report a maintenance, custodial, or grounds issue and a work order will be assigned to the appropriate person.

Other items...

- **Native American Studies Center Hosts 12th Annual Winter Art Festival** held at USC Lancaster’s Native American Studies Center from 9 a.m.- 4 p.m. on Saturday, Dec. 6 as part of See Lancaster’s annual Christmas in the City event.
-
- The **Holiday Luncheon for USC Lancaster faculty and staff** is on Tuesday, Dec. 9, 2025 from 11:30 to 1:30 in the Arnold Special Events Room.
- The **USC Lancaster Players December production of *A Christmas Story*** begins tonight and continues through Sunday, December 7. Tickets can be purchased online by going to the Lancaster Players web page.
- USCL’s 4rd **First-Generation College Student Celebration** was held on Thursday, 11/6. Many thanks to TRiO for organizing the activities of the day.
- Please remember that **the university offers work-life balance and wellbeing support** through our [Employee Assistance Program](#). These services can be helpful in stressful times.
- **The Give Local community fundraiser took place on November 14 and gifts to the Educational Foundation of USC Lancaster totaled \$5,600 with 26 donors participating.** Thanks to all who were able to contribute.

Happy holidays to all. Enjoy the upcoming Winter Break and celebrations with family and friends.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

David Roberts, Interim Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
December 5, 2024

- 1. Faculty Information Forms for Annual Administrative Reviews.** These forms are due no later than *January 31, 2026*. Supporting documentation must also be submitted electronically. Links by academic division are given below. The annual administrative review is completed by the Division Chairs and the Associate Dean. Please note that these FIF forms are also submitted 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.

Links for FIF Submission

BBCEL Division (includes Librarians this year)

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#).

Instructors who wish to be reviewed on teaching and service, click [here](#)

Humanities Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

MSNPH Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

2. **Redefined Load Requests.** Applications for a redefined load **are due to Division Chairs by January 16, 2026.** A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties 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. Tenure-track faculty are expected to submit redefined load applications.
3. **Travel Study Requests.** The Student Affairs Committee reviews and recommends applications for travel study courses. Be looking for an email from me in January for submitting proposals for Summer 2027 courses. The deadline for submission is March 13, 2026. For more information please see this link: [Travel Study - USC Lancaster | University of South Carolina](#)
4. **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.”
5. **Final Grades.** Final grades for the full 16-week semester are due by **December 17 at 9:00 AM.** While you enter final grades on Self-Service, please also enter grades for high school students on the special spreadsheet provided by Dominique Waller earlier in the term. E-mail that spreadsheet directly to her at: WALLERDH@mailbox.sc.edu.
6. The USC SC Internship Financial Supplement Program (SCIP) provides financial assistance to students who secure internships or clinical placement in South Carolina’s high-demand industries. Thanks to Bridgett Plexico for her work in this area, and for her strong impact in securing funding for USCL students. The total funding for USC Lancaster students was **\$120,000** in SCIP funds.
 - Total USCL Students in 2025 qualifying for SCIP: 22
 - Funding: \$66,000 (22 x \$3,000)
 - Breakdown: 12 non-clinical (8 paid) and 10 clinical
 - Total USCL BSN students in 2025 qualifying for SCIP: 189 clinical
 - Funding: 54,000 (18 x \$3,000)

7. Recent Faculty Accomplishments.

a. Dr. Sahar Aghasafari

Sahar submitted two entries for the Lancaster County Council of the Arts public art initiative, recognizing the county's rich textile history. The selections will be installed along the Lindsay Pettus Greenway as part of their new public art project.

b. Dr. Courtney Catledge

Dean Catledge is featured in an article about the USC Lancaster CNA to BSN Pathway Program on the Center for Rural and Primary Healthcare website. The article can be found at: [USC Lancaster Pathway Program](#)

c. Dr. Stephen Criswell

Stephen presented a lecture on Catawba Nation pottery for the Charlotte chapter of the Daughters of the American Revolution

Stephen co-authored an article, "You can live with it or you can die: Southern Gothic Storytelling of Diabetes Management in a Rural South Carolina Town," to be published in *Qualitative Health Research*.

d. Professor Claudia Heinemann-Priest

Claudia designed and coordinated year-round experiential learning initiative: successfully created the ten-session curriculum for the *Cultivating Connections* program, integrating Native American ecological knowledge with Master Gardener horticulture. The initiative required building a formal collaboration framework with five campus departments (Student Success, TRiO, Student Life, Financial Aid, Admissions) to launch the service-learning component for student retention. The first session, "Growing Grounded," will kick off on Saturday February 21st, 12:00 PM – 3:00 PM at the NASC, running concurrently with the Pop-up Art Market.

Claudia participated in the turkey basket assembly and did several donation runs for the USCL TRiO food drive.

e. Dr. Lisa Hammond

Lisa presented in a session titled, "The Arrowhead and the Cemetery: Three Generations of Southern Women Writers," with Magdelyn Hammond Helwig (Furman University) and Laura Rashley (Forbes Books) at the Society for the Study of American Women Writers, Philadelphia, PA, November 2025.

f. Professor Chris Judge

Chris presented a Native American Archeology in South Carolina Lecture at the Arts Center of Greenwood's Exhibit Native American Art and Heritage, November 20, 2025.

NASC Co-Tour Leader: USC Union Research Club. November 21, 2025

Chris was a panelist for The Story in the Clay: History of Catawba Pottery Legacy in Clay—The Living Tradition of Catawba Pottery. This was part of the Yap Ye Iswa Festival, November 23, 2025

g. Dr. Evan Nooe

Evan received the 2025 Francis B. Simkins Award for the best first book in southern history over a 2-year period from the Southern Historical Association for *Aggression and Sufferings: Settler Violence, Native Resistance, and the Coalescence of the Old South*.

Evan had a book review of Brooke Bauer's *Becoming Catawba: Catawba Indian Women and Nation-Building, 1540-1840*, published in *Ethnohistory* 72.4 (2025).

Evan served as an abstract reviewer for the 2025 Themed Experience & Attractions Academic Symposium (TEAAS).

Evan Organized two panels for the Southern Historical Association annual meeting in St. Pete Beach, FL, titled "Tourism History in Florida: Indigenous Floridians, Settler Memory, Labor & Theme Parks during Florida's Long 20th Century" and "More than Lost Causes: Settler & Indigenous Memory in the American South."

Evan served as the chair and commentator for a panel at the Southern Historical Association annual meeting in St. Pete Beach, FL titled "Selling the South Abroad."

Evan presented a paper at the Southern Historical Association annual meeting titled "Old-fashioned in an Addison Mizner sort of way: Repurposing Florida's Historic Architecture at Disney Springs."

h. Matt Williams

Matt was the guest speaker at the annual "Bring A Veteran, Meet A Veteran," Bright Light Baptist Church in Heath Springs, November 8, 2025.

Upcoming Events.

From Erin Moon-Kelley:

The Winds of Time Woodwind Quintet Performed at the opening weekend of the Daniel Stowe Botanical Gardens' "Holidays at the Gardens" festival on 11/28/2025.

Countywide Yuletide!

December 7, 2025 at 3:00 PM

Van Wyck Presbyterian Church

5140 Old Hickory Rd., Lancaster, SC 29720

Cast: Sun City's "Toot Ur Flute" Ensemble, Rosemary Webster (double bass), David Basri (ethnic percussion), Dr. Patricia Parker (piano), Erin Moon-Kelly (alto flute, flute, and piccolo), and Sophia Kelly (artwork)

Lancaster County resident musicians wrap up the Red Rose City's "Christmas in the City" Festival with...not your average holiday concert! Old holiday favorites, "sweet" seasonal surprises, and "boogie woogie" await! [CLICK HERE](#) for information and to get your FREE TICKETS (advanced tickets required to comply with the venue's fire code). Donations to fund the Lancaster County Council for the Arts greatly appreciated!

Report to the USC Lancaster Faculty Organization

Academic Success Center

Pat Lawrence, Director

Announcements

- Starting in January, we will offer remote nursing tutoring during the evening hours in an attempt to be more available to students when they're ready to study.
- The ASC will be open through Wednesday, 12/10/25. Please encourage students to come work on final projects and remind them that they can schedule remote sessions as well as in-person.
- The first day of tutoring for the spring semester will be 1/12/26.

Recent and Upcoming Events Overview

This month, the ASC was pleased to host a fascinating **book talk by Rev. Dr. John G. Creel, Chief of the Edisto Natchez-Kusso Tribe**. Dr. Creel's talk, which was organized by the Native American Studies Center as part of their 20th-anniversary celebration, focused on the path to federal and state recognition and historical and legal erasures of native identity that often complicate the process. The talk was followed by a book signing downstairs in Medford Library.

In November we offered four **supplemental instruction and review sessions** focused on nursing subjects (216, 312, and 324). We would be excited to serve other disciplines this way. If you would like us to run a writing workshop, review session, or study-skills tune-up, please reach out.

The ASC is now accessible through the **USCL app!** Students can link to our scheduling app, learn about tutors and hours, and hear about upcoming events from their phone. We are optimistic this will be a convenient way for students to get the help they need. If you have a student who could use a boost during finals or next semester, encourage them to download the app and reach out to us.

Summary of Tutoring Data

Year-to-year trends: The extension of the Thanksgiving break to a full week means that we had fewer service days than previous Novembers. However, traffic at the center (total visits and students served) was still markedly lower, part of a trend we're monitoring. We have already begun to seek new ways to be available to students, including the expanded hours mentioned above.

Session distribution trends: Lower overall numbers were driven in part by a decline in conventional tutoring sessions, with students showing increasing preference for remote and studio formats. Indeed, this is the first month since COVID where virtual appointments exceeded in-person appointments. Furthermore, we saw many fewer students in Math, previously a big driver of student contacts. We will expand our course offerings next semester, reintroducing non-nursing CHEM and BIOL, in the hope this leads to broader use of the center.

(See charts below for data breakdown.)

Contact Information

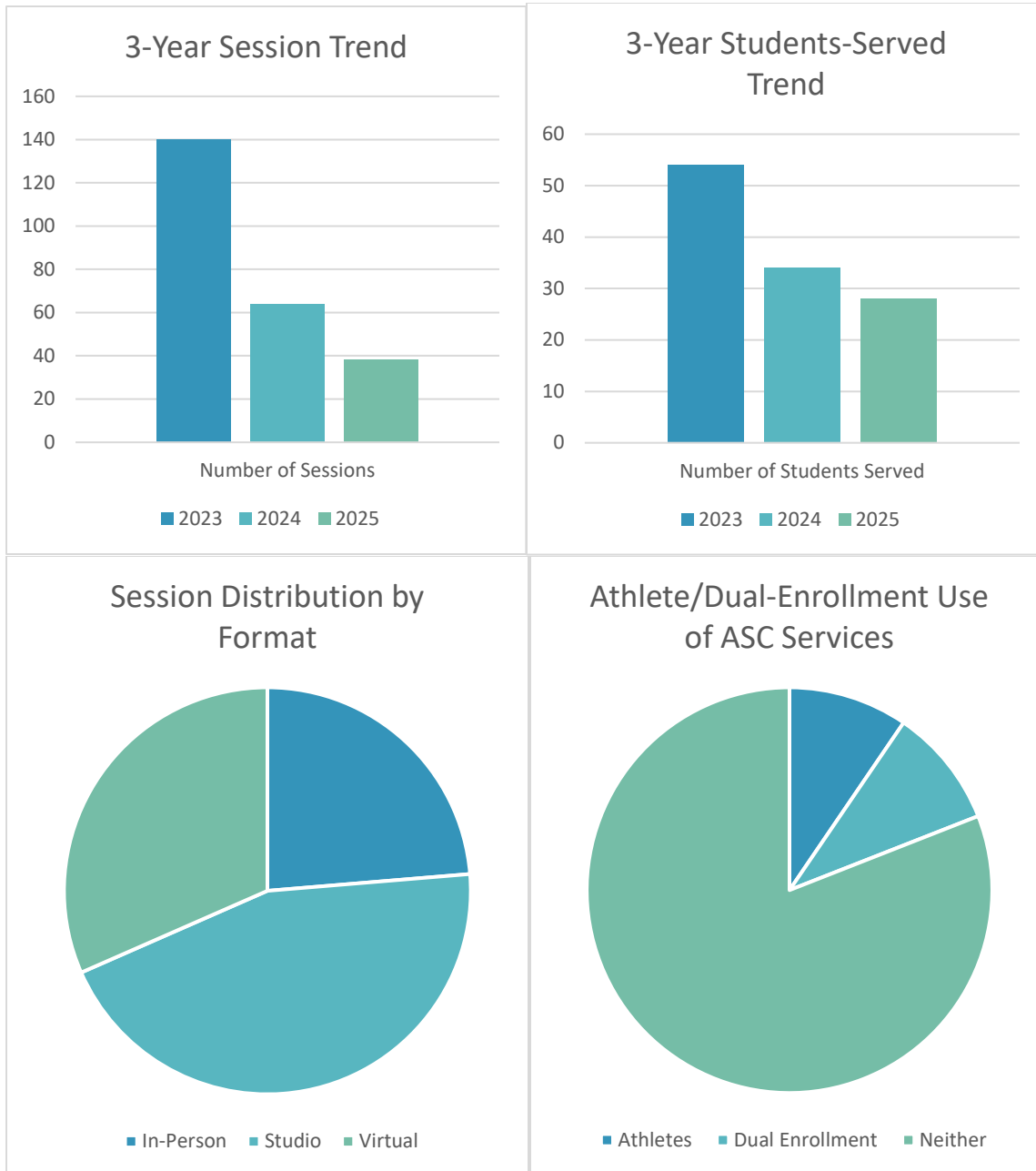
Phone: 803-313-7113

Web: sc.ed/lancaster/asc

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

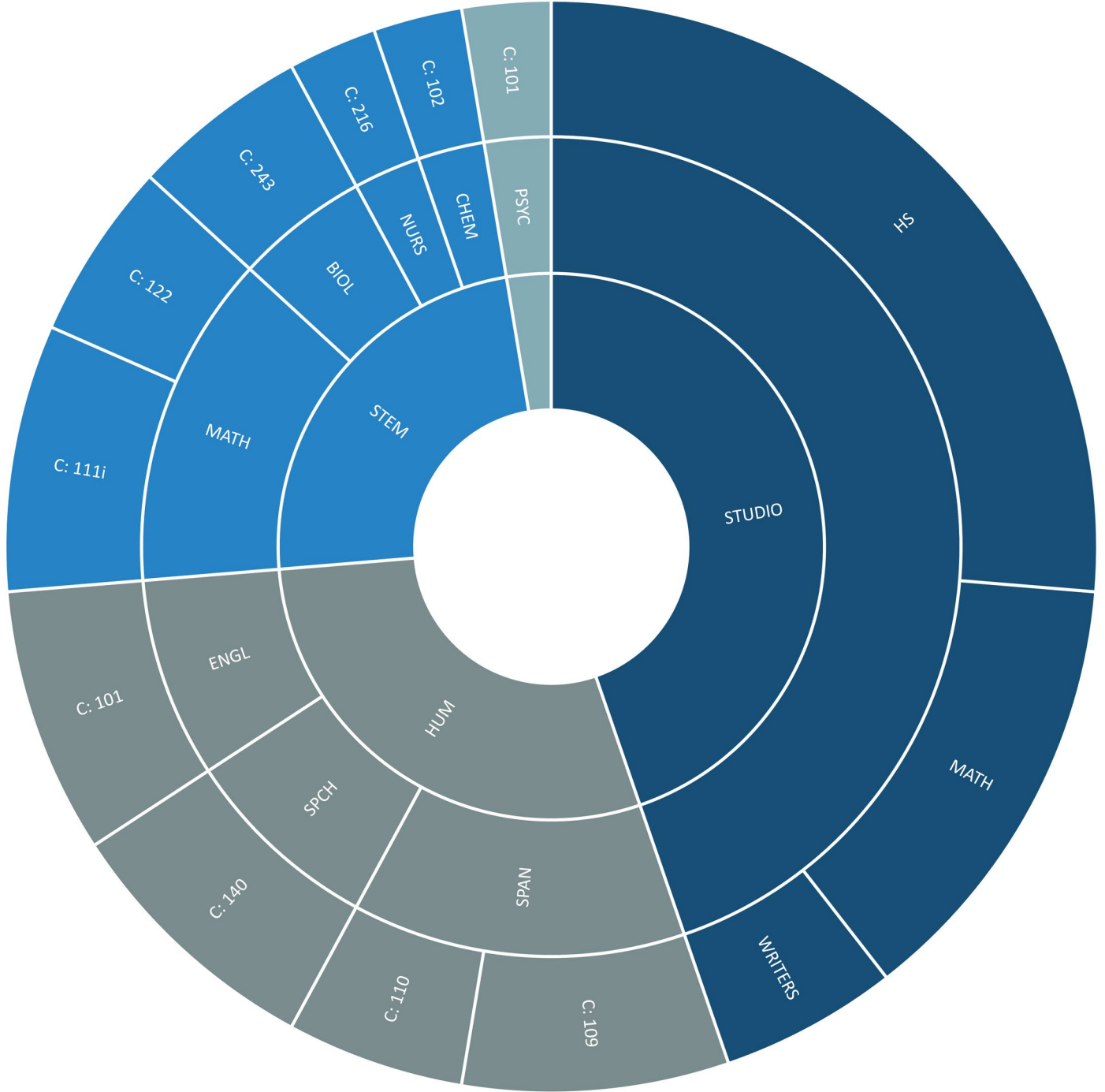
Elaine Connor, Academic Success Coordinator: etconnor@mailbox.sc.edu

Appendix: October Tutoring Data



¹ Note that the student-athlete and dual-enrollment data is only collected for conventional tutoring appointments. For this reason, the total number of sessions listed here excludes studio numbers.

Session Distribution by Field and Course



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

MEETING: Faculty Organization Meeting- December 5, 2025

TODAY'S DATE: December 3, 2025

ATTACHMENTS: ZERO

INFORMATION ITEMS:

1) Thank You!

Thank you for your generous contributions of annual and sick leave to the USC Leave Pool. Your support is genuinely appreciated!

2) Employee Assistance Program

Our Employee Assistance Program vendor, **MyGroup**, is offering several resources to help support us throughout the holiday season.

Please remember that MyGroup is available 24 hours a day, 365 days a year. This is a confidential resource for employees and their dependents.

You may contact MyGroup by calling 800-633-3353 or 704-529-1428, or by visiting www.mygroup.com.

Click Current Participants and Employee Resources.

To log in, enter USC as the username and guest as the password.

For additional information about the Employee Assistance Program, please visit: https://sc.edu/about/offices_and_divisions/human_resources/benefits/wellbeing-and-support/eap/

3) Electronic Access to 2025 Tax Forms (W-2 and 1095-C) Consent

Please take a few minutes to log into the Employee Self Service (HR/Payroll System) to consent to receive your 2025 W-2 Form and 2025 Form 1095-C Form electronically. The HR/Payroll System is located at <https://hcm.ps.sc.edu>

The PeopleSoft HR/Payroll System allows employees to receive Form W-2 (wages and withholding) and Form 1095-C (health coverage) electronically.

- Employees who provide electronic consent can view, save, and/or print a PDF of the selected form each year when it is available in the system.
- If employees do not complete the consent form in PeopleSoft for the W-2 Form and/or Form 1095-C, they will receive these forms through the mail at the address on file.

- Once the consent forms have been submitted, they will remain valid until a Withdrawal of Consent Form is completed in Employee Self Service (HR/Payroll System). This means that the initial consent form will remain in effect for future years unless the employee wishes to change their consent or employment ends.

Employees will be notified in 2026 when the forms are available to review.

The steps to consent to receive your W-2 and 1095-C electronically please take the following steps:

- 1) Log into the HR/Payroll System hcm.ps.sc.edu
- 2) On the Employee Self Service screen choose the Payroll tile
- 3) Select the W-2/W-2c Consent Tile
- 4) If you would like to proceed, check the box beside “I consent to receive W-2 or W-2c forms electronically.”
- 5) You will receive a confirmation email that you have consented to receive the form electronically.

4) New Pharmacy Benefits Manager Effective January 1, 2026

The South Carolina Public Employee Benefit Authority (PEBA) has announced that **CVS Caremark will replace Express Scripts as the pharmacy benefits manager for the State Health Plan, effective January 1, 2026.**

To ensure a smooth transition:

- **New prescription benefits ID cards** will be mailed to all subscribers, including Medicare-eligible members, prior to December 31, 2025.
- Once received, please present your new ID card at your network pharmacy to continue filling prescriptions without interruption.

For more details about the transition, please visit PEBA’s dedicated webpage:

<https://www.peba.sc.gov/pbm>

5) Rehiring Student Assistants and Temporary Employees

Please submit approved Personnel Request Forms to rehire student assistants and temporary employees for Spring 2026 as soon as possible.

Students

Remember the hourly rate for a student assistant on the Lancaster campus should be \$9.00 unless approval is received for a higher rate. Students may work up to 20 hours per week during the Spring semester. Student employment for Spring semester ends on May 15, 2026

If a student is graduating in Spring 2026 their last day of employment should be May 2, 2026, if graduating from USC Lancaster or May 9, 2025, if graduating from Palmetto College.

To be eligible for hire students must be pre-registered for at least 6-credit hours for Spring 2026. Please view the Student Employment Policy for further information.

<http://www.sc.edu/policies/ppm/hr186.pdf>

Temporary Employees

Christmas and Holiday break are only nine (9) calendar days. If a temporary employee intends to take their annual 15-day separation during the break, please be sure that they have a full 15-day calendar break. If you want a temporary employee to return when the campus reopens on January 2, 2026, and have a separation, their last working day should be on or before December 17, 2025.

Personnel Request Forms

Personnel Request Forms are located on the USCL Human Resources website under the Forms heading.

https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/index.php

All Personnel Request Forms must be approved by the Supervisor or Department Head, Associate Dean, Business Manager, and Dean prior to being processed.

6) Campus Closure

The campus will be closed on the dates listed below:

- Christmas and December Holiday:
Wednesday December 24 through Wednesday December 31, 2025
- New Year's Day:
Thursday January 1, 2026

Operations will resume Friday January 2, 2026.

Time and Absence Reporting

- Faculty and FTE staff should not submit any entries related to these holidays.
- Student and temporary employees should only record hours in the Time and Absence System if they are scheduled and work on the listed dates.



Bernard Totten
Director of Corporate and Community Outreach /
Coordinator of USCL Indian Land Location

REPORT TO THE FACULTY ORGANIZATION
Friday, December 5, 2025

MEDFORD LIBRARY SERVICES AT INDIAN LAND

The Medford Library will begin offering new support for students at the Indian Land location. We will place brochures and Book-a-Librarian cards on site, so students know what is available to them. The library is also exploring weekly book delivery and limited in-person services, including Book-a-Librarian hours. These additions give students better access to research help and library resources without having to travel to the main campus.

INDIAN LAND ADVISORY BOARD

The Indian Land Advisory Board now includes 15 members representing businesses across the Indian Land and Fort Mill area. Our upcoming meeting, “Let’s Create Real Opportunities for Students” (November 6, 2025), will help advisory members establish measurable partnership goals with the university. The meeting will also highlight opportunities for employee upskilling, encouraging board partners to utilize USCL courses, Palmetto College programs, and Ed2Go offerings to support their workforce development initiatives. Next meeting in February (Date TBA).

PROFESSIONAL STUDIES SEMINAR SERIES (SURVEY FEEDBACK)

The Business Etiquette seminar was a success. Feedback showed participants were engaged and valued the topics on etiquette, professional presence, and problem solving. They shared that Wendy (Waters) was relatable, kept the class involved, and made the material easy to follow. The small class size helped with the experience. No major changes were suggested. This gives us a strong foundation as we build future courses focused on communication, leadership, and workplace professionalism.

COMMUNITY ENGAGEMENT

Indian Land Fall Festival:

USCL Indian Land participated in the 2025 Indian Land Fall Festival, connecting with residents, students, and local business leaders. Our presence at the event increased community awareness of USCL’s educational and workforce initiatives, while reinforcing our ongoing partnerships in the area. 2026 Indian Land Community Festival. We are excited to share that the 2026 Indian Land Community Festival, hosted by the Rotary Club of Indian Land, is officially approved and scheduled for Saturday, April 25, 2026, from 10:00 AM –8:00 PM at Indian Land Middle Schools. This year’s festival will feature more vendors, sponsors, and activities. Festival information and sponsorship links are available at <https://indianlandcommunityfestival.com>. Flyer coming soon.

LEADERSHIP LANCASTER

I was selected to join the Leadership Lancaster program with the endorsement of Dean Catledge. I appreciate her support. This opportunity brings me closer to the Lancaster community and gives me stronger connections with classmates who are quickly becoming partners in the work we do at USCL.

FACILITIES UPDATE

Installation of our new digital information screen was completed on Thursday, December 4, 2025. The display will highlight important updates, upcoming events, and opportunities for students, faculty, and the public featuring highlights from both the Indian Land and main Lancaster campuses. This addition will strengthen our communication and visibility within the local business and education communities. Thank you, Blake, Shanna, Buddy, and Dean Catledge, for your assistance with this.

Special thanks to Roxanne and Colleen for keeping our building clean and safe!

Medford Library Faculty Meeting Report

December 5, 2025

SERVICE STATISTICS AND PROGRAMS FOR NOVEMBER 2025

- 3528 unique visits
- 1695 LibGuide views
- 77 Study and Lounge Area Reservations
- 1 Conference Room uses
- 4 Computer Lab uses
- 4 Community computer uses
- 2 Library Instruction Classes
- 1 Book a Librarian

CIRCULATION STATISTICS FOR NOVEMBER 2025

- 40 General collection items
- 10 Reserve collection items
- 3 Graphic Novel items
- 4 Juvenile collection items
- 6 New Book collection items
- 2 Oversize collection items
- 2 On Display items
- 32 Special Collection items

NOVEMBER ACTIVITIES

- Thank you to everyone who attended the last Fandom Talk with Dr. Austell.
- Hosted Study Snacks during the week of December 1.

UPCOMING EVENTS

- End of Term Stress Relief Hang-Out for faculty and staff – December 8
 - 12:15 – 12:45 pm – Gentle movement and breath meditation workshop featuring Sabina Fernandez
 - 12:00 – 1:00 pm – crafting activities
 - Light refreshments

GENERAL AND ADMINISTRATIVE ACTIVITIES

- Medford Library will be closed December 24 – January 4, 2026 for the holiday break.
 - PASCAL Delivers and Interlibrary Loan services will not run during the holiday break.

- Medford Library's Library of Things items are available for checkout to faculty, staff, and students.
- Instruction classes are available in person and virtually. [Request a library instruction class](#) today.
- [Book a Librarian](#) is available for you and your students.

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

- [Request we purchase materials.](#)

HELPFUL LINKS

- Place materials on [Reserve](#)
- Reserve the [library computer lab](#)
- Reserve the [library conference room](#)
- Document the impact of your scholarly activities with these [Tools for Tracking Tenure & Promotion](#).
- Check out [resources for faculty and staff](#).

Student Success and Retention

USCL Faculty Organization Report

December 5, 2025

STUDENT SUCCESS AND RETENTION AREAS

- Academic Success Center (*report provided by Pat Lawrence, Director of ASC*)
- Academic Advising
- Counseling Services
- Student-Athlete Success Initiatives
- Student Disability Resource Center
- Graduation with Leadership Distinction (GLD)
- Study Travel

IN THIS REPORT

- Academic Advising
- Student-Athlete Success Programming
- Student Disability Resource Center (SDRC)
- Leadership Distinction
- Study Travel

ACADEMIC ADVISING

- If you are having issues connecting with your advisees, please contact schryer@sc.edu. We can follow up with the student via email, text, and/or phone.
- Updates to your advisees records (e.g., changing majors, etc)? Please let our office know so we can connect them with the correct advisor and/or update our records.
- Winter Term Important Dates: To view winter term dates, go to <https://my.sc.edu/codes/partofterms/>. Select USC Lancaster, Spring 2025, 4WT – Lancaster Winter Session.
- Students registered for winter term classes will receive an email next week with information about important deadlines.
- Check [Scholarships](#) on the Financial Aid website for a complete list of scholarships and updated information.
- Overrides: If a student needs to get into a particular section/class that is closed, please send requests for overrides directly to the division chair. Nursing students must have the approval of their academic advisor before an override is requested. Contact Suzette Taylor or Danelle Faulkenberry with questions.
- Transfer resources have been added to the advisement page (Thanks, Zoe!):
https://www.sc.edu/about/system_and_campuses/lancaster/apply/register_for_classes/transfer_advising_resources/index.php

STUDENT-ATHLETE SUCCESS PROGRAMMING

We currently have 96 student-athletes registered for Spring 2026. Those who have not yet registered have been contacted, and several have scheduled meetings with their advisors.

- All student-athletes have been informed to notify me if they have not received a response from their advisor.
- They have also been provided with step-by-step instructions on how to locate their advisor in Self Service.

One of our professors created a study session to assist students with any course-related questions or challenges. We strongly encouraged our student-athletes to attend. Thank you to Professor Sherrill for offering this support.

Baseball season begins in January, and we are currently organizing all student-athlete schedules for the spring semester and reaching out to professors who will have baseball student-athletes in their classes. If any faculty or staff member has questions or concerns regarding a student-athlete, please contact Natalie Calhoun at ncalhoun2@sc.edu.

**Information provided by Natalie Calhoun, Student-Athlete Success Coordinator*

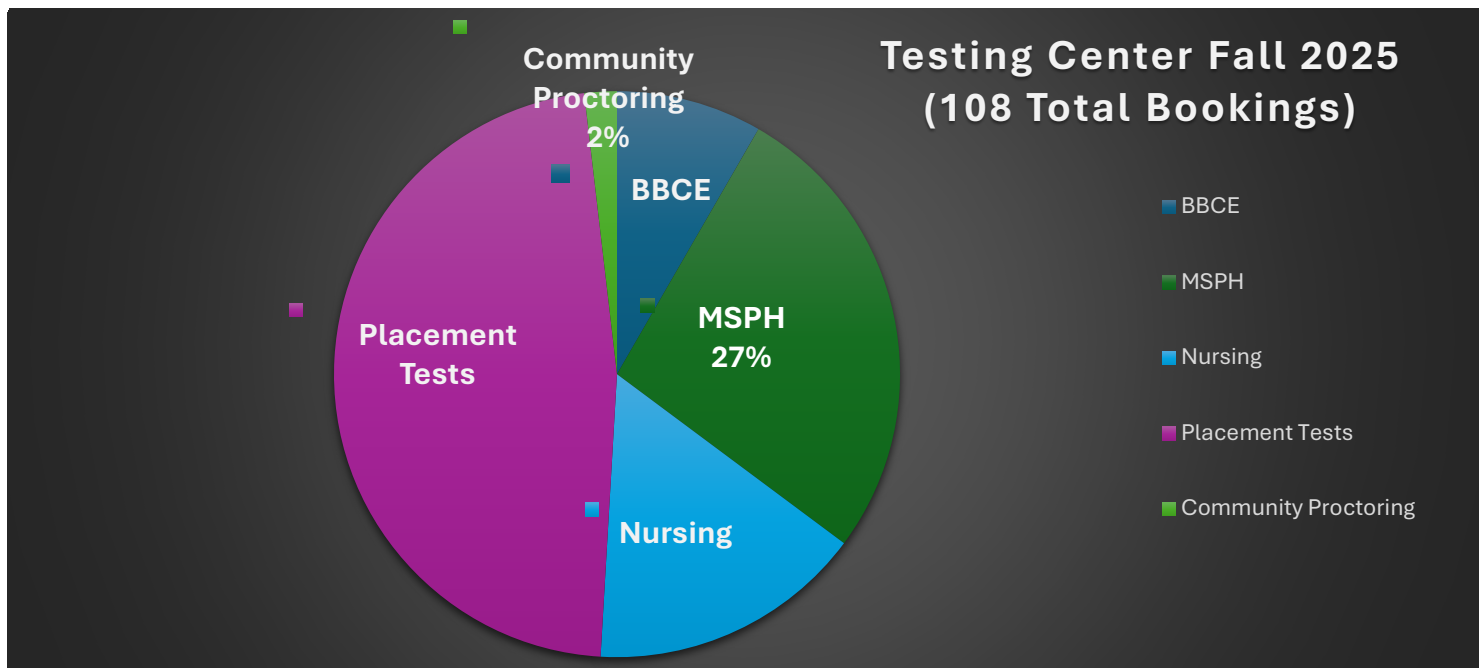
STUDENT DISABILITY RESOURCE CENTER

Testing Center

As of November 21, 2025, the testing center has proctored 108 tests. Of the 108 tests proctored, 51 were Placement Tests, 29 tests were in the MSPH category, 17 were in Nursing, 9 tests fell in the BBCE category, and the remaining 2 tests were Community Proctoring.

Please remind students to Reserve a Room for testing using the link below. The link can also be found on the USCL Student Disability Resource Center page under my picture.

<https://usclancaster.libcal.com/space/163652>



**Information provided by Amy Hood, Student Disability Resource Center (SDRC) Coordinator*

LEADERSHIP DISTINCTION

Asheley Schryer will teach a spring section of UNIV 401. This course is for any students that are pursuing Graduation with Leadership Distinction and are on track to graduate in Spring or Summer of 2026. If a student is interested in registering for the course, they must meet with either Asheley Schryer or Liz Easley to confirm they have submitted the required application and meet eligibility requirements.

STUDY TRAVEL

There are two study travel trips in May 2026. Please encourage your students to reach out for more information.

Trip Location: [England, Scotland, and Wales*](#)

Dates: May 2026 (online pre-departure lectures begin May 4; travel dates: May 11-20)

Course: HIST 101 with Dr. Kim Richardson

[Full Itinerary and Cost](#)

**This trip is in collaboration with the [Lancaster County Chamber](#) and USCL.*

Contact Kim Richardson with questions (krichard@mailbox.sc.edu).

Trip location: Seville and Alicante, Spain

Dates: May 8-17, 2026

Course: PHIL 103 - Special Topics in Ethics and Values with Dr. Peter Seipel

Cost: 10-11 students \$3,450 per student; 12-13 students \$3,300 per student (note: this doesn't include the flights)

Contact Peter Seipel with questions (pseipel@mailbox.sc.edu).

Matt Williamson
Director and Principal
Investigator Office of Federal TRiO
Programs

REPORT TO THE FACULTY ORGANIZATION
Friday, December 5, 2025

OPPORTUNITY SCHOLARS PROGRAM

Enrollment and Status Update

- We are currently serving 119 freshmen and sophomores from low-income and first-generation (LIFG) backgrounds, as well as students with disabilities.
- Recruitment is going well. We are required to serve a minimum of 165 qualifying students prior to August 31, 2026.
- Two-thirds of our enrollment need to be students who we consider to be double-qualifiers, i.e. students who are either (1) LIFG or (2) low-income and disabled (LID). One-third of the students with disabilities we serve must also be students from low-income families.
- If you know of a student who may benefit from the vital services our OSP project provides or who may qualify as LIFG or LID, please refer them to **Mark Ammons** at rmammons@email.sc.edu or **Andrea Campbell** at campbe99@mailbox.sc.edu.

Health Coaching Pathway Interest Meeting

- We hosted the Health Coaching Pathway Interest Meeting on November 3 (see below). A total of 42 students attended.



- Special thanks to **Dr. Liz Easley, Dr. Sarah Sellhorst,** and HPEB Professor **Lauren Thomas** for introducing our students to USCL's newly certified Health Coaching Pathway – now an NBHWC Approved Training Program. This initiative opens the door to hands-on, meaningful careers in health and wellness.

First-Generation College Celebration

- We celebrated our annual First-Generation College Celebration on November 6.
- Sidewalk interviews were conducted by **Jose Guruceaga Burgos,** with assistance from OSP students **Joaquin Espinoza** and **Peighton Sweatt.**
- Lunch was provided by Pelican's and Wilbur's Last Ride. A total of 92 students attended.
- This year's event was tied to the USCL Cares Annual Food Drive (see the COMMUNITY OUTREACH AND SERVICE OPPORTUNITIES section below).

PAL Information Workshop

- We were thrilled to host the 2026 PAL Information Workshop on November 10 (see below). A total of 32 students attended.
- Special thanks to **Jeff Rammage** and OSP students (and current PALs) **Greysen Lowery, Erika Vancampenhoudt,** and "Friend of OSP" **Ava Stephens** for leading the session and sharing firsthand what it means to be a PAL.
- PALs receive an \$800 scholarship each semester while mentoring new students, supporting campus life, and representing USCL with excellence.



OSP Luncheon: Talking Politics

- Our faculty, staff, and students came together for a powerful conversation titled "Talking Politics: How to Constructively Engage Family & Friends" on November 12 – just in time for those upcoming holiday gatherings (see below).

- **Dr. Steven Campbell** led an insightful and timely discussion that encouraged critical thinking and respectful dialogue. A total of 28 students attended.



SGA Discussions with Deans

- We greatly appreciate **Dr. David Roberts** for presenting to students during the Discussions with Deans event on November 18. A total of 27 students attended.

Careers in Science Lecture Series

- The final lecture of the Fall 2025 semester was held on November 19.
- Clinical Pharmacist **Dr. Mary Ellen Pisano** presented “Pharmacy: Opportunities Behind the Counter and Beyond” (see below). A total of 57 students attended.



Upcoming Events

- December 8-11: OSP Holiday Movies & Treats

OSP HOLIDAY MOVIES & TREATS

December 8-11, 2025
TRIO Learning Resource Center

MONDAY, DECEMBER 8, 2025: MS. ALLEN'S PICKS
10:00 AM DISNEY'S A CHRISTMAS CAROL
2:00 PM JACK FROST

TUESDAY, DECEMBER 9, 2025: MR. MARK'S PICKS
9:00 AM HOME ALONE
3:00 PM THE POLAR EXPRESS

WEDNESDAY, DECEMBER 10, 2025: MRS. CAMPBELL'S PICKS
10:00 AM CHRISTMAS WITH THE KRANKS
2:00 PM DR. SEUSS' THE GRINCH

THURSDAY, DECEMBER 11, 2025: MR. WILLIAMSON'S PICKS
10:00 AM ALMOST CHRISTMAS
2:00 PM HOME FOR THE HOLIDAYS

UPWARD BOUND

Enrollment Update

- We are in the fourth year of our current grant cycle. The reporting period for the current year will close on May 31, 2026. At present, we are officially serving 55 participants from grades 9-12 at Andrew Jackson, Buford, and Lancaster High Schools. We are required to serve a minimum of 62 qualifying participants each year. To qualify, participants must have completed the 8th grade, be between the ages of 13 and 19, and have a need for academic support to pursue a program of postsecondary education. All participants must be either from low-income families or be potential first-generation college students – or be determined to have a high risk for academic failure.
- We are currently reviewing summer pre-admits alongside 45 outstanding applications. This position allows us to not only meet, but most likely exceed, our required minimum enrollment of 62 participants. The maximum number we are authorized to report is 74.

Academic Sessions

- We are currently working with the counseling staff at our three target schools to arrange in-person academic session visits with our current participants for the Spring 2026 semester. We are planning two sessions per month at each school.

ARRMS Family Day

- **Mark Ammons** and **Matt Williamson** (pictured below with **Ashley Stevenson**) participated in the Family Day event at **A. R. Rucker Middle School** on November 8. We had a great time connecting with 8th graders and their parents, as well as administrators and teachers – making them aware of the project and the free services we provide.



STUDENT CLUBS AND ORGANIZATIONS

Astronomy Club Interest Meeting

- We hosted an interest meeting for the newly formed Astronomy Club on November 13. A total of 36 students attended.

D.E.F.I.N.E.

- At the time of this writing, D.E.F.I.N.E. was scheduled to hold its end-of-the-semester holiday celebration on December 4.

G.E.N.T.S.

- G.E.N.T.S. officers stepped-up in a big way by delivering the USCL Cares Annual Food Drive donations for the **Lancaster Area Coalition for the Homeless (LACH)** to the LACH Warming Center at Immanuel Baptist Church on November 25.
- A huge shoutout to **Greysen Lowery** (President), **Giovanny Torres Jimenez** (Secretary), and club member **Sergio Gonzalez-Eulogio** for delivering these donations (pictured below).



USCL Research Club

- **Dr. Peter Seipel** presented “Epistemic Trespassing: The Importance of Intellectual Modesty in an Age of Expertise” on November 11 (see below). A total of 41 students attended.



COMMUNITY OUTREACH AND SERVICE OPPORTUNITIES

USCL Cares Annual Food Drive

- This year's Food Drive concluded on November 13.
- A total of 2,357 items were collected for both LACH and the USCL Student Food Pantry.
- 32 total students assisted with sorting items and packing boxes during our "Hands That Help" event on November 20 (see below).



USCL Student Secret Angel Tree

- Kudos to **Dr. Susan Cruise** for once again spearheading this initiative to assist USCL students who have children and are struggling financially to purchase Christmas gifts this year.
- The sign-up deadline for student recipients to register is Friday, December 5.
- Gift pickup will be on Friday, December 12.

USCL Cares Angel Tree Campaign

- This year's Angel Tree Campaign is underway and will continue through Tuesday, December 9. Cards are hanging on the Christmas tree located in the TRiO Learning Resource Center.
- Anyone interested in donating gifts for children at the schools designated as neediest by the Lancaster County School District – **Brooklyn Springs Elementary School**, **Clinton Elementary School**, and **Southside Early Childhood Center** – may bring their unwrapped gift(s) to TRiO.



The poster features a yellow top section with the text "USCL CARES" in large blue letters, "ANGEL TREE CAMPAIGN" in smaller blue letters, and two blue shield icons. Below this is a blue section with two photos: a red gift box and a young girl holding a gift. A yellow starburst contains the text "1 GIFT FOR 1 CHILD". Below the photos, white text reads "Bring Unwrapped Gifts to the TRiO Learning Resource Center Now Through Tuesday, December 9, 2025". The bottom section is yellow and features two green Christmas trees, a string of colorful socks and gifts, and the hashtags "#LancersGiveBack" and "#USCLCares".

LEGISLATIVE UPDATES

Notes Concerning the Department of Education

- The government shutdown ended on November 12. Following the passage of the legislation to reopen the federal government, program specialists – our primary contacts within the Department of Education (ED) – have made a return to their posts following lengthy furloughs.
- The **Council for Opportunity in Education** (COE) continues to monitor ED's new interagency agreements with the Departments of Labor (DOL), Interior (DOI), Health & Human Services (HHS), and State. Of particular significance is the Postsecondary Education Partnership between DOL and ED, under which DOL will assume an expanded administrative role for numerous Higher Education Act (HEA) programs, including all Federal TRiO Programs, while ED maintains its statutory oversight responsibilities.
- These agreements represent a substantial shift in federal program administration. At this time, ED has stated that no immediate programmatic disruptions are expected and that grantees should continue working with their existing DOL and ED contacts. While not confirmed, it is our understanding that relevant staff from ED would transfer to DOL because of this agreement.

Notes Concerning the Upcoming Appropriations Process

- Congress returned from their Thanksgiving recess on December 1.
- The House and Senate appropriators have been meeting with their respective committees, discussing plans to pass a small package of three to five appropriations bills before the Christmas recess. Neither the House nor Senate have scheduled Floor votes yet on the Labor-HHS bills. The Senate has indicated it may move the Defense and LHHS appropriations bills together in one vehicle this month, and the House is expected to consider the two bills together in January 2026.
- COE continues to meet with Capitol Hill staff to discuss adding legislative language in the final FY 2026-27 LHHS vehicle to protect Federal TRiO Programs. This language would (1) fund each TRiO grant project at current year funding levels, (2) ensure that the upcoming Educational Opportunity Centers and Talent Search competitions are published by a certain date, (3) issue grant award notifications for all TRiO projects by June 1, 2026, (4) prohibit any cancellation, delay, or freeze of TRiO grants, and (5) fund / reinstate any cancelled TRiO grants.

Supporting Federal TRiO Programs

- Members of Congress need to hear from you, their constituents, so they understand what is happening locally and its immediate, very real impact on the lives of the students we serve.
- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at rmammons@email.sc.edu or **Matt Williamson** at mwilliam@mailbox.sc.edu.

Direct Financial Support

- Anyone interested in supporting TRiO initiatives here at USCL may contribute to our designated fund through the **Educational Foundation of the University of South Carolina Lancaster**. Financial donations may be made via the QR code on the slide listed below.

SUPPORT USC LANCASTER'S OFFICE OF FEDERAL TRiO PROGRAMS

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USC Faculty Senate Dec. 3, 2023, Meeting Quick Notes

The documents that were used in the meeting are on

https://www.sc.edu/about/offices_and_divisions/faculty_senate/meetings/

- **Prof. Scott R. Bauries (USC School of Law)** gave a presentation on academic freedom. I will share the meeting recording once it becomes available.

- **Jennifer Whetstone-Jackson** presented on the Gamecock Community Shop and its support for students' basic needs. Volunteers are needed during final exam weeks and over the summer. PPT link:
https://www.sc.edu/about/offices_and_divisions/faculty_senate/about/news/2025/jwj_gamecock_community.pdf

- **Comparative Report on CPHE and SACSCOC: Structures and Standards.** There will be a second call for comments for CPHE, planned for December or early January 2026. Link:
https://www.sc.edu/about/offices_and_divisions/faculty_senate/about/news/2025/fac_comparative_report_cphe_sacscoc.pdf

- **Student Course Evaluations (Explorance Blue)** remain open through **December 5** (this Friday).

Next Faculty Senate Meeting: Wednesday, January 14 at 2:30 PM

PCCFS Rights & Responsibilities Committee
Report to USCL Faculty Organization
December 3, 2025

- The committee met on Friday, November 14, 2025.
- USCL Representatives: Claudia Heinemann-Priest, Dana Lawrence, Brittany Taylor-Driggers

1. Tenure & Promotion (T&P) Files

- **Narrative Length:** The committee confirmed the *PCC Faculty Manual's* suggested 30-page limit for the T&P narrative (no specific spacing). We agreed to ask the Welfare Committee to stress this point at the T&P workshop.
- **Teaching Summary:** We requested that the Welfare Committee include a workshop for writing the teaching summary as part of the T&P workshop.

2. Course Evaluation System Changes

We reviewed several points related to the new Explorance Blue course evaluation system and how it affects tenure files:

- **Manual Issues:** The Explorance Blue question numbering doesn't match the example table provided in the *PCC Faculty Manual*. The committee asked the Manual Liaison to update the example table included in the manual.
- **Evaluation Questions:**
 - **Mandatory vs. Optional:** We clarified that the committee is charged with developing three additional required questions for all Palmetto College instructors, separate from the two optional ones they can choose.
 - **Optional Questions:** The two optional questions are just for instructor feedback and aren't used in the statistical analysis.
 - **New Questions:** We're tasked with developing three new questions that focus on the overall quality of course delivery across all modalities (online, hybrid, in-person). The committee will review draft questions by email in December.
- **Student Participation:** A concern was raised about low response rates for course evaluations, particularly since no results are generated if fewer than five people respond. This can skew results by giving too much weight to the few students who respond, especially if they have a complaint. The committee raised questions about how to address this, along with how to interpret the new scores. recommending that specific guidance be given to T&P committee members in (proposed) training workshops.

3. Other Business

- **Senior/Principal Instructor Rankings:** The definitions and processes are being finalized, based on the Interim Provost's feedback on last year's motion. Assuming the language is solid, it will be moved up the pipeline. Most of these updates/revisions are being handled by the PCCFS Executive Committee.
- **Academic Freedom and Free Speech:** In its report to Senate at the September 19, 2025 meeting, the committee posed the following question: "Will there be a forthcoming statement about Academic Freedom and Free Speech from the Palmetto College Administration. Specifically, we are interested in clarification about PC procedures for the defense of academic freedom and free speech." There has been no formal response from Palmetto College Administration. In his report from the USC Council of Academic Inclusive Excellence Officers (CAIEO), Dr. Ron Cox noted, "Further discussion addressed questions about free speech in the classroom. Julian [Williams, VP for System Affairs and Community Engagement] says they often get the question from faculty, 'Will the University protect me?' Unfortunately, his only answer is 'I don't know.' Each situation and circumstance is different, but President & Provost are committed to free speech in the classroom. At the same time, we must all remain thoughtful within the current political climate about what gets put out there on social media."

Faculty Welfare Committee – Report

1. Tenure & Promotion Workshop (January 16, 2026)

- The date and schedule for the workshop are finalized.
- The full presenter lineup has been confirmed.
- Formal invitations and the finalized agenda have been sent to presenters.
- Jean will provide reservation and location details for the Capstone Conference Center once available.

2. Mitchell Endowed Fund

- The committee agreed that the annual yield from the Mitchell Endowment Fund will begin supporting both Teaching Awards and student hardship initiatives starting in **July 2026**.
- Committee members will gather campus-level information about existing teaching award structures to help determine how much of the remaining annual yield should be directed toward student hardship support.
- The committee endorsed collaborating with Shelley Jones and her Service-Learning students to design an evidence-based Student Emergency Aid Plan for Palmetto College.

Brief Title of Proposed Change	Update to Compiler Policy
Committee Proposing Revision	USCL Campus Compiler
Date of Presentation to Faculty	11/7/2025
Faculty Approval Date	

Rationale for Proposed Revisions

- The Campus Compiler position at USCL is an elected position, open to all faculty members. Class Climate had a built-in compilation tool that allowed the Compiler to create reports with minimal technical skills. Currently, Explorance Blue has no such compilation tool. Rather than requiring the Compiler to possess advanced technical skills, this proposal allows the faculty to continue electing Compilers using the normal procedure. This proposal creates a safety net in the absence of a compilation tool: The Compiler may request aggregate data from USCL’s Institutional Effectiveness and Research (IR). The Compiler will continue communicating with tenure and promotion candidates and will provide them with summary tables, as described in the Faculty Manual. IR will simply act as a compilation tool.
- Currently, Explorance Blue provides IR raw data from all PC campuses, with separate CSV files for each term. Working with split raw data, as well as having a separate Compiler, will likely require more time to complete the summary tables. Since the Faculty Manual requires the Compiler to provide summary tables to the candidates by June 1, the compilation process should start earlier than the current policy requires.

Summary of Proposed Revisions

- Allow IR to provide aggregate data to the Compiler.
- Begin the compilation process at an earlier date.

Current	Proposed
<p>For faculty member going through these processes (referred to as “the candidate” below), the compiler will create a report that includes the following: • An average of the course evaluations of the candidate. • The campus-wide average for the same timeframe. Faculty who wish to make comparisons with others in their discipline or similar disciplines may request the average for those disciplines at USCL or across Palmetto College. It is the candidate’s responsibility to provide the compiler with an appropriate definition of their discipline.</p>	<p>For faculty member going through these processes (referred to as “the candidate” below), the compiler will create a report that includes the following: • An average of the course evaluations of the candidate. • The campus-wide average for the same timeframe. Faculty who wish to make comparisons with others in their discipline or similar disciplines may request the average for those disciplines at USCL or across Palmetto College. It is the candidate’s responsibility to provide the compiler with an appropriate definition of their discipline. Absent a compilation tool, the compiler may request aggregate data from Institutional Effectiveness and Research (IR).</p>

<p>Timeline Within one week after the Faculty Organization election results are announced, the following will occur: • The outgoing compiler will provide the elected compiler with all login and training information. • The elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion, or post-tenure review. Before the last day of class for the spring term, the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15. The candidate will provide the compiler with the information requested below. The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 20. The candidate will review the screenshot and notify the compiler of any errors by May 25. By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual. Comparison data and data from Palmetto College might not be available by June 1.</p>	<p>Timeline Within one week after the Faculty Organization election results are announced, the elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion, or post-tenure review. Immediately after receiving the list, the compiler will contact each candidate. The candidates should return contact as soon as possible and no later than April 21. The candidate will provide the compiler with the information requested below. The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 1. Absent a compilation tool, the compiler may request this list from IR. The candidate will review the screenshot and notify the compiler of any errors by May 7. Absent a compilation tool, the compiler will request aggregate data from IR by May 10. IR will return aggregated data to the compiler by May 21. By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual. Comparison data and data from Palmetto College might not be available by June 1.</p>

Motion to the Lancaster Faculty Organization

Brief Title of Proposed Change	Addition of Committee to Bylaws
Committee Proposing Revision	USCL Faculty Organization Executive Committee
Date of Presentation to Faculty Organization	November 7, 2025
Faculty Approval Date	

Rationale for Proposed Revisions

- The Residency Appeals Committee is not currently listed in the Bylaws but has been fully staffed since September 2016.

Summary of Proposed Revisions

- Add the Residency Appeals Committee to the list of standing committees in Section 4 of the bylaws and add description to the Committee Descriptions.

Section and page numbers of the current Bylaws for proposed revisions

Current	Proposed
Academic Advisory Council	Academic Advisory Council
Academic Honor Code Council	Academic Honor Code Council
Admissions, Petitions, and Grade	Admissions, Petitions, and Grade
Change Committee	Change Committee
Athletics Advisory Committee	Athletics Advisory Committee
Curriculum Committee	Curriculum Committee
Disciplinary Committee	Disciplinary Committee
Evaluation Committee	Evaluation Committee
Executive Committee	Executive Committee
Free Expression and Academic	Free Expression and Academic
Freedom Committee	Freedom Committee
Hiring Priorities Committee	Hiring Priorities Committee
Instructor Peer Review Committee	Instructor Peer Review Committee

<p>Library Committee</p> <p>Local Tenure and Promotion Committee</p> <p>Native American Studies Advisory Committee</p> <p>Scholarships and Special Awards Committee</p> <p>Student Affairs Committee</p> <p>Welfare and Grievance Committee</p>	<p>Library Committee</p> <p>Local Tenure and Promotion Committee</p> <p>Native American Studies Advisory Committee</p> <p>Residency Appeals Committee</p> <p>Scholarships and Special Awards Committee</p> <p>Student Affairs Committee</p> <p>Welfare and Grievance Committee</p>
<p>Not Applicable</p>	<p>RESIDENCY APPEALS COMMITTEE</p> <p>Membership: The Associate Dean (ex-officio Chair), Director of Student Success and Retention, Director of Student Life, one representative per division, and administrative appointments.</p> <p>Purpose: The committee hears appeals from administrative decisions determining eligibility or lack thereof for payment of tuition at resident rates.</p>

Motion to the Lancaster Faculty Organization

Brief Title of Proposed Change	Removal of Student Representatives from Committees
Committee Proposing Revision	USCL Faculty Organization Executive Committee
Date of Presentation to Faculty Organization	November 7, 2025
Faculty Approval Date	

Rationale for Proposed Revisions

- Student representatives on the Academic Honor Code Council, Disciplinary Committee, and Student Affairs Committee may FERPA or other privacy violation for students facing academic or conduct violations.

Summary of Proposed Revisions

- Removal of student representative from Academic Honor Code Council
- Removal of student representative from Disciplinary Committee
- Removal of student representative from the Students Affair Committee

Current	Proposed
<p>ACADEMIC HONOR CODE COUNCIL</p> <p><u>Membership</u>: One representative elected from each academic division, as well as one staff member and one student representative, both administratively appointed. One alternate elected by each academic division, as well as one alternate staff and student representative, both administratively appointed.</p>	<p>ACADEMIC HONOR CODE COUNCIL</p> <p><u>Membership</u>: One representative elected from each academic division, as well as one staff member, administratively appointed. One alternate elected by each academic division, as well as one alternate staff, administratively appointed.</p>
<p>DISCIPLINARY COMMITTEE</p> <p><u>Membership</u>: Academic Dean (ex-officio chair), Director of Campus Security, one faculty representative, one staff representative, one student representative (all administratively appointed to one year terms).</p>	<p>DISCIPLINARY COMMITTEE</p> <p><u>Membership</u>: Academic Dean (ex-officio chair), Director of Campus Security, one faculty representative, one staff representative (all administratively appointed to one year terms).</p>
<p>STUDENT AFFAIRS COMMITTEE</p> <p><u>Membership</u>: One representative per division, the Academic Dean, the Director of Student Services, up to one administrative appointment, and one student representative.</p>	<p>STUDENT AFFAIRS COMMITTEE</p> <p><u>Membership</u>: One representative per division, the Academic Dean, the Director of Student Life, up to one administrative appointment.</p>

Motion to the Lancaster Faculty Organization

Brief Title of Proposed Change	Update Name of YMCA
Committee Proposing Revision	USCL Faculty Organization Executive Committee
Date of Presentation to Faculty Organization	November 7, 2025
Faculty Approval Date	

Rationale for Proposed Revisions

- The name for the Gregory Health and Wellness Center was updated to the Gregory Family YMCA in December 2017 and became part of the YMCA of Upper Palmetto.

Summary of Proposed Revisions

- Update from Gregory Health and Wellness Center to Gregory Family YMCA in the bylaws.

Current	Proposed
<p>ATHLETICS ADVISORY COMMITTEE</p> <p><u>Membership</u>: One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the athletics program, the Gregory Health and Wellness Center, TRIO, and Admissions.</p>	<p>ATHLETICS ADVISORY COMMITTEE</p> <p><u>Membership</u>: One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the athletics program, the Gregory Family YMCA branch of the YMCA of Upper Palmetto, TRIO, and Admissions.</p>