USC LANCASTER
FACULTY ORGANIZATION MEETING MINUTES
March 6, 2015

I.   Call to Order: 12:08pm
II.   Correction/Approval of the Minutes—February minutes approved
III. Reports of Officers
    a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
        i. Highlights:
            1. Addition of Women's Volleyball
            2. Gregory Health and Wellness Center deficit strategies
    b. Academic and Student Affairs Dean—Dean Ron Cox—**REPORT ATTACHED (SEE APPENDIX #2)**
        i. Summer schedule on Banner; Fall schedule is almost ready—double check your courses.
        ii. Spring II schedule on Banner, too.
        iii. Thanks to those who attended scholarship recognition luncheon, and thanks to Dr. Collins for supporting this event.
    c. Academic Success Center—Dana Lawrence—**REPORT ATTACHED (SEE APPENDIX #3)**
        i. Highlight: "Procrastination Station" event on Wednesday, April 8. Promotional materials will be circulated soon.
    d. Law Enforcement—Rutledge
        i. BIT reports for students who seem out-of-sorts
        ii. Please don't park in visitor spots—hinders recruiting efforts. Students are fined for doing this!
    e. Library—Lori Harris-- **REPORT ATTACHED (SEE APPENDIX #4)**
    f. NASC—Chris Judge
        i. New exhibits opening: SE Languages and photography
        ii. NAS week, March 20-27—event schedule online.
IV. Reports of USC System Committees
    a. PCFS Executive Committee
        i. Nominating Committee—Christopher Bundrick
            1. Senate nominees
                i. Andy Yingst—Faculty Manual Liaison
                ii. Bundrick—At-Large member of executive committee
                iii. PC rep on Columbia senate—no nominees yet; status as senator not required.
    b. Rights and Responsibilities—Christopher Bundrick—**REPORT ATTACHED (SEE APPENDIX #5)**
    c. System Affairs—Nicholas Lawrence
        i.   Committee feels stuck re: handling changes to curriculum
        ii. Chair (Kunka) announced plans to investigate process
        iii. Amendment adding PCFAC
            1. One member from each PC campus (2-yr term).
            2. Three faculty representatives appointed by Provost.
            3. Chief Academic Officers (or designees) will chair committee on rotating basis (2-yr term)
            4. Discussion

(Scarlett) Why chaired by Academic Dean?

(Bundrick) Chief Academic Officer or designee

(Scarlett) Why not faculty chairs?

(Bundrick) Good question. Original motion had Director of Extended University as chair. Plan addresses that potential conflict.

(Cox) Glad there is now structure in writing. Is there any other committee in senate that dictates chair? Prefer autonomy of elected chair.

(Golonka-Duker) Current make-up prevents same chair over and over.

(N. Lawrence) This is a dramatic improvement over original make-up. We still have five elected members, which would make a majority, if necessary. Must report to Student Affairs, which is totally elected.

(Cox) Regarding what?

(N. Lawrence) Curriculum

(Cox) But not scheduling

(N. Lawrence) Never said on floor that this committee [curriculum] would control schedule.

(Cox) In past, Academic Deans have been consulted based on perceived course need. We've always had some voice in Palmetto course scheduling.

(Bundrick) That is not always the case

(Cox) Not in my experience.

d. Welfare—Ernest Jenkins
   i. Duffy Award winner selected—announced at next PCFS meeting.
   ii. Welfare survey still available. Please complete it if you haven't already.
e. Columbia Senate Report—Shemsi Alhaddad—**WRITTEN REPORT (SEE APPENDIX #6)**
   i. (Bohonak) You can watch meeting through streaming video.
f. Palmetto College Faculty Advisory Committee—Lisa Hammond (presented by Ron Cox)-- **WRITTEN REPORT (SEE APPENDIX #7)**
   i. Met on Feb. 6.
   ii. Made two changes to BOL/BLS programs
   iii. Discussion

   (Sellhorst) Does that mean that someone could choose, say, Biology and Psychology?

   (Yingst) Clarify "tracks"

   (Cox) Right now, three tracks—you have to pick 2 from those tracks

   (Golonka-Duker) Disciplines differ in course number/levels—how does that work?

   (Cox) 300-level courses will count as major courses.

   (Golonka-Duker) Biology 300-levels are not major courses. Will email Lisa.

   (N. Lawrence) Will you please copy Student Affairs members on any email sent to Lisa about this. She won't be in the room when committee discusses these changes.

(Cox) Where does this motion stand? Already in Student Affairs? Still in PCFAC?

V. Reports of Local Committees
   a. Welfare and Grievance—Shemsi Alhaddad (presented by Michael Bonner)-- **WRITTEN REPORT (SEE APPENDIX #8)**
      i. Campus description documented circulated via email.
      ii. If we can vote on this at April meeting, I can get it to Nesmith on time.
      iii. Committee motion does not require second—under new business.
      iv. Discussion
          (N. Lawrence) There were significant changes to STEM, Theater, Library Resources—so definitely look at those.
          (Golonka-Duker) I think discipline reps very happy with current version.
   b. Athletics Advisory Committee—Nicholas Lawrence
      i. Majority of time spend discussing women's volleyball
      ii. Kevin Thompson's report: 2.843 cumulative GPA; five student athletes with 4.0 in fall 2014.
      iii. Using AAC as bridge to involve faculty in recruiting efforts.
      iv. Discussion
          (VanHall) Why so much discussion of volleyball?
          (N. Lawrence) New sport—committee has been discussing issues with Title IX compliance.
   c. Student Affairs—Christopher Bundrick
      i. Two submissions for travel study courses
      ii. Should have announcement at April meeting
      iii. Springs contest—a little over a week until submission deadline.
      iv. Cash prize—encourage students to submit.
VI. Unfinished Business:
   a. Curriculum Committee Motion-- **DOCUMENT ATTACHED (SEE APPENDIX #9)**
      i. Motion #2
         1. Returned to committee in December
         2. No action in February because no quorum
         3. Discussion
            (Yingst) Purple text=changes since December. Many universities include course list on degree plans—not unusual.
            (N. Lawrence) If adopted, would it be someone's job to update it?
            (Yingst) Curriculum committee—update at least once per year.
            (Cruise) Website is difficult to navigate—hard to find information. Something like this makes it easier for everyone. Necessary for keeping everyone on the same page.
            (Wolochwianski) Problem with document—includes FREN 290?
            (W. Collins) We don't offer that
            (Yingst) If passed, and next motion is passed, Curriculum Committee will be authorized to fix these problems
            (Bonner) I think committee will do that on ongoing basis.

(Sellhorst) I sent an email before the last meeting with objections. I still have objections. The document will continue to go on—updating will be a monumental task. Also, there are non-Carolina Core courses that we accept for science credit. For example, CHEM 101 not approved because they don't teach it in Columbia. I don't want those classes to not be taken because they don't meet the Core.

(Penuel) That problem still exists in our current approach.

(Yingst) Seems disservice to students to count courses Columbia won't accept

(Sellhorst) Counted as preparatory.

(Cox) If you look up course on Banner, it shows you which CC requirement it meets.

(Bundrick) I think this [inability to log into Banner right now] demonstrates that it is difficult to find this information. We can't look up courses by CC code in Banner.

(Yingst) We should not include exceptions that don't meet requirement.

(Martek) Why not list every course offered alphabetically, with asterisk by CC?

(Yingst) That's what the course schedule does

(Bonner) Put motion to vote.

MOTION #2 PASSES

  b. Motion #3
    i. Presented at December meeting—no quorum
    ii. No quorum at February meeting
    iii. Motion from committee—no second required.
    iv. No discussion
      MOTION #3 PASSES UNANIMOUSLY
VII. New Business
  a. Call for nominations from the floor for faculty elections (ballot must be finalized by the end of this meeting). NO CHANGES.
  b. Motion from USCL Welfare and Grievance: Campus Description for External Review
    i. (Bonner) From committee—no second needed
    ii. Discussion
      (Bundrick) Judging from description of process of creating this draft, seems to me that both process and product are excessive. I don't object to this document, but I wonder if in the future the committee could not create such an enormous description.
      (Scarlett) If I were external reviewer, I would only look at relevant sections—not the whole thing. Having read external reviews, common for reviewer to read manual and campus description. Seems valuable.
      (Golonka-Duker) Where to cut? We don't know who will receive file. We want to be as clear as possible about expectations on this campus.
      (Yingst) Nominate Bundrick for Welfare and Grievance
      (Bundrick) Decline.
      (Bonner) Motion is substantive—will vote in April.
VIII. Special Orders--NONE

IX. Announcements for the Good of the Order
   a. (Catledge) BSN info session on April 9 in Bradley Multipurpose Room. Not just nursing, though that is the focus. I have flyers to distribute.
   b. (Holt) Gathering in Dowling kitchen in 30 minutes
   c. (Sellhorst) Thanks to Dean Collins, Dean Cox, and Pam Ellis for scholarship reception.
   d. (Bohonak) Today is my birthday—accepting gifts.
X. Adjournment: 1:17pm

IN ATTENDANCE: Biggs, Bohonak, Bonner, Bundrick, Bundy, Burgin, Castiglia, Catledge, Coe, W. Collins, R. Collins, Cox, Cruise, Easley, Golonka-Duker-Duker, Heinemann-Priest, Holland, Holt, Jenkins, Judge, Kendrick, D. Lawrence, N. Lawrence, Martek, Mobley-Chavous, Parker, Pate, Penuel, Roberts, Rutledge, Scarlett, Scott, Sellhorst, Taylor-Driggers, Van Hall, Wolochwianski, Yingst

Submitted by Dana Lawrence, Faculty Organization Secretary

APPENDIX #1: DEAN'S REPORT

UNIVERSITY OF SOUTH CAROLINA LANCASTER

Dr. Walter P. Collins, III
Regional Campus Dean

Report to the Faculty Organization
March 6, 2015

People

Enrollment

As of March 5, 2015, 1282 students (headcount) are registered for the Spring semester. Final enrollment in Spring 2014 was 1368. Additional enrollment for second 8 weeks continues to be added. We are also serving 121 BOL/BLS and 42 BSN students at USCL as well this semester who do not count in our campus enrollment numbers.

Congratulations to Dr. Shemsi Alhaddad who was awarded a Distributed Learning Grant by the USC Provost's Office in the amount of $7995. This grant will provide support for Dr. Alhaddad to teach USCL's Elementary Statistics course online.

SGA President, Brandon Newton, presented at the Palmetto College Board of Visitors meeting on Thursday, March 5 in Columbia.

Athletics

The **Athletics Advisory Committee** met on Wednesday, March 4 for updates on Lancers Athletics and to discuss the addition of women's volleyball.

After careful examination of the athletics budget (by local administrators and budget officers in PC and Columbia), it has been determined that we are able to add women's volleyball for the 2015-2016 academic year. A five year athletics budget projection analysis was completed before we determined we could add another sport. Fernanda Burke and Darris Hassell have agreed to serve as head coaches in the inaugural year. Practice and play will be at Buford High School. The yearly budget will be approximately $35,000 in the first year with some expenses (equipment, uniforms) that won't have to be repeated every year.

The addition of women's volleyball will aid in compliance with Title IX. Given our current offerings of 1 women's and 2 men's teams, the imbalance is evident. Adding volleyball will improve our gender equity in offerings of intercollegiate athletics.

The addition of women's volleyball will also assist in recruitment of students and addressing enrollment issues at USC Lancaster. While the size of the team will not be extremely large, we estimate the addition of approximately 15 student-athletes with the creation of this team. Currently, approximately two-thirds of our student athletes come from beyond our traditional six county service area. We anticipate this will also be the case for volleyball, if not during its first year then shortly thereafter once the team is established. The recruitment and enrollment of these out of service area students allows enrollment to grow beyond students who might have chosen USC Lancaster in any case and helps diversify our student body.

There are **home baseball games against Spartanburg Methodist College** on March 21 and 22 at 1:00 PM and 3:00 PM and against USC Sumter on March 28 and 29 at 1:00 PM and 3:00 PM.

Student athletes and coaches will begin a **fundraiser** selling **Spirit Cups** (http://www.braxfundraising.com/fundraising-products/spiritcups/) just after Spring Break. Please consider supporting them in these efforts by purchasing a set of four tumblers or a travel mug. More fundraising activities to come over the summer and into next fall.

Budget

We continue to monitor the campus budget situation. As of mid-semester, there are no significant changes in our status, and we continue to stabilize our financial situation.

The following information serves as follow up to a question at the February FO meeting regarding the Gregory Health and Wellness Center. Because the Center functions as a business bringing in revenue from membership dues, its operations are classified as E Funds—Auxiliary Services (as opposed to A Funds which are general operational funds for instruction, academic support, personnel and facilities) The account we continue to pay the most attention to is E400, Gregory Center. To offer more information about how we are incrementally correcting the deficit in that account, here some steps we have taken:

- Tuition allocation of $40 per FTE (approved by the BOT and in its 2nd year)
- $400,000 state allocation for Gregory renovations; about half used for pool renovation last summer, remaining slated for phase II to include lobby refurbishment and lighting upgrades, locker room ventilation repairs, lighting upgrades in the pool area, roof patches. To be started as soon as design work is finalized, draft of design was received this week.
- Addition of Wi-Fi access and electronic signage to facility to enhance member amenities and promote Center offerings
- $5 fee assessed to each student enrolled in a PEDU course for equipment and supply replenishment
- Signed a memorandum of understanding with the USC Budget Office in October 2014 to bring the E400 account out of deficit by June 30, 2017.
- Deep cleaning of facility on two occasions in late Fall 2014
- Striping of parking lots, addition of new shrubbery and mulch in Fall 2014
- Cart Ads at Bi-Lo on West Hwy 9 Bypass. Gregory Health and Wellness advertisements guaranteed on 40% of shopping carts at local supermarket, entire 2015 calendar year
- Repair of cracked tiles in men's shower area (February 2015)
- Membership drives through outreach to businesses and corporations (offering corporate rates) mail outs in November 2014 and March 2015
- Electronic individual membership drive in Jan. 2015 (emails with electronic flyer sent from 8 HR departments (Founders, Comporium, School District, City, County, etc...) to their respective employees
- Membership promotional banners to be installed near campus in the next week
- Stan Emanuel actively assisting staff with refining the Center's business and marketing plans (including market analysis, industry trends, etc...)

Future plans
- Continue to implement regular outreach for membership promotion (corporate and individual)
- Increase social media presence to campus and community users
- Investigate the possibility of adding Kid's Camps in the summer to draw young families to the Center (swimming is currently offered and is wildly popular)
- Investigate offering more and a greater variety of group fitness classes; admittance through the purchase of a card available to members and non-members. Revenue supports the Center.
- Continue to seek more deferred maintenance funding from the state legislature to address facility maintenance needs (gymnasium refurbishment, solarium windows in pool area)

Facilities

Renovation and construction projects continue:
- BSN Nursing Simulation Lab is currently being bid, much of the equipment and supplies have been ordered
- Phase II of Gregory Health and Wellness renovations is in the final design stage, will be set up to be bid shortly

Up next, repairs to science lab exhaust hoods in Bradley and renovations for ASC's new space in old upstairs section of Medford

Founders Hall has achieved LEED Silver Certification. It is the only building in Lancaster County to be so designated.

Other items…

- Last week's **Soul Food Cook Off** raised almost $6000 to support the Student Emergency Textbook Fund (total in fund now at just over $16,000). Many thanks to TRiO for organizing this great campus and community event and to many of you for your support.

- I mentioned this at the February meeting, but here are more details: The City of Lancaster is covering the costs of production and installation of 6 sets of **Wayfinding Signs** for the campus and the Native American Studies Center. The signs arrived on Feb. 19 and will be installed when encroachment permits are finalized. Installation will take place at six locations at the city limits on the following routes: Hwy 9 east and west, Hwy 521 north and south, Hwy 903 entering from the east and Hwy 200 entering from the south.

- **Rescheduled date for Honors Day is March 27, 2015.**

- We will soon be mailing approximately 5000 cards to high school seniors in our region to promote our USC Lancaster pathway to the USC Beaufort Hospitality and Tourism bachelor's degree.

- The greater University's capital campaign, **Carolina's Promise**, concludes on June 30, 2015. I visited with a potential local industry partner on Monday, February 9 to discuss possible support for USC Lancaster. More visits will be scheduled this semester when three new industries in the county are fully operational.

  Good news! A newly **endowed academic scholarship** ($10,000) for education majors was established this week by a local donor.

- The **Educational Foundation of USC Lancaster** has scheduled a 5K Run, **Laps for Lancers**, as a fundraising activity on Saturday, March 21 here on campus. Events planned that morning include the run, a pancake breakfast and activities for families with children to enjoy. A USCL baseball game and events associated with Native American Studies Week are scheduled that day as well. See attached promotional flyer.

Have a restful and relaxing Spring Break!

M. Ron Cox, Jr., Ph.D.
Associate Dean for Academic & Student Affairs
118 Hubbard Hall

REPORT TO THE FACULTY
06 March, A.D. 2015

Syllabi for Spring II Courses: If you have not already done so, please remember to submit copies of course syllabi to our office. Electronic submission is preferred. E-mail them to Pam Ellis (pellis@mailbox.sc.edu).

SUMMER & FALL 2015 SCHEDULE & ADVISING. Thank you for submitting your proposed teaching schedules for Summer & Fall 2015. For the most part these have been loaded into Banner and pre-registration will begin on **Monday, March 16**. Adjustments, however, are still being made, so if you find mistakes in the schedule, please **notify your academic division chair immediately**. (Please do NOT e-mail Megan or Pam directly.)

Regarding summer classes, we will be adopting the same procedure as last year. A course MUST have sufficient enrollment to cover instructional costs (generally 5 or 6 students is sufficient, depending on compensation).

Any course with 2 or fewer students will be canceled. If a course has 3-5 (or 6) students, the faculty member will be given the option of teaching it at a pro-rated level. It would be very helpful if you would **let your division chair know as early as possible** if you'd prefer for the course to be canceled, or if you wish to be considered for the pro-rated amount.

2015 USC LANCASTER COMMENCEMENT EXERCISES will be held Saturday, May 02 in Bundy Auditorium. ALL full-time faculty are strongly encouraged to attend and participate in Commencement Exercises, and all adjunct faculty are invited as well. There will be a VIP reception in the Multipurpose Room prior to the ceremony (faculty are invited), with a reception for graduates and parents following the commencement exercises. A notice will be sent out asking you to confirm your attendance so we can set up the stage appropriately. Full academic regalia is the fashion rage of the day.

ASSESSMENT. The assessment process for 2015 is proceeding, and you may be requested to assist with the scoring of some artifacts within your discipline (or within broader categories such as "humanities" or "social sciences," depending on the number of available faculty). If you are contacted and requested to participate, please consider agreeing to assist. This process cannot work without everyone's help and support.

USC Columbia's **Office of Community Engagement** will begin faculty community engagement data collection next week. An e-mail will be sent to all faculty encouraging you to enter projects into a new database. In an effort to increase reporting, I have been designated the **Community Engagement Coordinator** for USC Lancaster, and will send period reminders asking you to enter projects into the database.

Information on **USC Connect/Center for Teaching Excellence Grants for Integrative Learning 2015-2016** has been sent out and is now available.   The application process is relatively simple with **proposals due on April 1 to the CTE.** The grants are for up to $3500 to support faculty course and/or program development related to integrative learning, USC Connect, and/or Graduation with Leadership Distinction.

We are putting the final touches on a 2+2 agreement with USC Beaufort to assist students in entering and completing a **Bachelor's degree in Hospitality Management.**

NEWS FROM PALMETTO COLLEGE: The Palmetto College BLS/BOL Faculty Advisory Committee has received proposals from USCL faculty to add Native American Studies (NAS) and Public Health (HPEB) as major and cognate options within the Bachelor of Arts in Liberal Studies degree. The Advisory committee will also review proposals for two new Palmetto bachelor's degrees – Interdisciplinary Health Services and Applied Technology.

The **SCHOLARSHIP COMMITTEE** held freshman scholarship interviews this morning. Approximately 60 scholarship applicants attended.

Carolina Core Courses. Just a reminder (again) that I have asked faculty to submit through their division chairs a list of courses (primarily 100 and 200-level) which they believe should be included in the Carolina Core (along with a brief justification for each course).

ADMINISTRATIVE EVALUATIONS. The Academic Division chairs are currently reviewing Faculty Information Forms and will be completing evaluations by April 10. The goal is to have all evaluations done and back to faculty before the last day of classes (April 27).

I have also been asked to remind all faculty that the **Testing Area in Founders Hall** now has two computers. If you need to use the area or need assistance with proctoring, please contact and make arrangements in advance with Annette Horton.

Jan Benedict from eScience will be on the USC Lancaster campus either March 30 or 31 to meet with science faculty and to demonstrate "virtual" laboratory products which are available for use. The science faculty have been asked to consider courses which might be suitable for incorporating "virtual" labs or lab components.

SEARCH COMMITTEE UPDATES: The three search committees (two for faculty positions – PSYC and CSCE, and one for the director of enrollment management) are moving forward in reviewing applicants, checking references, and identifying candidates to be brought to campus for interviews. The Office of Human Resources will be sending out notices of campus visits, teaching demonstrations, etc. Sincere thanks to all who are involved in these important searches.

Bravo and congratulations to Ms. Thelathia Bailey and the TRiO staff for a very successful 2015 **SOUL FOOD COOK OFF**, which raised nearly $6000 (at last count) to go towards the Emergency Textbook Scholarship fund. Whether you cooked on a team, helped with set up or tear-down, or simply bought a ticket, attended, and ate some great vittles – THANK YOU!

Thank you to all who attended the first (hopefully annual) 2015 **USC Lancaster Faculty Scholarship** recognition reception on Tuesday night. In addition to being a fun social occasion, it was an impressive demonstration of both the quality and quantity of scholarship in which our faculty members are engaged.

Congratulations to **Professor Chris Judge**, instructor of Anthropology & Archaeology, who was recently featured in an issue of the *Myrtle Beach Sun News* in connection with his work on the Kolb Archaeological dig.

REPORT FROM STUDENT AFFAIRS

Graduation with Leadership Distinction (GLD). The Office of Student Life is currently working with four associate degree students and 1 bachelor degree student toward completion of the e-portfolio requirement as part of GLD. These students will be presenting information related to their experience at USC Discovery Day on April 24 in Columbia, and upon successful completion of requirements, will be recognized at Commencement. Thank you to all faculty members who have encouraged students to pursue this distinction.

Academic Coaching. The Office and Student Life and Palmetto College are coordinating academic coaching efforts this semester. . Currently, 30 of the 115 students on academic probation have made appointments. The deadline for academic coaching appointments (for students with a cumulative GPA below 2.0) is Friday, March 6, after which, holds will be placed on affected students' academic records. Students are required to attend one academic coaching session with either Laura Carnes or Ashley Lloyd, and have the option to make additional appointments. Laura and Ashley will be tracking GPA data for this cohort of students to determine the correlation between number of academic coaching appointments and increased GPA. Our goal, with the redesign of the academic coaching program, is to increase retention rates among probationary students.

Teacher of the Year and SGA Elections will be held March 17 and 18, 2015 from 11 am to 1 pm in the Starr Hall Lobby. All full time professors (teaching at least 3 courses in the fall and 3 courses in the spring) are eligible for teacher of the year. If you do not want your name to appear on the ballot, please email Laura Carnes (humphrlb@mailbox.sc.edu) by March 13. The application for SGA executive council (president, vice president, secretary/treasurer) is available online. Applications are due by 5pm on March 13, 2015 in the Office of Student Life.

80s Xtravaganza. The USC Lancaster Players and the Office of Student Life are partnering to bring you 80s week! The list of events is as follows:
- March 31 – Outdoor Movie – The Breakfast Club
- April 2 – 80s costume contest (categories include best dressed student and best dressed faculty/staff member)
- April 3 and April 4- Lancaster Players theater performance: *The Awesome 80s Prom*

We are currently seeking 80s memorabilia for an 80s exhibit in Medford Library. If you have any awesome 80s toys, clothes, gadgets, etc. please contact Laura Carnes (humphrlb@mailbox.sc.edu) or Tyrie Rowell (tyrierowell@gmail.com). We promise to give them back (unless they're really gnarly).

Peer Advisor at Lancaster (P.A.L.s) Program. The PALs are currently being training using the Appreciative Advising framework, which is designed to assist their interactions with students and parents at orientation and registration. Additionally PALs will draw from this framework as they are integrated into UNIV 101 classrooms this Fall. We are very excited for the opportunity to partner with UNIV 101 and begin providing peer mentorship in the UNIV 101 classroom. Our goal is to improve retention and enhance the experience of both the peer mentor and UNIV 101 student.

SPRING FLING will be held April 23 from 11 am to 1 pm in the student center. Teacher of the Year awards ceremony will begin at 12:15 pm

FRESHMAN ORIENTATION for SUMMER 2015 will be held on the following dates: June 9-10; June 23-24; July 14-15; August 11-12. Advisement will occur on Wednesday of each orientation, and it will begin at 1:15 pm. All incoming students who have been fully accepted to USC Lancaster, will receive an invitation to attend to orientation. These invitations will be mailed in May, and they will be mailed each month to ensure all newly accepted students receive an invitation. Students will be asked to register online.

LANCER ATHLETICS

USCL coaching staff and student athletes will begin a fundraiser on March 16, selling "Spirit Cups" with NFL, MLB, and college logos on them. The cups come in four packs which are $18.00; travel cups/mugs are two for $18.00; single cups are $10.00. The college cups have most of the NCAA Division I teams. The fundraiser will last until April 03.

CONGRATULATIONS to the USC Lancers baseball team, which took two wins from the College of Southern Maryland on February 14.

The USC Lancaster Soccer Programs will be holding a combine and tryout session on Saturday March 7th. The men's tryouts will begin at 10:00 that morning and the women's tryouts will begin at 3:00 that afternoon.

USC Lancers Baseball (March 2015)

March 2	Belmont Abbey JV	1 pm & 3 pm
March 5	Newberry College JV	3 pm & 5 pm
March 7 & 8	Pitt CC	1 pm & 3 pm
March 14 & 15	Guilford Tech CC	1 pm & 3 pm
March 18	Catawba Valley CC	3 pm & 5 pm
March 21 & 22	Spartanburg Methodist	1 pm & 3 pm
March 28 & 28	USC Sumter	1 pm & 3 pm
March 31	Catawba Valley CC	3 pm & 5 pm

Obi Wan was a college administrator…

Academic Success Center Report
For March 6, 2015 Faculty Meeting
Submitted by Dana Lawrence

Please send all ASC-related questions and Computer Lab reservation requests to **LawrenDE@mailbox.sc.edu** or call 313-7023.

The ASC will join forces with Medford Library on **April 8, 2015** to offer a drop-in event during which students can work on papers and presentations for their classes. "Procrastination Station" will be held in the **ASC Computer Lab from 10am-3pm,** and students will have librarians, writing tutors, and yours truly on hand to help them AT ANY STAGE of their project. Be on the lookout for promotional materials after Spring Break, and please encourage your students to take advantage of this event!

Spring Semester

	January 2014	January 2015	February 2014	February 2015	March 2014	March 2015	Apr/May 2014	Apr/May 2015
Number of Tutors	10	10	10	11				
Total Number of Sessions	50	44	89	88				
Tutoring Sessions/Day (avg)	3.6 (14 operating days)	3.7 (12 operating days)	5.6 (16 operating days)	6.3 (14 operating days)				
Tutoring Sessions/Tutor (avg)	5.0	4.4	8.9	8				
Appointment	n/a	40 (3 no-shows; 1 cancellation)	n/a	72 (11 no-shows)	n/a		n/a	
Drop-in	n/a	8	n/a	26	n/a		n/a	

Tutoring Sessions by Area

Spring 2015 Totals		January 2015	February 2015	March 2015	April/May 2015
	Biology	1	7		
	Chemistry	5	7		
	Computer Science/RCAM 151	7	10		
	Economics	0	0		
	French	0	0		
	Italian	0	1		
	Math/RCAM 105	20	33		
	Physics	2	0		
	Spanish	3	7		
	Statistics	n/a	1		
	Writing	5 • CRJU: 1 • ENGL: 3 • PHIL: 1	22 • ENGL: 16 • PALM: 1 • PHIL: 1 • SPCH: 1 • UNIV: 3		
	Other	1	0		
	TOTAL # OF SESSIONS:	**44**	**88**		

Notes on the ASC's booking system:

- Students must book appointments at least 12 hours in advance.
- The booking page allows students to book a maximum of one week in advance (in an effort to allow as many students as possible to have access to tutoring services).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are welcome to work with tutors on a drop-in basis.
- **ALL students can still work with tutors on a drop-in basis!**

Medford Library

Report to the Faculty

March 6, 2015

Spring Break Hours

Closing at 6:00 pm Monday - Thursday
Open both Sundays, 2:00 – 6:00 pm

Meeting of the USC System Library Directors at USCL

Medford Library will host the Spring 2015 meeting of the USC System Library Directors, along with selected library faculty and staff, on Thursday, March 12, during Spring Break. Campuses with representatives attending include Columbia, Aiken, Upstate, Beaufort, Salkehatchie, along with Lancaster.

Library Visitors & Services during February

Welcomed visitors 4,734 times

Online Library Guides were used 1,098 times.

Checked out 244 books, new books, and reserve items

Answered 104 reference questions

Borrowed 38 books and loaned 15 books through PASCAL Delivers

Borrowed 16 books or articles and shipped out 8 loans via ILL

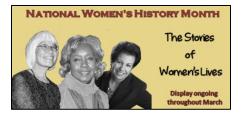Taught 8 class sessions of library instruction

got books?

See Rebecca Freeman to order new books for the library

Exhibit

"The Stories of Women's Lives" in recognition of Women's History Month, ongoing throughout March, featuring books by this year's National Women's History Project nominees.

Upcoming Programs

Make Your Luck @Medford

Tuesday, March 17, 10:00 am – 2:00 pm

Show What You Know:
Prof. Adam Biggs presents

"Teaching History Backwards" Tuesday, March 17, 12:15 – 12:45 pm

Faculty Colloquium:
Dr. Kate Holland presents

"Exploring Changes in How the Right Brain Works After Exposure to Stress"
Wednesday, March 25, 12:15 – 12:45 pm

APPENDIX #5: PC FACULTY SENATE/RIGHTS AND RESPONSIBILITIES (BUNDRICK)

PCCFS met on Friday, Feb 13

In the morning, the senate heard reports from the Chancellor, a representative of the Assistant Vice Provost, and the campus heads. Items of note include:
- Jolie C. Fontenot is serving as the PC representative on the Provost search
- Interviews were happening the same morning for the Vice Chancellor of E-Learning
- The Chancellor is offering innovation grants ($250K in one-time funds) for ideas promoting recruiting, and retention efforts, or efforts to reduce time to degree. I assume details will follow.
- 12 PC faculty were awarded course development awards (a total of $57K for developing online)

In the afternoon, we were joined by the chair and chair-elect of the Columbia Faculty senate who both expressed a desire for greater cooperation and communication between the Columbia and PCC faculties

Committee Reports included the following information:
- Rights and Responsibilities is still looking into streamlining the external review process—this will be a long-term effort
- Welfare is continuing to collect responses from faculty via the online survey
  - They clarifies that responders who want to avoid outing themselves in whatever ways can skip questions
  - They stressed that the data was only available to two members of the committee and that while they are currently archiving the raw data, they would be coming up with a timeline for the eventual destruction of that data
- System Affairs
  - Wants to look into untangling the process for changing the curricula for A.A. and A.S. degrees
  - Is looking into developing common ballots for T&P across the PC campuses
  - Is trying to come up with a way for PC faculty to propose courses for the Carolina Core without having to go through the departments in Columbia

Under Old Business we passed several motions including:
- A clarification of the way campuses calculate their membership on PCCFS
- Removing the requirement for the global index from the chart at the beginning of the teaching section of the T&P file
- The formation of a Palmetto College Advisory Council, which "considers academic policy and curriculum issues concerning the baccalaureate degree programs of the Palmetto College Campuses."

Under New Business:
- No new business

As always, you can follow along with the minutes at : <http://saeu.sc.edu/pccfs/minutes.html> and the motions at <http://saeu.sc.edu/pccfs/motions.html>

Motions Passed:

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Clarification of Calculation of Senate Membership
Committee Proposing Revision	Rights & Responsibilities
Date of Presentation to Senate	14 November 2014
Senate Approval Date	

Rationale for Proposed Revisions

- To clarify how Senate membership is calculated per each campus.

Summary of Proposed Revisions

- Bases a campus' Senate membership on the previous year's Fall enrollment.

Appendix II - "Bylaw of the Palmetto College Campuses Faculty Senate" (p. 84) under "Article II - Members"

Current	Proposed
Section 2. The Senate shall consist of a minimum of three Senators from the faculty of each Palmetto College Campus. One additional Senator will be elected for each one hundred (100) full-time equivalent students above three hundred (300) enrolled for the fall semester. Specifically, a campus with a fall enrollment of at least four hundred (400) full-time equivalent students will elect four Senators, a campus with at least five hundred (500), five Senators, and so on. {section continues without modification}	**Section 2.** The Senate shall consist of a minimum of three Senators from the faculty of each Palmetto College Campus. One additional Senator will be elected for each one hundred (100) full-time equivalent students above three hundred (300) enrolled for the previous fall semester, as reported to the South Carolina Commission on Higher Education (CHE). Specifically, a campus with a the previous year's fall enrollment of at least four hundred (400) full- time equivalent students will elect four Senators, a campus with at least five hundred (500), five Senators, and so on. {section continues }

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*

Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Removal of teaching evaluation data from the Evidence of Effective Teaching section of tenure and promotion files.
Committee Proposing Revision	None
Date of Presentation to Senate	11/14/14
Senate Approval Date	

Rationale for Proposed Revisions

- Under the current format, the Global Index of the course climate survey of each course taught must be included as the first item encountered in the "Evidence of Effective Teaching" section of our T&P files. Giving the data without context here is misleading, and is also unnecessary, as the newer section PCCTP-13 Summary of Teaching Evaluations presents the same data along with the context to understand what it means.

Summary of Proposed Revisions

- We propose replacing the chart of evaluations with a chart that lists the courses taught, along with appropriate changes to the PCCTP template file.

  Additionally, we request that the PCCTP template file's version of this chart include the phrase "The formatting of this chart is one suggestion, and Faculty may use any format which includes the information described as in *Standard Bookmarks for PDF Files* in the 2015 Faculty Manual."

Section and page numbers of the current *Manual* for proposed revisions

Current	Proposed
Pg 19, in the chart "Standard Bookmarks for PDF Files," in the Commentary column for section PCCTP-6. "A table with the candidate's cumulative teaching evaluation data must be included. For librarians, use alternate form PCCTP-6L and include evaluations documenting professional achievements. See Guidelines for Documentation of Standards for Tenure and Promotion for additional information."	"A table with the candidate's teaching history must be included with a semester-by-semester list of sections taught. For librarians, use alternate form PCCTP-6L and include evaluations documenting professional achievements. See Guidelines for Documentation of Standards for Tenure and Promotion for additional information."

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*

Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Inclusion of the Palmetto College advisory Council
Committee Proposing Revision	System Affairs
Date of Presentation to Senate	11/14/14
Senate Approval Date	

Rationale for Proposed Revisions

- The Palmetto College Faculty Advisory Committee has existed up to now as an administrative committee out of Columbia, consisting only of appointments. It was proposed that the committee instead have elected members, and the sensible way to do that is to move it under the purview of PCFS, meaning it should have an entry in the manual.

Summary of Proposed Revisions

- We propose inserting this committee and its description into the list of Standing Committees of the Palmetto College Campuses Faculty on page 2 of the manual.

Section and page numbers of the current *Manual* for proposed revisions

Current	Proposed
(on page 2, the proposed language to be inserted between the entries for Tenure and Promotion Committee and Columbia Faculty Senate)	**Palmetto College Faculty Advisory Committee** This committee considers academic policy and curriculum issues concerning the baccalaureate degree programs of the Palmetto College Campuses. The committee advises the Executive Vice Chancellor and Vice Provost on matters pertaining to academic policy for these programs, such as student grievances, readmission petitions, and other policy items. The committee will also consider matters pertaining to the curricula for these baccalaureate programs, and will make recommendations for curriculum changes to the Faculty Senate, via the System Affairs committee. Since these degree programs are offered under the auspices of the Provost's Office, the Columbia Faculty Senate must approve any curriculum changes for the baccalaureate degree programs as well. This committee will be comprised of one member from each Palmetto College Campus, elected by the faculty organizations of the individual

	campuses, as well as three faculty representatives appointed by the Provost or their designee. Each will serve a two-year term. The chief academic officers of the Palmetto College Campuses (or their designees) will chair this committee on a rotating basis, each serving for two-year terms.

Columbia Senate Report

From the 3/4/2015 Columbia Senate meeting; reporting to the 3/6/2015 USCL Faculty Organization meeting.

Senators: Alhaddad, Bohonak, Campbell

Committee on Curricula and Courses
- New course (effective AY 2015-2016) HIST 201: American Founding Document.
- Change in curriculum (effective AY 2016-2017): BA in Elementary Ed. Students must complete EDEL 441 with a grade of B or better.

Palmetto College Faculty Advisory Committee Report
Lisa Hammond

(Note: At the 13 February 2015 Palmetto College Campuses Faculty Senate meeting, the Senate approved the formation of a Palmetto College Advisory Council—our faculty organizations will be electing members this spring to begin serving on the committee in the fall. In the meantime, the existing ad hoc Palmetto College Faculty Advisory Committee will continue to deal with BOL/BLS matters to insure a smooth transition and to allow for timely consideration of curriculum issues.)

The Palmetto College Faculty Advisory Committee met 6 February 2015 and is forwarding to System Affairs for Palmetto College Campuses Faculty Senate consideration two proposed changes to the BLS/BOL degree programs:

- recommend changing the requirement for 15 hours at the 400-level to "All courses must be at the 300-level or above." The rationale for this change is that some disciplines do not distinguish between 300 and 400 level courses (and some do not offer 400 level at all, such as SOCY). Thus, the intended purpose of the rule to ensure students are exposed to major level courses can and should be accomplished by requiring them to take "all courses" in the major at the 300 level or above.
- recommend eliminating the three major track options (Arts & Humanities, Science & Math, Social & Behavioral Sciences) and allowing students to select from any of our current concentration areas across disciplines.

The Committee made several minor changes to the program application form, consolidating student narratives into a single section and making an improved PDF of the document. These are not curricular changes and will not need further approval.

The two recommended changes to the curriculum above, if System Affairs moves them to the floor and Senate approves them, would then also progress for consideration by the Committee on Curricula and Courses and then Columbia Faculty Senate.

Campus Description for External Review of Tenure and Promotion Applications

Purpose The *2014 Palmetto College Campuses Faculty Manual* ~~*Regional Campuses and Extended University Faculty Manual*~~ requires each regional campus to provide a campus description as part of the external review process. Specifically, the manual contains the following statement:

> By April 15, each *Palmetto College* ~~*Regional*~~ Campus Faculty Organization will provide the Office of the *Palmetto College Chancellor* ~~*Vice Provost for System Affairs and Executive Dean for Extended University*~~ a campus description of that *Palmetto College* ~~*Regional*~~ Campus and the following information:
>
> a. normal teaching load per semester
> b. local funding and course relief for research and scholarship
> c. description of facilities
> d. availability of mentors or colleagues with similar interests
> e. availability of students to participate in research and scholarship
>
> The faculty organization will review the campus description annually, updating and approving it through official channels as needed. [i]

Campus Description

Physical Location and Size

The University of South Carolina Lancaster (USCL), is a regional campus of the University of South Carolinaa, that was established in 1959. The campus is located in a rural area, approximately thirty-five miles south of Charlotte, NC, NC and is situated on 150 acres, of which about 35 acres are developed. USCL currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, extensive athletic facilities, a campus bookstore, and a library.ii Through community support, the USCL campus has beencontinues to growing. In the year 2000, the James A. Bradley Arts and Sciences Building

opened. In 2003, the campus expanded and renovated Medford Library. In 2005, the campus opened the Carole Ray Dowling Center on newly acquired property adjacent to the campus. In Fall 2013, the USCL Native American Studies Center opened in downtown Lancaster, adding classroom and lab space, as well as establishing a public museum. A new classroom building, In Fall 2014, Founders Hall, a new classroom building, Founders Hall, is expected to opened in Fall 2014.iii

USCL Faculty, Academic Divisions, and Disciplines

The size of the USCL faculty body has held steady at about 100 members over the past five years. Approximately one-third of the faculty members are part-time adjunct. In 2010, the 61 full-time faculty members were 21% tenured, 30% untenured tenure-track, and 49% non-tenure track instructors. Currently, the 61 full-time faculty members are 36% tenured, 16% untenured tenure-track and 48% non-tenure track instructors—. As of Fall 2013, USCL has over 100 faculty members, including part-time adjunct faculty. There are 64 full-time faculty, of which 36 are tenured (21) or tenure track (15). Iv

USCL faculty members are grouped into four categories, with some faculty teaching courses in more than -one division. n: v

- **Division of Business, Behavioral Sciences, Criminal Justice, and Education.** This division consists of Accounting, Anthropology, Business, Business Administration, Criminal Justice,

Economics, Education, Psychology, Sociology, and Technology Support & Training Management.

- **Division of Humanities.** This division consists of African-American Studies, Art, English, Foreign Languages, History, Journalism, Music, Native American Studies, Philosophy, Political Science, Religion, Speech, Theater, and Women's Studies.

- **Division of Mathematics, Science, Nursing and Public Health.** This division consists of Astronomy, Biology, Chemistry, Computer Science, Exercise Science, Geography, Geology, Mathematics, Nursing, Physical Education, Physics, Public Health, and Statistics.

- **Librarians.**

Degree Programs

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

~~USCL also offers courses that may be applied towards a baccalaureate degree. Generally,~~ USCL offers the first two years of coursework for <u>students pursuing Associate and Baccalaureate</u> degrees~~—~~. ~~in business administration, criminal justice, education, applied professions, journalism, liberal arts, physical education, science, and mathematics. Due to the large number of specialized courses, students may not be able to complete the full two years of study in the following areas: four-year nursing, pharmacy, computer science, and engineering.vi~~

USCL also offers ~~the first two years of coursework as well as~~ support for Palmetto College~~,~~ ~~USC's online upper-level degree-completion program. I~~ <u>where, i</u>n addition to the BLS and BOL degrees, students may earn bachelor's degrees in Business Administration, Criminal Justice, Elementary Education, Human Services, and RN-BSN in Nursing<u>.</u>

~~through Palmetto College.**vii**~~

Student Profile

~~USCL students tend to be underprepared for college.~~<u>Over the past five years, the student body has had an average yearly SAT score of approximately 900, an average ACT score of 18, and an average collegiate GPA of 2.8—.</u> ~~Of the 381 freshmen who entered the university in Fall 2012, 8% were in the top 10% of their graduating high school class and 18% were in the top 20%. Their average SAT score was 884 and their average ACT score was 18. 10% received college credit while in high school.x~~

~~Many~~ <u>Most</u> USC Lancaster students ~~are first-generation college students~~<u>come from</u> ~~from~~ rural areas, small towns, and cities from across the central Piedmont area of the Carolinas. <u>Approximately 60% of the student body identify as white, 20% black or African American, 5% other minority or mixed race, while 15% choose not to report their race—.</u> ~~viii Of the Fall 2012 entering freshmen, 30% were minority students and 23% were African-American. Only 3% were out-of-state and 1% were international students.ix~~

~~In Fall 2013,~~ USCL award~~ed~~<u>s</u> financial aid to approximately 94%~~xi~~ of enrolled students, including full-time, part-time, BOL, and BLS students<u>.</u> ~~Approximately 60%xii of the awardees~~

were given Pell grants, usually an indicator of a household income less than $40,000. USCL students were awarded $1,561,638 in need-based grants and $3,001,202 in scholarship. Also, 45%[xiii] of USCL students borrowed $2,114,727 in Need-Based Loans.[xiv]

USCL seeks to make education accessible, affordable, and convenient to area residents.[xv] USCL does not offer remedial instruction, but is able to admit most students who apply due to the close working relationship between students and faculty.[xvi] Because many students are underprepared for college, faculty members regularly hold outside-of-class study sessions or

~~extensive office hours. Because of students' work and family obligations, it's not unusual for faculty to meet with students in the evenings and weekends.~~

Enrollment Numbers

Over the past five years, full time enrollment (FTE) has increased from around 800 to 1250 students, a 56% increase. The number of part time students has decreased recently, but is typically around 800 students. ~~In Fall 2013, full-time enrollment (FTE) at USC Lancaster was 936 students. From 2003 until 2013 (a 10 year period; based on Fall semester enrollment data), USC Lancaster has had a 52.4% increase in FTE and a 19.5% increase in headcount.xvii~~ These numbers exclude students who are on campus working on bachelor's degrees in Nursing, Liberal Studies, and Organizational Leadership. The excluded student number is approximately 125 FTE per semester.

~~xviii~~

a. Normal Teaching Load per Semester

USCL's Definition of a Normal Workload

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

- Division of Business, Behavioral Sciences, Criminal Justice and Education: 24 credit hours (8 courses).

- Division of Humanities: 24 credit hours (8 courses).

- Division of Mathematics, Science, Nursing and Public Health:

  - Mathematics and Computing: 24 credit hours (6-8 courses).

  - Natural Sciences: 22 credit hours (6 lectures and 4 labs).

- Librarians: 37.5 working hours per week.~~xix~~

Additional Duties for Teaching Faculty

Academic Advising

~~In addition to normal teaching loads, faculty must balance significant scholarship and service~~

expectations. USC Lancaster places a high value on service, both to campus and community. Community service is particularly emphasized given the high level of financial support USC Lancaster receives for classroom buildings, scholarships, and other academic interests from the local community. Service obligations are varied and often quite time-intensive, sometimes requiring regular travel within our service areas or to other campuses, particularly the USC Columbia campus. USC Lancaster's annual peer reviews weigh performance in the areas of scholarship and service equally, but the typical interpretation of the Regional Campuses' tenure and promotion criteria tends to weigh scholarship more heavily. Junior faculty must therefore carefully manage their scholarship and service efforts to meet this range of expectations.

Except in unusual circumstances, faculty members are required to serve as academic advisors. Although advising responsibilities are assigned by discipline, many faculty members advise in majors outside of their own, and some faculty advise students in more than one major. Advising loads are not uniform. Some faculty may meet with fewer than 10 advisees each semester, while others meet with more than 70. Advising responsibilities are especially time-consuming in October and March, when students register for subsequent semesters. This coincides with many scholarly conferences. Faculty advisors are also expectedasked to attend at least three of the four summer freshman-orientation sessions.

Labs, Recitations and Grading, limiting their ability to conduct scholarship that requires travel.xx

Teaching Faculty

USCL is located in a rural area, making it difficult to hire part-time instructors, teaching assistants, or tutors in most subjects. Because of this, the full-time USCL faculty are responsible for almost all offerings.

There are no graders or teaching assistants. Faculty who teach general-education courses typically have larger enrollments and are sEach faculty member is solely responsible for all grading, regardless of the enrollment size in their courses. Faculty members who teach courses with a mandatory laboratory or recitation component are solely responsible for all lab preparations, and may have up to six additional contact hours per year, over the normal 24 hours—.

Distributed Learning and Off-Campus CoursesFaculty typically feel that students in these courses need more feedback in order to succeed, so these courses tend to be grading-intensive.

Most classes are taught face-to-face on campus, between the hours of 8 am and 11 pm. Some faculty teach junior- and senior-level courses through Palmetto College. These coursesclasses are usually taught via two-way video, fully online, and/or have an online component. In order

to teach these distributed -learning courses effectively, faculty receive- special training. USCL faculty members also offer dual-credit courses at high schools throughout its service area, which may add up to a two-hour round-trip commute for these faculty members.~~In addition to preparation associated with the delivery of the course content, faculty find that these courses require more preparation than general-education courses because of the high academic level of the course content.~~

~~As part of their normal teaching load, some faculty members teach dual-credit courses through the USCL Office of Off-Campus Programs. Many travel to neighboring high schools several times each week, adding up to a two-hour round-trip commute. Enrollments in these courses may be larger than enrollments in comparable USCL courses, increasing the amount of grading involved.~~

~~Faculty may be obligated to teach evening courses in order to meet student demand for courses.~~

~~Faculty may be obligated to teach overloads in order to meet student demand for courses.~~

~~Faculty who teach courses that have a mandatory recitation or lab component may have up to six additional contact hours per year, over the normal 24 hours.~~

Librarians

Librarians are fully engaged in user services, information acquisition and organization, teaching, management/administration, and technology in addition to balancing their faculty obligations of scholarship and service.

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

All librarians are responsible for maintaining and augmenting the collections via the identification and purchasing of print and electronic resources that support USC Lancaster academic programs of study. As a Federal Depository for US government documents, librarians also adhere to the collections maintenance guidelines for these resources, as outlined by the US Government Printing Office. Librarians also perform periodic deselection of materials to ensure academic relevancy and appraise the historical value of Medford Library resources.

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

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

b. Local Funding and Course Relief for Research and Scholarship

Loc~~aa~~l Funding

Research and Productive Scholarship Grants

The Research and Productive Scholarship (RPS) grant program is a local, competitive program, funded by the campus dean, judged by an administratively appointed committee. ~~Faculty submit a formal application judged by an administratively appointed committee.~~ This program is designed to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship. The anticipated outcomes of the grants include publications, presentations, creative exhibitions, performances, or other formats suitable to the discipline. From 201~~00~~8 to 201~~2~~4, $~~182, 641~~205,141 in RPS grants were awarded to ~~34~~ 39 faculty members~~,~~, of whom 21 were untenured tenure-track and six were tenured at the rank of Associate Professor. ~~with a minimal grant of $600 and a maximum grant of $13,549 and~~ The RPS grant program has been allocated $40,000 has been ~~granted in~~made for 201~~3~~5.

xxii

Travel Funding

Priority for t~~Tr~~avel ~~budgets~~ funding on the USC Lancaster campus ~~cover travel for an accepted~~ is given for conferences or events at which ~~if~~ a faculty member is ~~giving a paper, presentation, or exhibition~~disseminating research. Funding is limited and is awarded based on the merit of the proposal. Typically funds are not allocated for longer-term travel, such as to summer workshops or to meet with collaborators.

Course Relief

The Redefined Teaching Load Program

Tenured and untenured tenure-track faculty may apply for a redefined teaching/librarianship

load for one semester during the academic year. Untenured tenure-track faculty are awarded a redefined teaching/librarianship load automatically, upon request. The redefined teaching/librarianship load is as follows:~~xxiii~~

- Division of Business, Behavioral Sciences, Criminal Justice and Education: 21 credit hours (7 courses).

- Division of Humanities: 21 credit hours (7 courses).

- Division of Mathematics, Science, Nursing and Public Health:

  - Mathematics and Computing: 21 credit hours (6-7 courses).

  - Natural Sciences: 19 credit hours (5 lectures and 4 labs).

- Librarians: 30 working hours per week for one semester of the fiscal year. The faculty's redefined teaching load policy was extended in 2014 to include librarians, giving them one day per week release for one semester per year to pursue research and scholarship.

Sabbatical Leave

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

c. Description of Facilities

Library and Library Services

Medford Library at USC Lancaster employs three faculty librarians, has collections numbering roughly 80,000 book volumes, and is a US Government Federal Depository library~~—~~. As is the case with a small library on a small rural campus, Medford Library's collections and services are adequate for teaching and student research, but may or may not be adequate for faculty scholarly research.

Through local subscriptions, consortial and cooperative arrangements, and the affiliation with the greater University of South Carolina system, the Library provides subscription access to over 200,000 electronic book titles and over 180 web-based aggregated article databases,

reference titles, and individual e-journals. Almost all contain scholarly research articles with full text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and "PASCAL (Partnership Among South Carolina Academic Libraries) Delivers," a South Carolina-based service in which books are borrowed from other in-state academic libraries, often with two-day delivery.

Unfortunately, increased numbers of faculty, students, and programs in recent years have not been matched with increased financial support for Medford Library's print or electronic resources. In fact, Medford Library's materials budget since 2010 has decreased, as has happened in many academic libraries. As a result, many faculty members purchase their own journal subscriptions or books. Also, despite the library's readily-available print and electronic materials, there can be a delay in getting research materials through ILL and books through "PASCAL Delivers" compared to campuses where collections are larger and materials are more conveniently available.

While steady decreases in library funding over the last decade have made it difficult for the library to keep up with resources for scholarly faculty research, new recurring funding for electronic resources, instituted in 2014 by the broader Palmetto College administration, will improve access to scholarly sources for all faculty and students from here on.

Technology, Lab Equipment, and Lab Space for STEM

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

~~Faculty members are provided with a personal computer, either desktop or laptop, for teaching and research. Most classrooms are also equipped with computers and multimedia equipment for teaching.~~

~~Each of the six natural science labs is equipped with at least a single teaching computer. However, in three of the labs the audio-visual equipment and computers are not up-to-date and can't be used in teaching. Due to safety concerns, only faculty and students enrolled in a lab section have access to these computers.~~

~~There are three computer labs that function primarily as teaching labs, but also serve as general-access labs when no classes are in session. There is an additional computer lab that is~~

~~primarily used as a general-access lab for students but may be reserved by faulty for instruction. Occasionally, all computer labs are reserved for standardized testing or placement testing. The computer labs are used regularly during the semester for instruction in Computer Science, Mathematics, Business, and English. There is a demand for more computer space, both for instruction and for general access, but currently there are no plans to meet this demand.~~

Technology for Research

The computer equipment is not advanced enough to do major computer science research at USC Lancaster. There is no dedicated computer lab for research in computer science or engineering.xxiv

Whenever possible, discipline-specific computer hardware and software is purchased through the Office of Computer Service and Information Technology. However, it is not uncommon for faculty to purchase hardware and software with grants or personal funds.

Equipment for Natural and Behavioral Science Research

There is no fixed, ongoing budget for research equipment. New tenure-track faculty receive start-up funds to purchase equipment that can be used for teaching as well as research. Some equipment has been purchased through grants, including the local Research and Productive Scholarship grant program. The USCL administration supports reasonable requests for equipment and software. However, shared or inadequate equipment limit the ability of faculty to conduct research.

Lab Space for Natural and Behavioral Science Research

Typically, lab and clinical space is either insufficient or non-existent. There is also insufficient storage space for securing professional files.

In general, faculty in the natural sciences share teaching and research space. While most Science faculty members have individualized teaching labs, those labs are, in many cases, shared with non-tenure track or adjunct instructors. At this time, there is one shared science research lab (principally for Biology and Chemistry work) that sometimes doubles as a teaching lab for organic chemistry and analytical chemistry and two research-oriented equipment rooms. Science faculty members report that there is often a usage conflict between teaching space and research space in the labs. Sharing lab space limits the scope of research projects and limits the amount of lab time available to each researcher. While the STEM tenure-track faculty are engaged in productive scholarship as it is broadly defined in the faculty manual, the scope of the projects may be limited by the availability of time, equipment, and lab space.

xxv

Art and Theatre Resources

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

Center offers rotating exhibits which at times includes student work when specific to the mission of the Center.Resources for Public Health Faculty

Public Heath faculty have a dedicated research lab. They may use data collected from the Gregory Health and Wellness Center for their research. The Center is an on-campus complex that contains fitness equipment, a pool, and racquetball and tennis courts. Faculty and staff offer group fitness classes at the Center throughout the year. Membership is available for faculty, staff, and members of the community. [xxvi]

Art Studios and Galleries

Currently there is one dedicated gallery space on campus which offers 4-5 exhibitions per year. There is no dedicated space on campus for a student or faculty gallery. However, plans are underway to designate a student gallery in the near future. There is no designated studio space apart from the teaching studio and very little studio or gallery storage space, which limits the

types of exhibitions as well as making it more difficult to curate. There is no prep area in the storage or the gallery area. Aside from tables, easels, and chairs, there is very little equipment. Art history and art appreciation courses are taught in multimedia classrooms. xxvii

Theater

USC Lancaster's theater program continues to grow but also faces significant infrastructural challenges. The campus currently features USC Lancaster has one auditorium where most theaterre classes and all productions take place –. As of Fall 2010, the facility's sound system has not been updated and the light system, while being updated, does not yet meet the quality or technical requirements of a "theaterre-friendly" environment. nor does the auditorium itself. The seats are in poor condition, the light booth is poses a challenge because it lacks movable glass to allow operators to hear the shows. Some safety equipment is in place, such as flame retardant curtains. A new scrim (muslin backdrop curtain used for projection and lighting) is needed due to wear and tear on the previous current one. Other difficulties include the poor condition of the auditorium seats, and a lack of There is no fly space, backstage area, and designated space for set-building. dressing rooms, costume storage, scene shop, nor prop storage. Prior to 2013, the theater program only had one former office space and one There is a closet to use for storage of costumes, props and theater equipment. In 2013-2014 two additional former office spaces were designated for theater-related storage. In 2014 the theater program also received some safety equipment, including flame-retardant curtains. near the

auditorium that stores pieces from previous productions as well as a former office space that is now designated storage for the theater.xxviii

Library and Library Services

Medford Library at USC Lancaster employs three faculty librarians, has collections numbering roughly 80,000 book volumes, and is a US Government Federal Depository library. Through local subscriptions, consortial and cooperative arrangements, and the affiliation with the greater University of South Carolina system, the Library also provides subscription access to over 200,000 electronic book titles and over 150 web-based aggregated article databases, reference titles, and individual e-journals. Almost all contain scholarly research articles with full-text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and PASCAL Delivers (Partnership Among South Carolina Academic Libraries), a South Carolina-based service in which books are borrowed from other in-state academic libraries, often with two-day delivery. As is the case with a small library on a small rural

campus, these collections and services are adequate for teaching and student research, but may or may not be adequate for faculty scholarly research.

Unfortunately, increased numbers of faculty, students and programs in recent years have not been matched with increased financial support for Medford Library print or electronic resources. In fact, Medford Library's materials budget has decreased, as has happened in many academic libraries. As a result, many faculty members purchase their own journal subscriptions or books. Also, despite the library's readily available print and electronic materials, there can be a slight delay in getting research materials through ILL and PASCAL Delivers.

Vehicle Access

Faculty and staff have access to several vehicles for university-associated events, such as meetings at other campuses, scholarly activities, and classroom events. Prior driver license approval is necessary, and usually vehicles are available.

d. Availability of Mentors or Colleagues with Similar Interests

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

In most disciplines there are no available mentors or colleagues with similar interests. Although senior and mid-career faculty members are supportive of junior faculty, very few faculty members share a specialization or even discipline. This makes it difficult for the senior faculty to assist junior faculty in research, successfully applying for grants and funding, becoming familiar with local conferences, and making local contacts in their field.

e. Availability of Students to Participate in Research and Scholarship

The availability of students to participate in research and scholarship varies by discipline and by project—. Some projects attract students while others are inaccessible to students in their first two years of college—. In some disciplines, students have contributed to projects that were disseminated on a professional level, while in others the results were disseminated in undergraduate research venues—. In some of the less accessible disciplines, faculty provide opportunities to enhance student understanding of research, such as training students to use specialized equipment, teaching them analytical reasoning, or taking students to scholarly conferences—. In recent years, there has been an increase in external grants to support faculty-mentored undergraduate research, benefiting students both by funding their projects and by giving them guided experience in writing grants.

Involving students in research and teaching often poses significant challenges. Most USCL students are college freshmen with no research experience. Training a student assistant

typically involves time-consuming instruction in basic research skills in the researcher's area of expertise. As USCL is primarily a two-year college, most students transfer to a baccalaureate-granting institution after one or two years. This limits the amount of time a student can spend on research after the training period.

Moreover, USCL students often have work or family obligations, preventing them from dedicating time to extra-curricular research. Due to constant budget cuts, there are no federally funded work-study students. Most faculty do not have access to locally- or federally-funded student assistants. Some faculty have been successful in funding student-assistants through competitively-awarded grants, while others have paid student assistants with personal funds.

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[i] *Regional Campuses and Extended University Faculty Manual*, 2012, pp. 21-22 (External Reviews), pp. 66-67 (Sabbatical Leave).

[ii] http://bulletin.usclancaster.sc.edu/content.php?catoid=64&navoid=6848

[iii] http://usclancaster.sc.edu/usclhist.htm

[iv] Need updated numbers and source

[v] http://usclancaster.sc.edu/academics/acadprog.htm [vi] http://usclancaster.sc.edu/admissions/degrees.htm [vii] http://palmettocollege.sc.edu/about.aspx

[viii] http://usclancaster.sc.edu/usclhist.htm

[ix] Admissions Director's annual report [x] Admissions Director's annual report [xi] (# awarded)/(Headcount+BLS+BOL) [xii] (# of Pell-grantees)/(# awarded)

[xiii] (# need-based)/(Headcount+BLS+BOL) [xiv] Director of Financial Aid's annual report [xv] http://usclancaster.sc.edu/usclhist.htm

xvi http://usclancaster.sc.edu/mission.htm xvii http://kudzu.ipr.sc.edu/enrollment/ xviii Need updated numbers and source

xix http://usclancaster.sc.edu/academics/Redefined%20Work%20Load%20Request%20Form%202014-15.pdf

xx Maintained by the full-time teaching faculty

xxi Maintained by the librarians

xxii http://usclancaster.sc.edu/rps/

xxiii http://usclancaster.sc.edu/academics/Redefined%20Work%20Load%20Request%20Form%202014-15.pdf

xxiv Maintained by USCL Computer Science and Engineering faculty

xxv Maintained by faculty in the natural and social sciences

xxvi Maintained by public health faculty

xxvii Maintained by art faculty

xxviii Maintained by the theater faculty

xxix Maintained by the librarians

APPENDIX #9: USCL CURRICULUM COMMITTEE MOTION (YINGST)

The curriculum committee proposes the following three motions.

1) We move that the degree plan for the Associate of Arts and Associate of Science Degrees be amended as attached, so that the number of required hours of GSS be reduced from 6 to 3 in each case.

   (This will cause our GSS requirement to match the requirement of the Carolina Core, meaning that a much wider range of students will be able to get one of these degrees while only taking the courses required for the 4-year degree they intend to get from another campus.)

2) We move that the format of the current degree plans be amended to the format as in the attached "Associate of Science Degree Plan Lancaster," (with similar adaptations for the Associate of Arts plan).

   (This will allow students to find what courses are offered on our campus and which meet the learning outcome without going through the Carolina Core website.)

3) We that the committee description of the Curriculum Committee be amended as below:

   The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty. **Additionally, the committee will annually review and update the lists of Carolina Core courses offered at USCL that appear in certain USCL degree plans.** The committee may also investigate various other issues concerning the curriculum at USCL.

ASSOCIATE IN SCIENCE DEGREE PLAN

Course Requirements
(The most common Lancaster campus options are listed below; additional approved courses in each category may be found at the Carolina Core website. http://www.sc.edu/carolinacore/courses.php)

ENGL 101	3	
ENGL 102	3	
6 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses: MATH 111i, MATH 111, MATH 112, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110.		
8 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses: BIOL 206, BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 102, CHEM 105, CHEM 111, ENVR 101(L), GEOG 202, GEOL 101, GEOL 103, GEOL 110, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L)		
	4	
	4	
Foreign Language course at the 109 level or higher, or a score of 2 on any foreign language placement test.		
3 hours chosen from among approved GHS courses: HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112		
	3	
3 hours chosen from among approved GSS courses: AFAM 201, ANTH 101, ANTH 102, CRJU 101, GEOG 103, POLI 101, POLI 201, PSYC 101, SOCY 101,		
	3	
	3	
3 hours chosen from among approved AIU courses: ARTE 101, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 180, FILM 240, FREN 290, MUSC 110, , MUSC 140, , THEA 170, THEA 200		
	3	

3 hours chosen from CMS, INF or VSR courses (may not be a course used above): SPCH 140, STAT 112, HIST 108, PHIL 211, PHIL 320, POLI 201		
	3	
Additional elective credit to meet 60 hours total. No more than 3 hours of PEDU courses may be included.		

Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.

Note: Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:
6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR.

ASSOCIATE IN ARTS DEGREE TEMPLATE

Course Requirements
(The most common Lancaster campus options are listed below; additional approved courses in each category may be found at the Carolina Core website. http://www.sc.edu/carolinacore/courses.php)

ENGL 101	3	
ENGL 102	3	
3 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses: MATH 111i, MATH 111, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110.		
	3-4	
7 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses: BIOL 206, BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 102, CHEM 105, CHEM 111, ENVR 101(L), GEOG 202, GEOL 101, GEOL 103, GEOL 110, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L).		
	3-4	
	3-4	
Foreign Language course at the 109 level or higher, or a score of 2 on any foreign language placement test.		
3 hours chosen from among approved GHS courses: HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112.		
	3	
3 hours chosen from among approved GSS courses: AFAM 201, ANTH 101, ANTH 102, CRJU 101, GEOG 103, POLI 101, POLI 201, PSYC 101, SOCY 101.		
	3	
6 hours chosen from among approved AIU courses: ARTE 101, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 180, FILM 240, FREN 290, MUSC 110, , MUSC 140, , THEA 170, THEA 200.		
	3	
	3	

3 hours chosen from CMS, INF or VSR courses (may not be a course used above): SPCH 140, PHIL 325, SAEL 200, SPCH 140, STAT 112, HIST 108, PHIL 211, PHIL 320, POLI 201.		
	3	
Additional elective credit to meet 60 hours total.		

Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.

Note: Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:
6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR.