

## MINUTES OF USC LANCASTER FACULTY MEETING ON NOVEMBER 5, 2010

### Special Orders

Dean Cox presented the State Service Award to the following faculty members to recognize and show appreciation to USC faculty, staff, and administrators who have demonstrated their service to the citizens of South Carolina through continued employment with the University:

- Fran Gardner for 20 years of service
- Walt Collins for 10 years of service
- Chris Judge for 10 years of service

### Approval of Minutes

The minutes of the October 1, 2010 faculty meeting were approved.

### Reports of Officers

**Dean Catalano:** No report was submitted.

Dean Catalano was unable to attend, but Dean Cox mentioned that budget is still very tight and thanked faculty and staff for their support during these tough economical times. The building project is moving forward, and those interested in serving on a committee to help determine what is needed in the building in the way of classes and offices are encouraged to submit their name to their Division Chair.

A question was raised regarding faculty salary and raises. There have been no raises and/or adjustments to faculty salary in the past 3 years and that may affect recruitment of new faculty to our campus. Dean Cox explained that the decision to adjust salary must come from the Regional Campus, and cannot be made by one campus alone. This issue will be brought up at the next Deans' Meeting.

**Dean Cox:** See Appendix I.

Dean Cox announced that Darlene Roberts will be serving as the new division chair for BBCE. He also asked faculty members to send any overload course information to the Division Chairs as soon as possible so that their payment may be process in time. The information must be sent to Columbia before Thanksgiving to ensure correct payment of overload courses.

Dr. Cox thanked the faculty for working with their department chairs on the summer, fall, and spring schedules for next year. Summer course requests must be sent to the Division Chairs by December 1<sup>st</sup>. In addition, any faculty who are interested in teaching a Palmetto Programs course should contact their Division Chair as soon as possible since these courses are accepted on a first-come, first-serve basis. Our campus has added a second Palmetto Program room; therefore, 2 courses will be able to be taught simultaneously.

A question was asked about the current status of the 4-year Criminal Justice degree to be awarded through the Columbia campus. The program was rejected at this time since the department in Columbia undergoing a leadership change and faculty members feel they would be stretched too thin with the addition of this program. They will reconsider the program in the future.

Finally, a question was raised about releasing both spring and summer schedules at the same time so that students can select their courses more effectively. Dean Cox commented that the current date listed on the

RC manual is December 1<sup>st</sup> for summer schedule. This would have to be changed to accommodate the early release of this schedule, and Dean Cox is willing to consider this change.

**Student Affairs (Collins):** See Appendix II. Dr. Collins was unable to be at the meeting. BIT informational folders were distributed at the meeting. Additional folders can be picked up at the Counseling Center, Student Affairs office, or John Rutledge's office.

**Library (Eliades):** Prof. Eliades announced that there is still a small amount of funding for materials through the library. Please contact her if you have a request or have any questions.

**Gregory Health and Wellness Center (Hunt):** Doctor Hunt mentioned that changes to the center to improve the appearance were postponed until January 2011. In January, the center will be closed for three days and a "grand re-opening" will be celebrated soon after. The improvements include a revamped cardio-theater with flat screens and FM tuners on every cardio machine as well as painting and cleaning to give the center a brand new look. If you have any suggestions on how to improve the center, please email Sarah with your ideas.

**Law Enforcement (Rutledge):** Dr. Rutledge mentioned that 8 new parking spaces for faculty are now available. Also, a bid is out on the emergency notification systems that will be installed in every classroom. All instructors will be able to access the system by simply login into the classroom computer. The system should be installed and ready for use by January 2011.

**Grants (Gregory):** Mrs. Sherri Gregory made an announcement about new grants for the National Endowment for the Humanities specific to 2-year institutions. An email was send with information about NEH grants, but if you still have questions about these grant opportunities, please contact Sherri.

### System Committee Reports

**Regional Campuses Faculty Senate:** Met Sept 24th (next meeting Nov 19th).

- **Rights & Responsibilities (Dr. Lisa Hammond)** – Dr. Hammond reported that there will be some additional changes to the faculty manual, including the addition of the Family Friendly policy.
- **Welfare (Dr. Bundrick)** – Dr. Annette Golonka was unable to attend the meeting, but Dr. Bundrick made an announcement about the new date for the Tenure & Promotion Workshop at USC Columbia. The event will be held on Monday, February 14<sup>th</sup>, 2011, in order to accommodate the changes made to the due date for tenure files for external review. The session will be videotaped this year if you are unable to attend.
- **Provost's Advisory Council (Dr. Hammond):** Committee has not met yet, but a meeting schedule was discussed during the Senate Executive Committee meeting. Dr. Chris Plyler will let the committee know when a meeting date has been finalized.

### Local committee Reports

**Academic Advisory Council:** Mrs. Evans made a motion to establish the Academic Honor Committee to address issues of violations of Academic Policy and Integrity (See Appendix III). Currently, the Academic Advisory Council's main function is to address academic issues raised by the faculty. Moreover, the procedure for selecting a jury to deal with student academic violations is rather long and cumbersome. By creating a permanent committee that would serve as the jury would be help to expedite the process.

- A question came up about the danger of having a committee within a committee. Why the need to have 2 committees? Shouldn't this be handled by the current committee?
- A second question came up about the name of the proposed committee and the protocol for recusing oneself from the jury due to conflict of interest.

Mrs. Evans and Dean Cox will present a finalized plan for the new committee. This motion will be voted on during the December faculty meeting.

**Evaluation Committee:** Dr. Holt was unable to attend, but Dr. Stephen Criswell reported that a Faculty Information Form (FIF) workshop will be held on December 10 from 1:00 pm until 3:00 pm. This workshop is open to anyone that must complete a yearly FIF, and everyone is encouraged to attend. In an attempt to make the workshop as inclusive as possible to all faculty members, the first hour will be devoted solely to discussing and answering questions related to the teaching component of the FIF. The second hour will focus on the service and scholarship components respectively. Lunch will be provided for all, so we'll need an RSVP as quickly as possible. Please submit any questions Dr. Jason Holt at [jholt@mailbox.sc.edu](mailto:jholt@mailbox.sc.edu) in which case they will be held in confidentiality or you may write your questions on paper and place them in his mailbox.

**Student Affairs:** Professor Brittany Taylor reported that the student handbook is in the process of being revised. It was suggested that the Student Government Association Constitution be revised as well.

**Bookstore Committee:** Dr. Andy Yingst mentioned that instructors should check for available editions of their textbooks prior to submitting their textbook order forms. It is the instructor's responsibility to contact the publisher's representative to check for new editions. Please provide proper contact information to the bookstore so that you can be reached promptly in case of problems with your order.

**Assessment Committee:** Dr. Lisa Hammond announced that letters have been sent out asking for sample work for the general education goals for both Associates of Arts and Associates of Science degrees. Outcomes were based on the General Education goals from USC Columbia for consistency. Keep in mind that the outcomes are vast and should be interpreted broadly as you apply them to your courses. There is no need to change your course based on the assessment process, but you can choose to make improvements based on the results (i.e. resource citation for science courses). Please email Dr. Hammond if you have concerns or need to postpone the sample collection until the spring 2011 semester.

**Old Business** None

**New Business** None

**Announcements:**

1. Mrs. Erin Moon-Kelly mentioned that MUSC 114 and MUSC 110 are not the same course. MUSC 114 (Introduction to Music Theory is described as "aural and written study of intervals, chords, meter, and rhythm, with an emphasis on music reading, writing and analysis." Anybody can take MUSC 114 if they have an interest in learning how to read music notation. However, if anybody wants to participate in the musical ensembles at USC Columbia, they have to take a music proficiency exam. If the student does not pass this exam, he or she is required to take MUSC 114 in order to be allowed into a performing ensemble.
2. Dr. John Rutledge made an announcement about the Veterans Remembrance Service at USC Lancaster. The USC Lancaster Veterans Group will honor U.S. Army Lt. Richard Edwin "Ricky" Walters

on Thursday, November 11, 2010 at 12:30 pm. Lt. Walters was a former USCL student who was killed in the Vietnam War. The service will be held at the flag pole at the entrance of USCL and the public is welcomed to attend.

3. Prof. Marybeth Holloway invited everyone to attend "Euripides' Medea" presented by the USCL Players. The play will be performed in the Stevens Auditorium on November 19 and 20 at 8pm, and November 21 at 2pm. Tickets can be purchased at the door for \$5. Please encourage your students to attend.
4. Prof. Phillip Parker mentioned that the Rotaract Club will be starting a fundraiser for Project Hope in the next couple of weeks. The club will be collecting canned goods and collection boxes will be placed throughout the campus. Please let students know about the fundraiser and encourage them to bring in canned goods to support Project Hope.
5. Prof. Lynnette Martek announced that her GEOL 102 class will be putting on "Dinosaur Day" on Monday, November 22, at 1:30pm until 2:45pm in Bradley 110. Prizes will be given out to the best project.
6. Prof. Claudia Heinemann-Priest made several announcements for events celebrating Native American Month:
  - Friday, November 12<sup>th</sup> Brown Bag Presentation for Winthrop Anthropology Dept, 2-3pm in Kinard Auditorium
  - Tuesday, November 16<sup>th</sup> talk following the movie "The Linguist" (encore presentation), 8pm
  - Saturday, November 20<sup>th</sup> Craft Fair at the Catawba Cultural Center
  - Tuesday, November 23<sup>rd</sup> Keith "Little Bear" Brown, potter and story-teller, will be giving a talk on campus, 11am (venue still under discussion)
7. Prof. Brent Burgin mentioned that the USCL Native American Studies Archive digital collection is going to be used in a dissertation thesis by a graduate student from USC Columbia. In addition, Dr. Stephen Criswell announced that Brent was recognized by the Archives & Libraries Section of the American Folklore Society as the recipient of the 2010 Brenda McCallum Prize. The prize is given for exceptional work dealing with folklore archives.
8. Dr. Kate Holland thanked faculty members for their support in gathering human subjects for her research project. If anyone has an event coming, please let her know and she will encourage her students to participate.

**Attending:**

S. Alhaddad, C. Bundrick, B. Burgin, F. Burke, S. Campbell, M. R. Cox, S. Criswell, N. Davaut, S. Eliades, S. Emanuel, D. Evans, F. Gardner, L. Hammond, L. Harris, D. Hassell, K. Holland, M. Holloway, S. Hunt, K. Jackson, B. Johnson, L. Martek, P. Parker, S. Penuel, C. Heinemann-Priest, K. Richardson, Darlene Roberts, David Roberts, P. Romano, J. Rutledge, B. Taylor, R. Van Hall, T. Wolochwianski, A. Yingst.

**Faculty Secretary: Submitted as PDF on November 11<sup>th</sup>, 2010 by Fernanda Burke**

**Appendix I (page 1 of 2) Dean Cox's Report, 11-05-10**



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

**REPORT TO THE FACULTY  
05 November, A.D. 2010**

**If you are teaching an overload course in SPRING 2011**, please make sure that your division chair has submitted your name to the Academic Affairs Office. We want to have all paperwork completed before the Thanksgiving break, to ensure that you receive your compensation in a timely manner.

The Academic Division Chairs and I are already beginning to work on course schedules for Summer 2011, Fall 2011, and Spring 2012. Please submit your teaching proposals as soon as possible. A few reminders:

- You must notify your division chair by December 01 if you wish to offer courses during the summer sessions.
- Remember that we are bound by HR regulations – no four-credit-hour courses may be offered in Maymester; no faculty member may be paid more than 15% of 9-month base salary during any single summer session.
- If you plan to offer a course through Palmetto Programs, please notify your division chair as soon as possible, as these courses are set up on a purely first-come, first-serve basis (and the “prime” times fill up quickly). (We are operating on the assumption, however, that we will have two Palmetto Rooms available for courses by FALL 2011.)

If you are interested in teaching for Palmetto Programs but have not undergone the training workshop yet, please let me know. The workshop is generally held during the summer and we have, in the past, been able to offer a small stipend for participation.

**SACS Process:**

- 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

**To Faculty Advisors and Professors of ENGL 102:**

Just a reminder that students are required to complete ENGL 101 with a grade of C or better before they can take ENGL 102. (This semester, the Admissions Office found a student who is enrolled in 102 who has never attempted 101.) Please make sure your student advisees are aware of this. ENGL 102

professors are asked to check their rolls and to make sure that students in their classes are, in fact, eligible to be there.

**Appendix I (page 2 of 2) Dean Cox's Report, 11-05-10**

At a recent meeting of the Regional Campuses Academic Deans, we were made aware that several MATH changes are currently in the process of being considered by USC Courses & Curricula (and the Greater USC Faculty Senate). One of the most interesting (to me) is a proposal to make the placement test a pre-requisite for taking any MATH course (essentially what we have done from the beginning). My understanding is that at this point, nothing is happening yet, but I figured you would want to know.

**Outside Professional Activities:**

University Policy ACAF 1.50 - Outside Professional Activities for Faculty – requires annual reporting by faculty, local unit heads (department chairs) and supervisory unit heads (deans). The policy may be found at <http://www.sc.edu/policies/acaf150.pdf>.

**The reporting period is January 1, 2010 through December 31, 2010.**

The form for the Faculty Annual Report is found at:

[http://www.orc.research.sc.edu/forms/OPA\\_Faculty\\_Annual\\_Report\\_062707.pdf](http://www.orc.research.sc.edu/forms/OPA_Faculty_Annual_Report_062707.pdf)

**Please submit these reports directly to the Office of Academic Affairs no later than January 28, 2011.** (I have to submit them to the Regional Campuses Office shortly thereafter and they are due in the Provost's Office by the end of February.)

**CONGRATULATIONS TO DR. KATE HOLLAND**, who has had not one, not two, but THREE different abstracts accepted for presentation at the 39th Annual Meeting of the International Neuropsychological Society in Boston, Massachusetts (February 2011). The three abstracts, which competed against nearly 1300 other submissions, are:

- Left Lateralized Cerebral Activation as a Function of Food Absorption and Cognitive Task Demands: Examining Changes in Beta Magnitude Using a Dual Concurrent Task Paradigm, (ID 958364)
- Examining Changes in Regulation of Parasympathetic Tone as a Function of Age and Performance on a Left-Lateralized Cognitive Task Before and After Undergoing Digestive Stress, (ID 958301)
- Physiological and Behavioral Correlates of Obesity: Changes in Fluency Performance and Regulation of Sympathetic Tone in Normal Weight and Overweight Men and Women, (ID 958335)

**Appendix II (page 1 of 1) Dean Collins' Report, 11-05-10**



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

**Report to Faculty**  
**November 5, 2010**

- **Athletics**—The golf team recently placed first in the Spartanburg Methodist College Golf Tournament. The baseball team will be intersquading today and tomorrow and has finished all Fall scrimmages. Men's and women's tennis teams will finish the Fall season with a tournament at Spartanburg Methodist College tomorrow.  
 All student athletes will continue to be required to log five hours per week in the ASC, and all student-athletes have been encouraged to see their advisors for Spring class registration. Support opportunity: 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**—Planning for the trip to Dublin and London continues. Study Abroad scholarship applications were due November 1. A committee is in the process of reviewing the applications at this time. Currently 10 students have signed up to go on the trip. 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."
- **Student Life/Activities**—
  - November 4—**Student Financial Fitness** with Wachovia event held yesterday.
  - 1<sup>st</sup> annual **Lancers Spirit Day** was held Oct. 20. **Omega Scholars** helped sponsor this event with **Delta Links** selling hot dog plates. Despite the rain, there was a good showing and much celebration for the Lancers teams.
  - Euripides's **Medea will be presented by the Lancaster Players on Nov. 19-21** in Stevens Auditorium.
  - **Turkey Tug-of-War** contest, November 23. Team sign-ups continue through Nov. 12.
 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.
- **BIT**—Informational folders will be distributed during today's meeting. This will be an excellent resource for determining how to respond to questionable, erratic or suspicious student behaviors. Don't hesitate to contact me or any other BIT member with your questions or concerns. <http://usclanaster.sc.edu/BIT/index.html>

**Appendix III (page 1 of 1) Mrs. Evans Report, 11-05-10**

To: USCL Faculty  
From: Dianne Evans, Chair, Academic Advisory Council  
Subject: Motion to establish an Academic Honor Committee  
Date: Friday, November 5, 2010

The Academic Advisory Council was established as a standing committee by USCL Faculty in December, 2002. The first meeting of this advisory council was held on January 29, 2003.

The purpose of this council is to examine, discuss, and attempt to resolve faculty concerns regarding students' academic responsibility and behavior.

The Academic Advisory Council would like to formally establish a standing Academic Honor Committee comprised of faculty, staff, and students.

Its purpose would be to address issues of violations of Academic Policy and Integrity. The committee should be comprised of one faculty member from each division, two staff members, two students, and the Academic Dean.

**The motion: The Academic Advisory Council moves to establish a permanent Academic Honor Committee.**

**Membership: The Academic Dean, one faculty representative per division, two staff members—administratively appointed; two SGA members or PALS—selected by Director of Student Activities.**

**Purpose: To address issues of violations of Academic Policy and Integrity.**