

## MINUTES OF USC LANCASTER FACULTY MEETING ON OCTOBER 7<sup>TH</sup>, 2011

The minutes from September 2<sup>nd</sup>, 2011 were approved.

### Reports of Officers

**Dean Catalano:** A written report was submitted (see **Appendix I**). Dean Cox spoke on behalf of Dean Catalano to report that enrolment is up by 9% and the appropriations for the upcoming year remain the lowest among the Regional Campuses.

**Dean Cox:** A written report was submitted (see **Appendix II**) including the application for the Charlotte Area Education Consortium grant for 2011-2012. Dean Cox announced that the draft for the spring 2012 schedule was sent by email today so please review the your course information and send any changes to Mrs. Pam Ellis by next Tuesday (Oct. 18). For those advising students for fall II courses, a new section of PSYC 101 has been added to the schedule. Grip o' Strips have been installed throughout campus for displaying flyers and/or notices. Instructions on how to use the Grip o' Strips will be emailed to all faculty and staff. Please do not tape flyers and/or notices to doors or painted surfaces. Finally, the new Dean of the College of Education is willing to work with our campus to bring the Elementary Education program to our students for the fall 2013 semester with degrees granted from USC Columbia.

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

**Medford Library (Eliades):** Dean Cox announced that a search committee has been formed to hire a new librarian/instructor for the Medford Library.

**Counseling Services (Mrs. Craig):** Mrs. Andrea Campbell distributed a flyer for the new career counseling services available on our campus (see **Appendix V**). Mrs. Campbell is available to work with students who are unsure about a major/career and to provide students with job placement, resume editing and interviewing skills. Please contact Mrs. Campbell if you have any students who may benefit from career counseling or direct them to the counseling services website at <http://usclanaster.sc.edu/counseling/careers.htm> for additional information.

**Advancement (Dry/Gregory):** Mrs. Dry announced that she will be going on maternity leave at the end of October and Deb Getz will be filling in Monday-Thursday and can be reached by email at [dgetz@mailbox.sc.edu](mailto:dgetz@mailbox.sc.edu) or by phone at (803) 313-7460. Family Fund information was sent out through email by Mrs. Sherri Gregory and applications will be put in your mailbox shortly. The United Way Campaign is also under way and pledges can be made until November 14. Please consider making a donation! Learn TV, a local educational channel, needs guests so please contact Mrs. Dry if you would like to contribute a 10 minute segment.

Mrs. Gregory reminded the faculty that the Internal Grant Program deadline is November 1<sup>st</sup> and applications must be submitted through USCera. If you have never used USCera, please contact Mrs. Gregory a few days prior to the deadline for assistance with the submission process. In addition, the local RPS grant application will be available shortly at <http://usclanaster.sc.edu/rps/index.html> and the deadline for submission is November 30.

**Computer Services and Information Technology (Faulkenberry):** Question was raised about a replacement for Ross Bryson. Dean Cox will present this question to Dean Catalano on behalf of the faculty.

**Law Enforcement (Rutledge):** Mr. Rutledge reported that the formal Cleary Report was sent by email to all faculty and staff. The Law Enforcement Newsletter will continue to go out periodically (once a month) with pertinent information for faculty and staff.

**Academic Success Center (D. Lawrence):** Prof. Dana Lawrence announced that a revised tutoring schedule will be posted shortly. The Writing Center is available to help students in all subjects so please direct your students who are in need of assistance with any type of writing assignments.

### **System Committee Reports**

**Columbia Senate:** Prof. Noni Bohonak reported that a list of course changes is available and that the Columbia Senate meetings are being streamed online.

**Regional Campuses Faculty Senate Executive Committee:** Dr. Bruce Nims announced that the next meeting will be on October 28.

**Regional Campuses Faculty Senate Rights and Responsibilities:** Dr. Danny Faulkner reported that the first meeting of the academic year was on September 30. The committee was given its chargers and he will have more to report at the next meeting.

**Regional Campuses Faculty Senate Welfare Committee:** Dr. Fernanda Burke announced that this year's Tenure and Promotion Workshop will be held on Friday, January 13, 2012, in the Gressette Room of Harper College at USC Columbia.

**Regional Campuses Faculty Senate System Affairs:** Prof. Gardner posed a question about the changes that were made to the Faculty Manual. Dr. Lisa Hammond responded that the changes approved by the RC Faculty Senate have been sent to the Legal Department and the Board of Trustee should be reviewing the changes in December. The most up-to-date version of the manual is the 2010 version and it is available online at <http://saeu.sc.edu/RCFaculty/manual.html> .

**Provost's Advisory Council:** Prof. Gardner reported that the only meeting of the semester will be on October 21. The committee is a direct forum with the Provost and deals with a multitude of issues affecting Regional Campuses' faculty from salary to football tickets. Please send any questions, topics or concerns to either Prof. Gardner or Dr. Bohonak.

**System Grievance Committee:** Dr. Noni Bohonak reported that the committee is meeting electronically in order to elect a new chair for the committee.

### **Local Committee Reports**

**Hiring Priorities Committee (Scarlett):** Dr. Todd Scarlett submitted a report with preliminary information on hiring priorities for the upcoming year (see **Appendix IV**). In addition to the positions listed on the report, the committee has approved the hiring of 2 instructional level librarian positions. Please send comments to Dr. Scarlett by next Tuesday (Oct. 18).

### **Special Order:**

Mr. Brent Burgin made a presentation on the Archives at USC Lancaster including the new website (<http://usclancaster.sc.edu/USCLarchive/archivechoice.htm>) and several items from the collection. Please visit the Archives new website and contact Mr. Burgin with you have any questions or would like to schedule a visit.

### **Announcements:**

1. Dean Cox congratulated Prof. Darlene Roberts on the birth of her newest grandchild!
2. Prof. Emmanuel announced the Rotaract Club car wash raised \$724 for the Barry Family Scholarship in Memory of Dr. Peter Barry.
3. Dr. Nicholas Lawrence announced that Prof. Marybeth Holloway and several of her students were nominated for the 2010-2011 Metrolina Theater Association Awards. The awards ceremony will be held this Sunday (Oct. 9) in Charlotte, NC.
4. Dr. Sarah Sellhorst announced that the Cancer Rehab Clinic is now open. This is the only program of this type within 50 miles of Lancaster. The program is designed to help cancer patients adhere to their treatment regimen and to help post-treatment patients in the recovery process. The hours of operation are Tuesday and Thursday from 2pm – 4pm. A physician referral is required for participation. For more information please contact Lynn Baker at 803-313-7104 or [lbaker@mailbox.sc.edu](mailto:lbaker@mailbox.sc.edu) .
5. Dr. Nick Guittar announced that new upper level sociology courses will be offered starting this spring semester. A Sex and Gender course is listed in the spring 2012 schedule.

### **Attending:**

S. Alhaddad, N. Bohonak, M. Bonner, D. Brown, B. Burgin, F. Burke, W. Collins III, M.R. Cox, S. Criswell, N. Davaut, S. Dry, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, N. Guittar, S. Gregory, L. Hammond, L. Harris, D. Hassell, K. Holland, J. Holt, K. Jackson, E. Jenkins, B. Obi Johnson, N. Lawrence, D. Lawrence, L. Martek, B. Nims, K. Richardson, J. Rutledge, T. Scarlett, A. Scott, S. Sellhorst, B. Taylor, W. Thurman, R.W. Van Hall, S. Williams.

**Faculty Secretary: Submitted as PDF on October 17<sup>th</sup>, 2011 by Fernanda Burke**

## **Faculty Organization, October 7, 2011**

### **USC Lancaster Dean's Report**

**Student Enrollment:** It is still too early to predict final fall increases, but the numbers look encouraging. As of today we were up approximately 9%. We based our 2011-2012 budget on an increase of 3%, but have averaged 7% per year for about ten years. Each enrollment increase of 1% produces revenues of approximately \$66,000 this year.

**Faculty:** As we welcome new tenure track professors of American history and sociology, and new instructors of criminal justice, medieval history, and British literature, I have already met with Dr. Scarlett, who chairs the Faculty Hiring Priorities Committee, about new faculty hires for the coming year. We asked Columbia for approval to hire an instructor of mathematics and a librarian/instructor, with both positions starting the first of January.

**Facilities:** HH renovation is now nearly complete. The Founders Hall project is on track to break ground on a 40,000 square foot classroom building in the spring. The Lancer Soccer Team will begin play on the new soccer field this month. We are currently recruiting for the addition of the new men's soccer team for 2012-13. Over the last year we have been working through a detailed deferred maintenance schedule that totals \$1,000,000. The major project this year is the replacement of the Gregory HWC chiller that is over 30 years old (\$140,000).

**Community Events:** The Chamber of Commerce hosted an event on campus last month on the state of education in Lancaster. We are on track to host approximately 300 outside events again this year. Diamond Rio was our September concert and tonight Billy Ocean will perform on campus.

**Financial update:** Of course, the SC budget is dismal once again. USCL will be short \$359,000 from last year (that includes the loss of stimulus funding). That means that just to stay even with last year (one of the worst budget years on record) we will have to make that amount up by tuition and enrollment increases. The USC BOT approved tuition increase of 3.9% will make up approximately \$250,000. The remaining \$100,000 shortage, new hires, and increased expenses, including \$100,000 used to finance the bonus package, will have to come from enrollment increases. Each year we cut it very close and this year will be no different. I am proud that we continue to accept all qualified applicants and that during these hard times we have not laid off or furloughed any employees. Fortunately, several factors have helped:

- Careful spending, which is now available for you to view (HETA)
- Increased enrollments have been an annual blessing
- Palmetto Programs tuition split continues to increase each year
- Millage increases from the Lancaster County Council have been extremely important
- The City of Lancaster has been a huge help, especially in beautification efforts
- The EFUSCL has raised millions in support of the campus.

**Appendix I (page 2 of 2) Dean Catalano's Report, 10-07-11**

**Parity:** for years I have complained about the inequity of state funding. It has only worsened.

Updated as of September 30, 2011\*

	HDCT	FTE	2011-2012 Appropriation
<b>Lancaster</b>	1,719	1,219	\$1,450,359 (\$1190 per FTE)
<b>Salkehatchie</b>	1,150	759	\$1,135,413 (\$1496 per FTE)
<b>Sumter</b>	1,007	756	\$2,297,158 (\$3039 per FTE)
<b>Union</b>	492	335	\$560,614 (\$1673 per FTE)

\*These numbers are not final until mid October. They will increase as we add 2<sup>nd</sup> 8 week students. Also they do not include the number of students working on Bachelor's degrees on our campuses since they are technically Columbia students. In the case of Lancaster, that number of students working on Columbia degrees but doing all their coursework here well exceeds 100.

**A USC Lancaster student is valued at only 39% of what a USC Sumter student is. If we were funded the same as Sumter, the state would have to increase our appropriation to \$3,704,541, an increase of \$2.25 million.**

This year USC Lancaster will spend approximately \$17.3 million in all our accounts and **the State of SC will provide only 8.38% of that total.**



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

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

**REPORT TO THE FACULTY**  
**07 October, A.D. 2011**

**COURSE SYLLABI AND OFFICE HOURS:** Please make sure that you have submitted a copy (**preferably 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 them on file for SACS purposes.

**SPRING 2012 Academic Schedules.** Please review the DRAFT of the Spring 2012 course schedule, not only for your own classes but also for those classes needed by your advisees. Catching errors and problems now will save us a lot of time down the road. **Pre-registration for SPRING 2012 will begin when the students return from Fall Break (October 24).**

**PALMETTO TRAINING 2012** – If you are interested in participating in training for teaching in Palmetto Programs, please notify your Division Chair as soon as possible. The training involves two days of instruction (mostly on the equipment) and time to develop course modules for your class, followed by a final day where each participant presents one or more modules to the class members. USC Lancaster faculty participating in the training receive a \$1000.00 stipend, and are expected to offer a course through Palmetto sometime during the 2012-2013 academic year.

**THEY CAN SEND ME TO COLLEGE,  
BUT THEY CAN'T MAKE ME THINK**

Included with this report are the Guidelines and Application for the 2011-2012 Charlotte Area Education Consortium Grants. ***Please keep in mind that only one proposal can be submitted per institution.*** Applications for this grant should be submitted locally to the Office of Advancement (Sherri Gregory & Shana Dry). Proposals must be received by the Consortium no later than **October 30, 2011.**

**Charlotte Area Education Consortium (CAEC)  
2011 - 2012 Grant Guidelines**

CAEC is pleased to offer grant opportunities that support the mission and goals of the Consortium. Programs must be open to all Consortium members and demonstrate broad appeal to the member institutions.

Submission Deadline

**October 30, 2011** for consideration at the annual meeting. (Applications must be received by this date)

Funding Period

The beginning and ending date of the project must fall between October 1, 2011 and June 30, 2012.

Availability of Funds

Maximum award amount: \$2,000

Average award for 2010-2011: \$1,100

Program Goals

All grant applications must establish the program as supportive of the mission and goals of CAEC. The CAEC Goals are as follows:

1. Afford students access to broader educational experiences both curricular and extracurricular.
2. Foster collaborative sponsorship of programs and projects.
3. Encourage cooperation among the administrators, faculty, and students of the member institutions.
4. Encourage multi-institutional use of faculty and faculty exchanges among institutions.
5. Act as a forum for sharing information and resources among member Institutions.
6. Articulate to the region the resources available through the Consortium and its member institutions.

Eligibility

1. The program must be open to all member institutions that wish to participate.
2. An award will not be made to an individual.
3. A single institution may receive only one award in a funding period (October 1, 2011 – June 30, 2012)

Review Criteria

The following will be used in making grant awards:

1. Does the project fall clearly within the mission and purpose of the CAEC?
2. Does the project demonstrate potential for broad appeal to member institutions and their faculty, staff and students?
3. Does the project demonstrate the involvement of CAEC member faculty, staff and/or students in the planning and implementation of the project?
4. Is there a plan for publicizing and promoting the program to member institutions?

## **Appendix II (page 3 of 4) Dean Cox's Report, 10-07-11**

### Financial and Budgetary Requirements:

1. The CAEC award amount must be **50% or less** of the total program costs. The budget submitted with the application should detail all direct costs of the program, including the amount requested from CAEC and the institutional matching share.
2. CAEC funds may be used only to cover the direct costs\* associated with the activity. CAEC will not pay indirect costs, and the institution may not use indirect costs as part of their matching contribution.
3. Anticipated revenue, if any, to be generated by the program must be stated on the budget and used to support the program activity.
4. A program report must be submitted within 60 days of the conclusion of the activity (or by June 30, 2012), providing the following information:
  - A brief description of the program activities, including the number of participants, institutions represented at the program, and an evaluation of the success of the program. Other items of interest include copies of brochures or other advertisement used to promote the program and any news coverage received by the event.
  - A financial report providing the amount expended in the same categories as presented on the application, the amount paid with CAEC funds and amount funded by the applying institution.
  - A report of revenue generated by the program and how this revenue was used to support the activity.

### Application Process:

1. **Complete the CAEC Grant Application and include a project summary of no more than two pages and a budget summary of no more than one page.**
2. The application must be signed by the Institutional CAEC representative.
3. Applications may be accepted by fax or by e-mail; however, a copy of the *signed* cover sheet is required.
4. Applications must be **received** by the submission deadline.
5. Fax or e-mail the application to:

**Dr. Tanya Davis, Chairperson of CAEC Council**

Vice President, Continuing Education and the Crutchfield Campus

Stanly Community College

Phone: 704-991-0249 Fax: 704-991-0354

E-mail: [tdavis5131@stanly.edu](mailto:tdavis5131@stanly.edu)

For further information: Contact the CAEC Chair (see above)

\*Direct Costs: Expenditures directly related to the conduct of the program activity. Such as printing, supplies, personnel working on the project, etc. These are costs only incurred in presenting the program and can be charged to the program budget.

## Charlotte Area Educational Consortium (CAEC) Grant Award Application

<b>Applicant Name:</b>	<b>Date Submitted:</b>
<b>Institution Name:</b>	
<b>Applicant Address:</b> (include email address and phone)	
<b>Project Title:</b>	<b>Project Start Date:</b>
	<b>Project End Date:</b>
<b>Contact person information:</b> Name and Title: Address: Phone:                      Fax:                      Email:	
<b>CAEC Institutional Representative:</b> Name and Title: Address: Phone:                      Fax:                      Email:	
<b>Project Budget:</b> Total Direct Costs:                      Amount Requested from CAEC:  <i>Attach a budget summary detailing the total direct costs, amount of this request and the amount to be funded by the Application institution. The budget summary should also include anticipated revenue, if any, to be generated by the project and how these funds will be used to support the activity. <b>The budget summary should be no more than one page.</b></i>	
<b>Project Narrative: The project narrative should not exceed two pages and should include the following:</b>  <ol style="list-style-type: none"><li>1. Describe the activity to take place and how this activity falls within the mission and purpose of the CAEC.</li><li>2. Define the goals of this activity and how effectiveness/success will be evaluated.</li><li>3. Define the target population for the activity and how the project will be promoted among the member institutions.</li></ol>	
<b>APPLICANT SIGNATURES</b>	
<b>1.</b>	<b>Signature of Applicant:</b>
<b>2.</b>	<b>Type the name of Authorizing Official and Title:</b>
<b>3.</b>	<b>Signature of Authorizing Official:</b>
<b>4.</b>	<b>Type the Name of the CAEC Representative:</b>
<b>5.</b>	<b>Signature of CAEC Representative:</b>



UNIVERSITY OF  
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LANCASTER

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

## Report to Faculty October 7, 2011

- **Athletics**—Two women soccer players, Cyndle McGuinness and Jackie Brown, were named NJCAA Division I women soccer players of the week for two separate weeks during the month of September. The 2010-2011 USCL Golf team was recently presented an Academic Award by the NJCAA. *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**—Dr. Chris Bundrick and Dr. Nick Lawrence are planning a travel study trip for academic credit to New Orleans, LA for Summer I 2012. The first interest meeting for students was held Sept. 16, 2011 with approximately 15 students in attendance.
- **Student Life/Activities**—Delta Links, Omega Scholars and Rotaract held successful Car Wash Events over the past several weeks.  
**Upcoming activities and events:**

October 11:	<u>Reality Check... It's the Middle of the Semester and I NEED HELP!</u> @ 12:30-1:00 Starr Hall Student Center
October 18:	<u>Breast Cancer Awareness Day</u> – Various activities between throughout the day
October 31:	<u>Trick or Treat for Canned Goods</u> @ 11-1 Starr Hall Student Center
Oct. 24 - Nov. 3:	<u>Intramural Volleyball Signup</u> @ Student Life Office

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](mailto:humphrlb@gwm.sc.edu)>) by Friday the week before you'd like them to appear.

- **Law Enforcement and Security**—The Lynx system—for immediate and direct notification of law enforcement, EMS or fire department services—has been installed on computers in offices and classrooms around campus and is operational. Please remember to log off classroom computers after classes in order to ensure that Lynx is not accessible to anyone other than Faculty and Staff.

## **Hiring Priorities Committee Preliminary Report**

7 October, 2011

### Committee Members:

Todd Scarlett – Chair  
Shari Eliades  
Fran Gardner  
Paul Johnson

Tracey Mobley  
Bruce Nims  
Phillip Parker

The Hiring Priorities Committee is currently seeking faculty input on hiring. We have received input on faculty hires for 2011-2012 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. Given the current budget situation, the committee has focused mostly on increasing the percentage of tenure-track faculty by recommending tenure-track hires in areas where we have a relatively high percentage of instructors and where a tenure-track hire would be the most beneficial. We have also attempted to address needs in entry level instruction in English and math. Please contact one of the committee members if you have input on what hires should have priority.

**Spanish** – Other than Dr. Collins, who, due to his administrative duties typically teaches only one French course, we have no tenure track faculty in foreign language. We currently have 3 instructors in Spanish, one of whom is split between Spanish and French. The demand is primarily for Spanish and most of the sections are essentially full. The committee recommends a tenure-track hire in Spanish.

**Criminal Justice** – CRJU is becoming more popular with BLS students and a 4-year criminal justice degree that will be available to Regional Campus student is currently in the works. This is also an area that could benefit the Native American Studies program by hiring someone with an interest in Native American tribal law or related subjects. Last year we hired a full-time instructor, but there are currently no tenure-track faculty in criminal justice. With our 2-year degree, BLS and possibly a new 4-year degree, there appears to be a need for a tenure-track hire in this area.

**Psychology** – Of the five people teaching psychology for us, only two are on the tenure-track. Psychology is the most popular area of specialization in the BLS degree and is in high demand in Palmetto Programs. There are more upper division courses taught in psychology on our campus and through Palmetto Programs than any other area. This has been a popular discipline at USCL for a long time and demand for psychology courses is consistently high. The committee agrees that psychology would be a good area to hire another tenure-track person.

**English\*** – As USCL continues to grow, we continue to offer more sections of ENGL 101 and 102. However, as we have added tenure-track faculty, a trend has emerged that is making it more difficult to meet the demand for these freshman courses. First, untenured faculty cannot teach overloads and, in fact, have a reduced load for scholarship, thus making it more difficult to offer enough English sections. Also, new faculty are beginning to teach Palmetto courses which further limits their availability for 101 and 102. Further, the paper grading and one-on-one student interaction necessary for these courses is so significant that non-tenured faculty who teach 3-4 sections of freshman English may struggle to pursue scholarship and other activities necessary to gain tenure. Thus, our success in building an active and engaged faculty has left us potentially short on people to teach ENGL 101 and 102, an area in which our students often struggle and need quality instruction.

The committee recommends a full-time instructor hire for a PhD in English with a focus on rhetoric and composition or otherwise specializing in teaching general ed English courses.

**Math\*** – Last year the committee recommended a tenure-track math hire. A search was conducted, but no qualified applicant was available and no one was hired. The committee has revisited the need for a new faculty member in math and, in light of the weakness our students are demonstrating in math, we have changed our recommendation. We currently have several tenure-track faculty in math. The committee agrees that our primary need in math is for faculty who are specifically trained and motivated to teach underprepared students. Therefore, we recommend a full-time instructor hire in math, with a focus on teaching underprepared students in entry-level math. Based on a suggestion from the math faculty, we further recommend that this search be conducted in the fall, as this is apparently when most potential applicants are available in math.

**\* Additional comments on hiring instructors**

The Hiring Priorities Committee is committed to increasing the proportion of tenure-track faculty at USC Lancaster. Generally, we recommend tenure-track hires preferentially over instructor hires. In fact, in a year in which hiring faculty for new positions is unlikely, we are recommending three tenure-track hires in disciplines that we feel tenure-track faculty are underrepresented. However, because two of our recommendations are for instructor hires where tenure-track faculty could be hired, the committee felt it would be helpful to provide further justification for going against our usual policy

Though the circumstances are somewhat different, there are commonalities between the math and English positions that make instructor hires more desirable in both situations. In both cases, the need is for faculty who are trained and motivated to teach in the most basic general education areas our students take—areas where our students have the most profound deficiencies. This need could potentially be met by instructors or tenure-track faculty, but tenure-track faculty are more limited in the number of sections they can teach, in the time they can give their students, and are engaged in scholarship and other activities necessary to gain tenure. The needs we are addressing with these hires are for people that are entirely focused on helping underprepared students succeed in college level English and math. This often means taking students who struggle with lowest level high school math or with very basic writing skills and bringing them up to a level where they can be successful in freshman and sophomore math and English courses. Therefore, the committee feels the best solution at this particular time and for these particular needs is to hire at the instructor level.



# Career Services

## Career Counseling ~ Resume ~ Job Search

Unsure about your career goals and need help determining the right major?

### ➤ Career Counseling

- Discuss your career plans and learn more about what majors match your interests, personality and values
- Use some of the best career guidance tools available – the Strong Interest Inventory, Myers-Briggs Type Indicator and the FOCUS-2 career guidance system
- Gain insights that will help you move toward your career goals with confidence

Ready to seek a job and need help with your resume?

### ➤ Resume Assistance

- Develop a resume you can give to an employer with confidence
- Improve a resume you have already developed

Needing to begin a job search but not sure where to start?

### ➤ Job Search Strategies

- Learn strategies for a successful job search
- Get help preparing for an interview

Andrea Campbell  
125E Starr Hall  
(803) 313-7590  
[acampbell@sc.edu](mailto:acampbell@sc.edu)  
<http://usclanaster.sc.edu/counseling/careers.htm>

**Office Hours:**  
Monday – 8:30 to 3:30  
Tuesday – 8:30 to 11:30  
Wednesday – 8:30 to 3:30  
Thursday – 8:30 to 11:30

To make an appointment, call (803) 313-7590 or (803) 313-7112 or email [acampbell@sc.edu](mailto:acampbell@sc.edu).