

MINUTES OF USC LANCASTER FACULTY MEETING ON SEPTEMBER 3RD, 2010

The minutes from April 16th, 2010 were approved.

Special Orders

Dean Catalano made the sad announcement of Dr. Peter Neil Barry's passing at home on the morning of Friday, September 3rd, 2010 from a short illness.

Lisa Hammond presented Terri Polenski with a plaque to commemorate her service as chair of the Faculty Organization for 2009-2010.

Reports of Officers

Dean Catalano: A written report was submitted, see **Appendix I**.

Dean Cox: A written report was submitted, see **Appendix II**.

Faculty spring courses for the Business, Behavioral Science, Criminal Justice, and Education division should be sent to Pam Ellis.

Division chairs introduced the new faculty members:

- Bruce Nims from Humanities introduced Nicholas Lawrence (Assistant Professor of English), Brittany Taylor (Instructor of Art), Steven Campbell (Assistant Professor of Political Science), Susanne Penuel (Assistant Professor of English) and Dana Lawrence (Lecturer of English).
- Danny Faulkner from Math, Science, Nursing, and Public Health introduced Phillip Romano (Instructor of Mathematics).

Student Affairs (Collins): A written report was submitted, see **Appendix III**.

Business (Johnson): Mr. Johnson was not present at the meeting, but Dean Catalano spoke on his behalf.

USCL has already experienced a \$406,000 cut in state appropriations from last year's budget (the same amount to the coming year's stimulus grant). The 6.5 % tuition increase in the upcoming year will not be enough to make up for this cut. However, fall enrollment is up by approximately 7% and that will help maintain the campus without RIFs or other personnel cuts.

Despite the low state appropriations, the campus ended the fiscal year with approximately \$429,000 in carry-forward funds. However, the campus will need to increase this figure to around \$700,000 since 2010-2011 will be the last year of stimulus funding.

Fortunately, there will be no changes to the faculty travel budget and there is \$35,000 designated for the faculty research and productive scholarship grants, awarded by a faculty committee headed by Dr. Bill Riner. In addition, searches for four new faculty hires will proceed in the spring for the upcoming year.

Facilities Management (Lucas): Mr. Lucas was not present at the meeting, but Dean Catalano spoke on his behalf.

Hubbard renovations are currently on hold until summer 2011 mainly due to asbestos remediation that will be done during the Christmas holidays. The soccer field behind the Carole Rae Dowling Center will be built this fall and should be finished after Christmas.

In the County Council, the new classroom building project was moved from a discussion item to an action item, and a projected date of fall 2013 was set for opening of the new facility. A group of faculty members will be assembled soon to discuss the needs for the building.

Admissions (Faile): Mrs. Faile was not present at the meeting, but Fran Gardner spoke on her behalf.

A large number of students are receiving their financial aid late and that is preventing them from having their course required materials in time for the start of the course. A committee has been formed to discuss this issue with Dean Cox in order to solve this issue that is affecting so many students.

Counseling Center (Evans): A written report was submitted, see **Appendix IV**.

A flyer for the Counseling Center was given to faculty and Diane Evans asked that faculty post it (see page 2 of **Appendix IV**) so students are aware of the services that are available to them from the Counseling Center.

Mrs. Tracey Craig has also submitted a report (see **Appendix V**) so that faculty members would be aware of how best to assist students with disabilities. She will be at the next faculty meeting to address any questions faculty may have or faculty may e-mail or call her with questions or concerns.

Webmaster (Harris): A written report was submitted, see **Appendix VI**.

Law Enforcement (Rutledge): No written report.

Mr. Rutledge announced that 8 new faculty and staff parking spaces will be added to the Hubbard parking lot and 3 will be added to the Starr Hall lot. Make sure to get your parking pass from the business office and make sure to display it in order to avoid tickets.

Since Monday (September 6th, 2010) is a holiday, security guards will be available to open the doors to the buildings for faculty and staff. Security officers are now uniformed and are easily recognizable throughout the campus.

Mr. Rutledge has a new office in the Maintenance Building next to Butch Lucas.

Assessment (Hammond): A written report was submitted, see **Appendix VII**.

Dr. Hammond presented the results from the assessment effort conducted throughout the 2009-2010 academic year. USCL has met all of the learning outcomes for the SACS accreditation ; assessment results indicate a need to improve student performance in the areas of improving grammar and citing scientific resources. Nursing students have been extremely successful with 100% compliance with the outcomes set for the program. Nursing faculty has developed their own assessment plans and other divisions are encouraged to do the same in order to continue to improve student learning and assessment.

New assessment outcomes have been set for the 2010-2011 for AA/AS, Business, and Criminal Justice. Faculty will be asked once again to provide ungraded student work. Letters will be sent out requesting samples and to ask faculty to serve on assessment committees to evaluate the work.

More information on the assessment results and plans are posted on the Faculty Organization folder on the Disconnected s: network drive. Any questions can be directed to Lisa Hammond.

System Committee Reports

Columbia Senate (Nims): No report was presented at this time since the first meeting of the year will be next Friday, September, 10th, 2010.

Regional Campuses Faculty Senate: Lisa Hammond announced that Summer Meetze is in the process of posting the 2010 faculty manual to the USC website. The manual should be available soon.

Local Committee Reports

USCL Research and Productive Scholarship Committee (Gardner): The RPS award will be offered once again this year and the application is available online at <http://usclancaster.sc.edu/rps/index.html> . The new due date for this award is November 30th, 2010 and there are \$35,000 available in funds for this year's award. The applications will be reviewed by the chair of the RPS Committee along with Fran Gardner, Shana Dry, Darlene Roberts, and the

USCL RPS Review Panel composed of the recipients of last year's awards (Stephen Criswell, Annette Golonka, Lisa Hammond, Kate Holland, and Bettie Obi Johnson).

Hiring Priorities Committee (Scarlett): The preliminary list report for the Hiring Priorities was submitted, see **Appendix VIII.**

Welfare and Grievance Committee (Golonka): Lisa Hammond spoke on the behalf of Annette Golonka and gave the following reports:

The Welfare & Grievance Committee will be meeting in the next weeks to discuss a number of charges, one of which is the development of our campus guidelines for the Regional Campuses John J. Duffy Teaching Award. The deadline to submit nominations (self included) is September 15th. Please submit them to Annette Golonka. Last year we had several nominees, but only 3 applicants completed their nomination files. At the time, the committee voted to pass all 3 files onwards to the Regional Campuses Faculty Senate Welfare Committee. Our nominees last year were Stephen Criswell, Fran Gardner, and Kate Holland.

The Welfare & Grievance Committee will also be discussing the development of a campus description that is to be sent to the external reviewers during the T&P process. This description will be presented for consideration by our faculty organization sometime early next semester. We welcome any suggestions on content in the following months. Please send any suggestions to Annette Golonka.

Executive Committee (Golonka): Lisa Hammond spoke on the behalf of Annette Golonka and gave the following reports:

The most current committee list has been placed on-line on our faculty organization website. The list of chairs is not current. Please let Annette Golonka know of any changes that need to be made to the list as committees meet and new chairs are elected.

The committee is proposing a Faculty Brownbag Discussion Group to be held from 12-1pm just prior to the regularly scheduled faculty meetings. Flyers were circulated asking faculty for their interest in participating in this group and what topics would be of interest to the faculty.

The dates for the 2010-2011 faculty meetings have been set (9/3, 10/1, 11/5, 12/3, 2/4, 3/4 and 4/1). An email will be sent out shortly with the scheduled dates.

Announcements:

Dr. Gardner proposed bringing the CTE workshop titled "Integrative Learning" to our campus. An email will be sent out to gather faculty interest and Dr. Gardner will make arrangements with Dr. Lyons to bring the workshop to campus. The Faculty Organization will sponsor and organize the workshop.

Dr. Gardner announced the presence of local artist Walt Simpson on campus on September 27th, 2010 at 5:30pm. His artwork is currently being displayed in first floor of Bradley Building. Faculty are encouraged to attend and to bring their students.

Attending:

S. Alhaddad, N. Bohonak, D. Brown, C. Bundrick, B. Burgin, F. Burke, S. Campbell, J. Catalano, C. Catledge, R. Collins, W. Collins III, K. Covington, R. Cox, S. Criswell, N. Davaut, S. Eliades, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, L. Hammond, L. Harris, D. Hassell, K. Holland, M. Holloway, J. Holt, K. Jackson, B. Obi Johnson, C. Judge, N. Lawrence, B. Nims, P. Parker, S. Penuel, T. Polenski, C. Priest, K. Richardson, D. Roberts, P. Romano, J. Rutledge, A. Sanders, T. Scarlett, A. Scott, B. Taylor, W. Thurman, R. Van Hall, T. Wolochwianski, A. Yingst, D. Lawrence, E. Moon-Kelly.

Faculty Secretary: Submitted as PDF on September 8th, 2010 by Fernanda Burke

Appendix I (page 1 of 2) Dean Catalano's Report, 09-03-10

Faculty Meeting , Sept 3, 2010

Dean's Report

Students: Spring Enrollment final numbers were up by 9.44% over spring 2009. Summer enrollment was up by nearly 30%. Fall enrollment is up by approximately 7% (subject to change). Women's softball has been added this Fall Semester. We are exploring the addition of food service on campus, in response to student demand. The Scholarship luncheon this year will be held on Tuesday, November 23. President Pastides will be our featured guest.

Faculty: We have hired 5 faculty members in new positions for the coming year (2 English, political science, math, and art). We do not anticipate changes to the faculty travel budget. Currently, there is \$35,000 designated for the faculty research and productive scholarship grants, awarded by a faculty committee headed by Dr. Riner.

Facilities: Work in Bradley is ongoing. Carpeting is being replaced and general painting is progressing. The student center was painted this summer. Hubbard renovations are on hold until summer 2011, mainly due to asbestos remediation that will be done over the Christmas holidays. The picnic shelter project is complete and the pond reclamation project is going forward. The new sign at the entry to campus is finished and will be added to with fencing as money is available. The soccer field will finally be built during the Fall Semester.

50th: The anniversary fundraising efforts spearheaded by Stan Johnson are doing well with approximately \$3.1 million raised (nearly \$2.7 million raised on the new classroom project alone). Discussions with LCC to help with the classroom building have begun. The campus has requested an increase in millage from 3.4 to 4.4. The council will vote on a resolution of support on Tuesday, Sept 7.

Financial: USCL has and will continue to operate efficiently. Last year (2009-10 is the last completed fiscal year) the total amount of A fund revenue from county support, tuition and fees, stimulus, and the state appropriation equaled \$8,614,253 (or \$7976 per full time student). In 2000-1, almost ten years ago, total A fund revenue was \$4,536,461 (or \$8382 per full time student). During the decade, USCL has expanded and improved facilities, doubled the faculty and the student body, added athletics, modernized technology, and we are doing it for significantly less per student than a decade ago. Despite abysmal state appropriations, the campus added to last year's \$189K carry-forward and ended the fiscal year with approximately \$429K in carry-forward funds. We have already experienced a \$406K cut in state appropriations from last year's budget (the same amount to the coming year's stimulus grant). The 6.5% tuition increase in the coming year will be less than this current cut. As 2010-11 will be the last year of stimulus funding we need to have a healthy balance in anticipation of a lean 2111-12. Finally the \$1,528,760 state appropriation this year is equal to 26% of our mission resource requirement (MRR) as established by the SCCHE of \$5,892,034. This means that had the state fully funded USCL using the state's own formula, our appropriation should have been increased by \$4,363,274!

Appendix I (page 2 of 2) Dean Catalano's Report, 09-03-10

	HDCT/FTE	State Appropriation	Stimulus
			Proviso
2010	???	\$1,528,760	\$406,379
USCL			
2009 (Including midyear cuts)			
USCL	1596/1080	\$1,935,139	\$356,295
2008			
USCL	1666/1085	\$2,119,544	\$0

Appendix II (page 1 of 2) Dean Cox's Report, 09-03-10



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

**REPORT TO THE FACULTY
03 September, A.D. 2010**

COURSE SYLLABI AND OFFICE HOURS: Please make sure that you have submitted a copy (either paper or electronic) of your course syllabi and office hours to the Office of Academic Affairs. Remember that we need a **separate syllabus for each section you are teaching**, even if they are the same course. ***Please submit these even if you have posted your syllabi and office hours on your webpage or on Electronic Blackboard.*** We need copies on file for SACS purposes.

PLEASE be sure to check your course rolls for accuracy. If students are attending your class who are not on the roll, please make sure that they check with the Admissions Office to determine the issue or problem at hand. It will save much time and effort (yours, the Admissions Office's, and the student's) if these issues are handled at the beginning of the semester and not after grades have been assigned. Many thanks for your help with this.

General Outline of the upcoming SACS process:

- September 2010: USC submits written compliance report to SACS
- December 2010: SACS replies with its preliminary recommendations
- February 2011: USC "Focus Report" (reply to preliminary recommendations)
- ***March 28 - April 01:*** ***SACS On-Site Visit to the University***
- April 01: SACS Visiting Team presents its preliminary report
- December 2011: Annual SACS Meeting – USC reaccreditation report issued

SPRING 2011 Academic Schedule. If they haven't already done so, your division chairs will be asking for your course schedule proposals for the Spring 2011 semester. We will begin working on the schedule next week, with the goal of having everything ready to begin **pre-registration when the students return from Fall Break (October 18).**

FACULTY IN THE BBC&E Division: In Dr. Barry's absence, please send your proposed course schedule by **TUESDAY, SEPTEMBER 07** via e-mail to Pam Ellis. In your proposal, please include:

- Course Number and Title
- Proposed Days/Times for the Course
- Whether the Course is 8-week or 16 week
- Any special room needs for courses (e.g., computer lab, multi-media, etc.)
- If the course is part of your regular teaching load or will be considered an overload

PLEASE SUBMIT THIS INFORMATION TO PAM ELLIS EVEN IF YOU HAVE ALREADY INDICATED TO DR. BARRY WHAT YOU PLAN TO TEACH. DO NOT ASSUME THAT WE WILL KNOW THAT YOU ARE "JUST

Appendix II (page 2 of 2) Dean Cox's Report, 09-03-10

TEACHING THE SAME THING YOU TAUGHT LAST YEAR." WE WON'T, AND YOU MAY WELL END UP BEING SCHEDULED TO TEACH CALCIUM ANTHROPOLOGY 102 ON SATURDAY MORNINGS AT 7:30 A.M.

If you are considering offering courses during SUMMER 2011, please be reminded that you must notify your Division Chair no later than 01 December.

CONGRATULATIONS to the following USCL Faculty Members:

Professor Fran Gardner, professor of art and art history. Professor Gardner's work "Habitat" was featured in the exhibit "Witness to Creativity," which premiered at the Florida Museum for Women Artists in mid July and remained on display through August. (Fran was the only non-Floridian invited to participate in this exhibit.) The piece "witnesses a fragment of the enormity of the Gulf oil spill.... In this piece, the birds are an obvious visual representation of all life, including human, affected by the spill." For more information on the exhibit and Fran's work, see <http://frangardner.intuitwebsites.com/commissions.html> and <http://www.floridamuseumforwomenartists.org/>.

Dr. Lisa Hammond, professor of English. Dr. Hammond's "Mommyblogging *Is a Radical Act*" Weblog Communities and the Construction of Maternal Identities," will appear in Jocelyn Fenton Stitt and Pegeen Reichert Powell (eds.), *Mothers Who Deliver: Feminist Interventions in Public and Interpersonal Discourse* (New York: State University of New York Press, 2010). (Amazon.com says the book will be available September 2010.)

Dr. Kate Holland, assistant professor of psychology. Two of Dr. Holland's poster proposals – "RIGHT HEMISPHERE REGULATION OF CARDIOVASCULAR REACTIVITY AS A FUNCTION OF AUDITORY AFFECTIVE STRESS: CHANGES IN HEART RATE AND ESTIMATION OF HALF-HAND GRIP STRENGTH IN COLLEGE-AGED MEN AND WOMEN" and "PHYSIOLOGICAL CORRELATES OF HOSTILITY: CHANGES IN REGULATION OF SYMPATHETIC TONE AFTER EXPOSURE TO A RIGHT-LATERALIZED MOTOR STRESSOR" will be presented at the 50th Annual Meeting of the Society for Psychophysiological Research (SPR), September 29-October 3, 2010 in Portland, Oregon. Information is available at the SPR website at <http://www.sprweb.org> under "Preliminary Program."

From "The Beloit College Mindset List for the Class of 2014"

Most freshmen entering college this fall—the Class of 2014—were born in 1992.

1. Few in the class know how to write in cursive.
2. Email is just too slow, and they seldom if ever use snail mail.
3. John McEnroe has never played professional tennis.
4. Clint Eastwood is better known as a sensitive director than as Dirty Harry.
5. Fergie is a pop singer, not a princess.
6. They never twisted the coiled handset wire around their wrists while on the phone.
7. Leno and Letterman have always been trading insults on opposing networks.
8. Computers have never lacked a CD-ROM disk drive.
9. They've never recognized that pointing to their wrists was a request for the time of day.
10. "Viewer Discretion" has always been an available warning on TV shows.
11. Czechoslovakia has never existed.
12. American companies have always done business in Vietnam.
13. Nirvana is on the classic oldies station.
14. Having hundreds of cable channels but nothing to watch has always been routine.
15. Galileo is forgiven and welcome back into the Roman Catholic Church.
16. They have never worried about a Russian missile strike on the U.S.
17. Honda has always been a major competitor on Memorial Day at Indianapolis.



Walter P. Collins, III, Ph.D.
Acting Assistant Dean of Students

Report to Faculty

September 3, 2010

- **Athletics**—The AD and coaching staff have been busy over the last several months recruiting and helping student-athletes get to campus and get adjusted. The ASC study hall policy begun last AY (mandatory 5 hours per week for first semester freshmen and students below a 2.5 GPA; no show, no play) will remain in place this AY. Athletics saw a .5 rise in overall student-athlete GPA last year from the year before.

The **Athletics Advisory Committee**, led by new chair Dr. Sarah Hunt, will be meeting soon to discuss matters of interest for this year. If you're interested in serving please let your Division Chair or me know.

This year USC Lancaster will enter its fifth year supporting academics through athletics with approximately 100 student athletes and will field teams in six sports with the addition of the women's softball team which will make its first appearance in exhibition tomorrow, Sept. 4 at 1:00, at the LHS softball field near North Elementary School. Faculty should have now received by e-mail the Fall 2010 team schedules and rosters from Mr. Kevin Thompson who began his new position as Athletics Coordinator this summer.

Support opportunities: Please be reminded that **The Lancer Club** supports academics through scholarships. If you would like to help support athletics at USCL please contact the athletic department at (803) 313-7094 or visit the web page at <<http://www.usclathletics.com/default.html>>.

- **Study Abroad**—We are planning a trip for academic credit to Dublin and London for Maymester 2011. Currently there are seven students already enrolled for the trip. The first interest meeting for students was this past Tuesday with approximately 20 students in attendance. A Facebook page to chronicle the progress of and planning for the trip has been established. On Facebook, search for *University of South Carolina Lancaster Study Abroad* and become a "fan." **LONG RANGE PLANNING:** The destination of the 2012 trip will likely be Budapest and Prague.

- **Student Life/Activities**—Campus organizations have been awarded funding based on budget requests submitted several weeks ago. A very successful **Back-to-School Blast** (aka Lancerpaloozastock) was celebrated on Aug. 24. Many thanks to the faculty sponsors of student organizations who were present with recruiting tables and information regarding their efforts.

Next Tuesday, Sept. 7 at 4:00 PM in the Bradley Multi-purpose Room, the sponsors and student leaders of student organizations are invited to attend a fiscal training meeting led by USCL Business Office personnel. This workshop will cover policies, procedures, and expectations of the Business Office related to fundraising, selling of items, etc... for student organizations.

On September 28, Student Life will sponsor an alcohol awareness event in conjunction with Oktoberfest.

Appendix III (page 2 of 2) Dean Collins' Report, 09-03-10

Campus-wide activities have been scheduled for Fall 2010. Please see the link on the home page for a list of scheduled events.

Finally, be reminded that any campus activities/events can be publicized in the weekly *Campus News*. Send news items to Ms. Laura Humphrey (<humphrlb@gwm.sc.edu>) by Friday the week before you'd like them to appear.

- **Counseling Services**-Counseling Services staff members have vacated their former office location in Starr Hall to make way for the expansion of Financial Aid and Veterans Services into that area. All operations of the Counseling Center (now Counseling Services) were reviewed by Dr. Joy Himmell, Director of Counseling and Health Services at Penn State-Altoona, during her visit to campus on June 15. During this relocation and reorganization staff members are taking the opportunity to review services, policies and protocol for the entire operation based on and in response to feedback provided by this outside review completed this summer. Please see Prof. Dianne Evans's report submitted for today's meeting for further details.
Ms. Tracey Craig continues in her role as Coordinator for Disability Services within Counseling Services. Please see her FAQ list submitted with the documents for today's meeting.
- **UNIV 101**— For the eighth year in a year USC's UNIV 101 program has been listed as a "program to look for" by the US News and World Report. Six instructors enjoyed refresher UNIV 101 training at USC Columbia in May. The Fall 2010 semester begins with 8 sections of UNIV 101 and 144 students enrolled and meeting TTh at 8:00 AM. There are generic sections, a health professions section and a second-eight weeks, evening section.
- **Behavioral Intervention Team (BIT)**—The BIT—a team of faculty and staff from counseling, academic and student affairs and the health clinics who will respond to cases of student crises (emotional, suicidal, behavioral, etc...) has been implemented. A protocol (adapted from USC Columbia) is in place and has been vetted and approved by USC General Counsel in Columbia. A website has been designed to support the intervention process and includes an online referral form which can be completed by faculty or staff anonymously. Faculty training modules will be presented throughout the year (beginning at the October FO meeting) to inform faculty about the process and to make them feel more comfortable initiating a referral when and if necessary. The team has met already this AY and will continue to meet regularly.

Appendix IV (page 1 of 2) Mrs. Diane Evans' Report, 09-03-10

To: Faculty Organization
From: Dianne Evans
Subject: Counseling Services
Date: September 3, 2019

It is a very exciting time to be at USC Lancaster as we plan and prepare for a new classroom building, residential housing, and a new health services building.

With this anticipated growth and expansion on our campus, some necessary adjustments are required.

The Counseling Center has received some assistance in identifying several necessary adjustments that need to be made in order to provide the quality and type of service that address the current trends in care on college campuses. Dr. Joy Himmel, Coordinator of Health and Wellness Services and Director of Disability Services at Penn State Altoona visited us this summer and made some recommendations to assist us in this matter. She is also a site surveyor for the Accreditation Association for Ambulatory Health Care (AAAHC), an organization that does accreditation for health and counseling center services. As we prepare for the planned Health Services Building which will incorporate both mental health and physical health care, no doubt, this accreditation will be sought.

My thoughts are that our campus counseling center is in a transitional period as we prepare for the future planned Health Services Building. We are emerging from our previous concept of being a small college counseling center to that of becoming—as John often says—“...one, with a real University feel,” one that provides services that address the current best practices in college campus counseling.

Much of these changes we are initiating are internal (procedures and processes) and will not directly affect you, the faculty. We will, of course, still be providing counseling to students experiencing problems of personal adjustment, career choices, disability-service needs, and psychological problems that require professional attention. And, as always, we are available to help all students identify and learn coping skills that will help them deal effectively with their educational and personal concerns.

In addition, we must bear in mind that based upon data gathered from national college counseling centers and International Association for Counseling Centers (2009) there is a recent trend toward a greater number of students entering college with severe psychological problems and crisis issues.

Please note: Our location has changed. We were more than willing to move locations in order to accommodate the bulging Financial Aid office. Financial Aid is now located in Starr Hall 127—previously the Counseling Center.

Mrs. Dixon and I have moved to 128 Bradley; Tracey Craig to 125A Starr; and Alexis Sanders in is 109 Hubbard. Even though this sounds and feels a little fragmented, we all agree that our mission is more important than our location. We are now “Counseling Services,” rather than the “Counseling Center.” And, with the ever-present cooperation and support of Dr. Walt Collins, Assistant Dean of Students, we will continue to provide effective services to meet the needs of our students.

Counseling Services:

Personal Counseling & Disabilities Services—Tracey Craig: Starr 125A

Personal Counseling & Crisis Intervention—Alexis Sanders: Hubbard 109

Personality Exploration & Career Counseling—Dianne Evans: Bradley 128



When you make an appointment with us, it's all about YOU.



SERVICES AVAILABLE

PERSONAL COUNSELING

Issues addressed include relationship problems, anxiety, depression, stress management, and sexual/gender identity.

CAREER COUNSELING

Career exploration helps you match your personal characteristics and your interests with the careers that are best suited for you. A software system of guidance information (SIGI), the Strong Campbell Interest Inventory, and the Myers-Briggs Type Indicator are administered and interpreted to help you make a successful career choice.

LIFE SKILLS COUNSELING

Services include helping you develop test-taking, time management, and critical thinking skills.

DISABILITY SERVICES

Services include accommodations for documented physical, psychological, and learning disabilities.

CRISIS INTERVENTION

This service is designed to address immediate personal concerns students may have.

ADJUSTING TO COLLEGE ISN'T ALWAYS EASY. WE'RE HERE TO HELP.

All currently enrolled students are eligible for assistance from **USC Lancaster's Counseling Services**. The goal of Counseling Services is to assist students in clarifying and resolving personal, educational, disability, and career concerns. All counseling is conducted in a confidential and professional setting, providing students the opportunity to explore and evaluate information central to the helping process.

**Call 313-7112 to make an appointment,
or visit Bradley 128.**

Visit us on the web at:
<http://usclancaster.sc.edu/counseling/index.html>

DISABILITY SERVICES

FREQUENTLY ASKED QUESTIONS

- **How will I know that a student qualifies for disability services?**
 - Students who qualify will present you with an accommodations letter from the Office of Disability Services stating that they are qualified for disability services. Only students with a **documented** disability are eligible to receive accommodations.
- **What instructions are students given regarding the accommodations letters?**
 - On the day the student is given the accommodations letter, he or she is instructed to make an appointment with you in order to discuss the accommodations requested. Students are discouraged from trying to discuss accommodations in the classroom, since privacy may be an issue.
- **How will I know what accommodations are requested?**
 - The letter the student presents to you will state the accommodations requested for the student.
- **Do I have to provide these accommodations?**
 - The accommodations are not requested unless the Office of Disability Services feels they are necessary to help the student have equal access to educational opportunities; however, if you feel that a requested accommodation gives the student an unfair advantage over other students, you do not have to give the accommodation.
- **What if a student asks me to give an accommodation (such as extended time on tests) but does not have an accommodations letter?**
 - It is up to your discretion to give students accommodations if they do not officially qualify for them.
- **How does a student qualify for accommodations?**
 - Students are required to provide documentation from doctors, psychologists, and other professionals explaining their disability and how it affects their ability to achieve their academic goals. Accommodations are based on the recommendations of those professionals.
- **Is it my responsibility to provide a proctor for extra time on tests and class assignments?**
 - **It is the student's responsibility to request a proctor for his or her classes through the Office of Disability Services.** Students must make this request two days prior to the test. If you are able to provide test proctoring, you are welcome to do so.
- **What if I have questions about disability services or a student's disability?**
 - Due to confidentiality laws, the student is the only person who can discuss the specifics of his or her disability with you. You may contact Tracey Craig at 6-7448 for questions about accommodations for the student.
- **What if I think a student needs special services?**
 - If you suspect a student has a disability that is interfering with his or her ability to function in your class, you should refer the student to Tracey Craig at 6-7448. It is the student's responsibility to seek out services, so you are not required to notify the Office of Disability Services of the referral. Please note that you may have students in your class who have difficulty understanding college level material. This does not necessarily indicate that the student has a disability.

Appendix VI (page 1 of 1) Prof. Harris' Report, 09-03-10

Report to the Faculty
September 3, 2010
Lori Harris, USCL Webmaster

USC has approved a web redevelopment project to design a new web presence and to install a **CONTENT MANAGEMENT SYSTEM** to manage the web pages.

The main USC pages, including probably USC Lancaster's, will be migrated around summer of next year. Then for two years, the migration of the rest of the USC web sites will be phased in.

Then, ideally, rather than my uploading everything, people across campus (even those without a lot of technical expertise) can choose to become "content managers" of specific pages and sites. The CMS allows any computer with an Internet browser to become an editing tool for the webpages you are given permission to modify. A new system will allow us more options for interactivity with users and uses of social media.

An RFP for the new CMS is now with Purchasing for final approval. By March, the CMS will be installed, and we will begin working with creating templates for new pages.

This project has the blessing of high-ranking USC officials, so we do not see any roadblocks to this proceeding as planned.

Appendix VII (page 1 of 2) Dr. Hammond's Report, 09-03-10

University of South Carolina  USC LANCASTER South Carolina

2010-2011 AA/AS

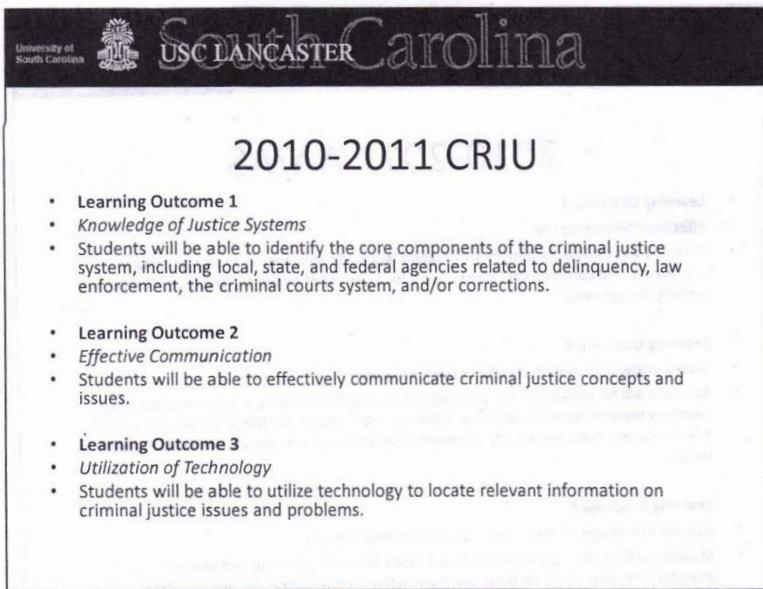
- **Learning Outcome 1**
- *Effective Communication*
- Students will be able to identify and analyze issues, develop logical and/or persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing and speaking.
- **Learning Outcome 4**
- *Global Citizenship and Multicultural Understanding*
- Students will be able to use the principles of historical thinking to assess the relationships between modern societies and their historical roots, and to use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.
- **Learning Outcome 5**
- *Cultural Expression, Values, Ethics, and Social Responsibility*
- Students will be able to examine different kinds of social, personal, and aesthetic values, analyzing the ways in which these are manifested in communities as well as individual lives.

University of South Carolina  USC LANCASTER South Carolina

2010-2011 BUSN

- **Learning Outcome 1**
- *Accounting and Financial Skills*
- Students completing the Associate of Science in Business degree program at USC Lancaster will be able to perform the basic functions of business financial operations, such as interpreting basic financial statements and reconciling accounts.
- **Learning Outcome 3**
- *Management Skills*
- Students completing the Associate of Science in Business degree program at USC Lancaster will be able to apply basic management theories to reach appropriate business decisions.
- **Learning Outcome 4**
- *Effective Communication*
- Students completing the Associate of Science in Business degree program at USC Lancaster will be able to communicate effectively for a business environment.

Appendix VII (page 2 of 2) Dr. Hammond's Report, 09-03-10



The image shows a document header for the University of South Carolina Lancaster. The header features the USC Lancaster logo, which includes a crest with three stars and the text "University of South Carolina" above "USC LANCASTER". Below the logo, the text "2010-2011 CRJU" is prominently displayed. To the right of the title, there is a vertical column of bullet points listing learning outcomes.

- **Learning Outcome 1**
- *Knowledge of Justice Systems*
- Students will be able to identify the core components of the criminal justice system, including local, state, and federal agencies related to delinquency, law enforcement, the criminal courts system, and/or corrections.
- **Learning Outcome 2**
- *Effective Communication*
- Students will be able to effectively communicate criminal justice concepts and issues.
- **Learning Outcome 3**
- *Utilization of Technology*
- Students will be able to utilize technology to locate relevant information on criminal justice issues and problems.

All assessment results and plans posted on the Faculty Organization folder on the Disconnected s: network drive.

Appendix VII (page 1 of 1) Dr. Scarlett's Report, 09-03-10

Hiring Priorities Committee Preliminary Report

1 September, 2010

Committee Members:

Todd Scarlett – Chair	Noni Bohonak
Stephen Criswell	Shari Eliades
Paul Johnson	Tracey Mobley
Phillip Parker	

The Hiring Priorities Committee has received input on faculty hires for 2010-2011 from the Deans and Division Chairs. From this input we have compiled a preliminary list of potential hires and a synopsis of justifications given for each hire. The list is in no particular order at this time. We are currently seeking faculty input on hiring. Please contact one of the committee members if you have input on what hires should have priority. Dr Catalano has indicated that we can plan to hire 4 non-replacement faculty.

Chemistry – Enrollment in chemistry and biology courses continue to increase. Several chemistry courses are at an absolute maximum given our current staffing and we continue to overload our lab manager Bob Bundy with additional courses. A physical chemist would be a good addition, but it is still unclear if there is enough need to hire a tenure-track professor. Also, we have limited space to offer more chemistry courses. A part-time instructor might be adequate, but instructors in chemistry are difficult to find. This is clearly an urgent need, but the best way to meet this need is in question.

Sociology – We currently have no tenure-track faculty in this area. We are covering our needs, but should hire in this area soon. Sociology is a common specialty for the BLS degree and a large component of the BOL degree. Upper division courses in this area are being offered by faculty on other campuses via Palmetto Programs, but we have the largest number of Palmetto Programs students and should be teaching some of these courses. Also, the Native American Studies program would benefit greatly from hiring a sociologist with an interest in Native Americans.

Statistics – As our enrollment has grown, demand for statistics courses has grown, as has the number of statistics courses needed by our students. Dr. Riner is currently covering our need, but enrollment in his courses is higher than optimal (41 in STAT 110) and some courses could be offered more often. As we have hired math faculty, we have looked for someone who could teach these courses and have had no success. It is a very difficult position to fill.

Computer Science – We have only one person teaching CSCE above the 101 level and she is teaching multiple overloads every semester. Computer science is another difficult area to hire. Anyone with a PhD in this area would be very difficult and expensive to hire, yet there is significant need.

Math – We lost 2 tenure-track mathematicians over the summer and have hired one instructor. Math enrollments are high in 111 and 111i, but moderate in other courses. The committee recommends one tenure-track hire in math.

Criminal Justice – A 4-year criminal justice degree will be available to Regional Campus students starting fall 2011. CRJU is also becoming more in demand with BLS students and the Native American Studies program would benefit from hiring someone in this area with an interest in Native American tribal law and related subjects. We currently have an adjunct and two retired faculty teaching in this area, all of whom teach only part-time. Between our 2-year degree, BLS and the new 4-year degree, there appears to be a need for a full-time tenure-track person in this area.