

## MINUTES OF USC LANCASTER FACULTY MEETING ON NOVEMBER 4<sup>TH</sup>, 2011

The minutes from October 7<sup>th</sup>, 2011 were approved.

### Reports of Officers

**Dean of the Campus (Dean Catalano):** A written report was submitted (see **Appendix I**). A question was posed about the status of Founder's Hall. Dean Catalano reported that the building is on scheduled to open in fall 2013.

**Associate Dean for Academic and Student Affairs (Dean Cox):** A written report was submitted (see **Appendix II**). Dean Cox announced that a motion would be presented during the next faculty meeting from the Admissions and Petitions Committee. The motion pertains to potential changes to the admissions procedures for students regarding math course requirements.

A question was posed by Dr. Faulkner regarding evening courses and faculty willingness to teach courses after 5:30pm. There has been a decline in the number of courses offered in the evenings; there is a need for second eight-week courses and from students that are working while enrolled in courses. Dean Cox encouraged faculty to consider teaching evening and/or weekend courses. With the Back to Carolina program, online courses are highly encouraged; however, the approval process is still very cumbersome.

**Associate Dean of Students (Dean Collins):** A written report was submitted (see **Appendix III**).

**Academic Success Center (D. Lawrence):** A written report was submitted (see **Appendix IV**).

**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):** The Scholarship Appreciation Luncheon will be held on Wednesday, November 16<sup>th</sup>, at noon. Please RSVP to [dgetz@mailbox.sc.edu](mailto:dgetz@mailbox.sc.edu) by Wednesday, November 9<sup>th</sup>. Aside from Commencement, this event is the most important external event on campus and faculty participation is highly encouraged.

The Office of the Vice President for Research has announced new internal funding mechanisms to advance research and scholarly activities called **ASPIRE**. There will be 3 major tracks of funding: ASPIRE-I (Innovation), ASPIRE-II (Integration), and ASPIRE-III (Infrastructure). The deadline for the proposals is January 17<sup>th</sup>. For more information and forms, please go to the ASPIRE website: <http://www.sc.edu/researchdev/aspire.shtml>.

An endowment has been set up for Lucy Graybill Morton Cancer Rehabilitation Clinic. If you would like to make a contribution to this endowment or any other endowment, please contact Sherri Gregory at [scgregor@mailbox.sc.edu](mailto:scgregor@mailbox.sc.edu).

**Computer Services and Information Technology (Faulkenberry):** At the last meeting a question was raised about a replacement for Ross Bryson. Dean Catalano replied that currently there is a part-time person working 30 hrs/week with Mr. Faulkenberry and that a search for a full-time position will be launched in spring 2012.

**Law Enforcement (Rutledge):** Mr. Rutledge reported that the emergency notification system (Lynx system) is now connected directly to county 911 call centers. If icons are clicked, expect a law enforcement, fire department or EMS response to your location. **If the system is accidentally activated, please call 9-911 and tell the person who answers that the alert was an accident.**

## **System Committee Reports**

**Columbia Senate:** Prof. Noni Bohonak reported that the Columbia Senate met yesterday (Nov. 3<sup>rd</sup>) and the video feed from the meeting is available online.

**Regional Campuses Faculty Senate Rights and Responsibilities:** Dr. Danny Faulkner announced that the next meeting will be in two weeks on Friday, November 18<sup>th</sup>, at USC Sumter.

**Provost's Advisory Council:** Prof. Gardner reported that the Huron Report will be released in December, and there was a great deal of discussion on the contents of the report during the last meeting. In regards to the Regional Campuses, there will be a possible re-organization/re-structuring/re-alignment, and the Provost's sees this as an opportunity for us to serve as a national model. There is a targeted grant program of online courses and getting entire academic programs online. In addition, the Provost discussed the importance of hiring and retaining tenure-track faculty and a need for consistent admission requirements across all Regional Campuses.

Prof. Bohonak reported that the Provost reconfirmed his position on scholarship activities in the Regional Campuses; there is a different expectation between scholarship on the Regional Campuses and the Columbia campus. The Provost brought up the possibility to bring Regional Campus faculty and Columbia faculty together to discuss possible collaborations, foster interactions between departments and to build a strong network between faculty members. There is a desire to have a faculty meeting for all Regional Campuses in the near future.

Dr. Hammond will be stepping in for Prof. Gardner in the spring while Prof. Gardner is on sabbatical.

## **Local Committee Reports**

**USCL Research and Productive Scholarship (Gardner):** Prof. Gardner announced that a few technical changes were made to the local RPS grant, but the general guidelines have remained the same. The scholarship year has changed from May 1<sup>st</sup> to April 30<sup>th</sup> and the grant application should be turned in to Sherri Gregory ([scgregor@mailbox.sc.edu](mailto:scgregor@mailbox.sc.edu)) as a pdf file. The grant amount has increased to \$50,000 and the deadline is November 30<sup>th</sup>.

**Evaluation Committee (Holt):** Dr. Jason Holt announced that the FIF Workshop will be held on Friday, December 2<sup>nd</sup>, immediately following the faculty meeting. Email will follow with additional information.

## **Announcements:**

1. Prof. Claudia Priest announced that a new student organization is coming to campus. The Native American Interest Group will be open to all students interested.
2. Prof. Noni Bohonak announced that Blackboard is going through a major overhaul and upgrade to the 9.1 version. Prof. Bohonak will be attending a workshop on December 2<sup>nd</sup>. In addition, Blackboard will be down over the weekend of November 12<sup>th</sup>.
3. Prof. Wayne Thurman urged faculty to get involved with the SC Employee Association since there are numerous changes being proposed by the state government that will severely affect state employee benefits and retirement plans.
4. Mrs. Sherri Gregory announced that there is a Community Service portal available that can help you track your community service work throughout the year. This can help faculty during the FIF process. Please contact Mrs. Gregory if you have questions.
5. Dr. Shemsi Alhaddad provided a written report (Appendix V) with information on Math pre-requisites to help advisors during spring registration.

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S. Alhaddad, A. Biggs, N. Bohonak, M. Bonner, F. Burke, S. Campbell, J. Catalano, C. Cataledge, K. Covington, M.R. Cox, S. Criswell, N. Davaut, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, N. Guittar, S. Gregory, L. Hammond, L. Harris, D. Hassell, J. Holt, K. Jackson, E. Jenkins, B. Obi Johnson, C. Judge, N. Lawrence, D. Lawrence, B. Nims, P. Parker, S. Penuel, C. Priest, K. Richardson, Darlene Roberts, David Roberts, J. Rutledge, T. Scarlett, B. Taylor, W. Thurman, R.W. Van Hall, S. Williams, T. Wolochwianski, A. Yingst.

**Faculty Secretary: Submitted as PDF on November 15<sup>th</sup>, 2011 by Fernanda Burke**

## **Faculty Organization, November 4, 2011**

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

**Student Enrollment:** Enrollment numbers: 1744 headcount, 1259 FTE. That equals a 10% increase over the Fall 2010 semester.

**Faculty:** Dr. Cox and I have received the report of the Faculty Hiring Priorities Committee. Dr. Scarlett and the committee did their usual thorough job. We have always tried to follow this committee's recommendations. We received approval to hire an instructor of mathematics and a librarian/instructor, with both positions starting the first of January. Searches are underway. The responses to the other recommendations will depend on the budget.

**Facilities:** The Founders Hall project is on track to break ground on a 40,400 square foot classroom building in late February. Discussions are underway with the City of Lancaster that would move the Native American Studies Program to Main Street in Lancaster. The Native American Studies Committee of the faculty is informed and involved. There are discussions underway concerning student housing on campus. All grounds keeping on campus is now outsourced to Landscape Designs of Lancaster. This is a five year contract that should result in an aesthetic improvement to campus while lowering overall costs. 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:** Roy Clark will perform Saturday, November 19.

**Financial update:** The budget still sucks.

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

#### Fall Semester, 2011\*

	HDCT	FTE	2011-2012 Appropriation
<b>Lancaster</b>	1,744	1,259	\$1,450,359 (\$1152 per FTE)
<b>Salkehatchie</b>	1,155	759	\$1,135,413 (\$1496 per FTE)
<b>Sumter</b>	1,018	775	\$2,297,158 (\$2964 per FTE)
<b>Union</b>	492	334	\$ 560,614 (\$1678 per FTE)

\*These numbers 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 exceeds 130.

A USC Lancaster student is valued at only 39% of what a USC Sumter student is. If we were funded the same as Sumter (\$2964 per FTE), the state would have to increase our appropriation to \$3,731,676, an increase of \$2.28 million.



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

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

**REPORT TO THE FACULTY**  
**04 November, A.D. 2011**

**SPRING 2012 Advisement/Pre-Registration:** Please make an effort to contact your advisees and encourage them to pre-register for the Spring 2012 semester.

**Assessment** – Thank you to all faculty who have provided artifacts for USCL's assessment efforts this year. (And if you have been requested to submit an artifact and haven't yet done so, please do so as soon as possible.)

In a related story, Chris Nesmith (System Affairs) has been asked to conduct a test run for a common assessment for all regional campuses for 2011-2012. He has been looking at how each campus conducts assessment (and has had nothing but positive comments about Lancaster's efforts) in hopes of developing a common model that will be employed. For this year, the common assessment will focus on the communications skills outcome, and Chris has asked each campus to provide one faculty member – preferably from ENGL – who would be willing to serve on the review committee. If you are interested in serving (or willing to serve) please let me know as soon as possible.

**Back to Carolina** is a program designed to allow students who previously attended USC to complete their baccalaureate degrees online. The Bachelor of Liberal Studies (BLS) degree has been chosen by the Provost as the first available degree. The program will offer a limited number of major concentration options – ENGL/HIST; PSYC/SOCY; CRJU/PSYC; or CRJU/SOCY. The goal is to offer 12 or so online courses – 2 classes per discipline – per semester. Applicants must have already earned 60 credit hours and have a minimum 2.0 GPA minimum to enter the Program. Several USCL faculty have already indicated a willingness to offer online courses in these disciplines, and some will be receiving Provost's grants to develop them.

**Palmetto Programs Update:**

<b>Current Enrollment</b>			
	<b>BLS</b>	<b>BOL</b>	<b>Total</b>
<b>Lancaster</b>	72	33	105
<b>Salkehatchie</b>	57	01	58
<b>Sumter</b>	46	12	58
<b>Union</b>	25	33	58
<b>TOTAL</b>	200	79	279
<b>Graduates (thru Summer 2011)</b>			
<b>Lancaster</b>	52	08	60
<b>Salkehatchie</b>	09	00	09
<b>Sumter</b>	33	01	34
<b>Union</b>	06	00	06
<b>TOTAL</b>	100	09	109

## **Appendix II (page 2 of 2) Dean Cox's Report, 11-04-11**

**Faculty Searches** – Search ads for the Instructor/Librarian and Instructor of Mathematics positions have been run and committees are in place conducting the searches. Both positions (hopefully) will be filled by the start of the Spring 2012 semester.

**Education Program** – Dean Collins and I met with officials from USC's College of Education on Friday, October 14. The new Dean of Education, Dr. Lemuel Watson, and the new Associate Dean, Dr. Zach Kelehear, both seem very supportive of the idea of making the Elementary Education degree to students at USC Lancaster, and we are currently working on a proposal.

**Course Evaluations** for Fall 2011 will be appearing in your campus mailboxes within the next couple of weeks. Please remember that we are required by the SC Commission on Higher Education and the Southern Association of Colleges and Schools to administer these evaluations in ALL courses. Thank you for your cooperation.

**Final Exams (Fall 2011)** – Please remember that the last day of classes (16 week) for the FALL 2011 semester is Friday, December 02. Reading Day is Saturday, December 03, and final exams run from December 05 to December 12. Please remember that per USC policy:

- No final examination may be held outside of the stated time without the special permission of the dean of the college concerned.
- In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period.
- In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period.
- If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.
- Students who are absent from any final examination will be given the grade of **F** on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of **I** (see "I" entry under "Grading System"), and may complete the course through a deferred examination (see below).
- Re-examinations for the purpose of removing an **F** or raising a grade are not permitted.

**ON THE LIGHTER SIDE...**

**A college class was told they had to write a short story in as few words as possible. The instructions were: The short story had to contain the following three things:**

- (1) Religion**
- (2) Sexuality**
- (3) Mystery**

**Below is the only A+ short story in the entire class.**

**"Good God, I'm pregnant; I wonder who did it."**



UNIVERSITY OF  
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LANCASTER

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

## Report to Faculty November 4, 2011

I am away at a conference today.

- **Athletics**—Four teams raised money recently to support good causes. The soccer team raised \$300. and the softball team raised \$800. to support the new Lucy Graybill Morton Cancer Rehabilitation Center at USC Lancaster. The men's and women's tennis teams raised \$175. at a Pizza Inn fundraiser to benefit The Lancer Club.

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

- **Travel Study**—Deadline for the first deposit (\$300.) for the New Orleans trip led by Dr. Chris Bundrick and Dr. Nick Lawrence is December 5, 2011. **Applications for travel study scholarships** are due Nov. 15, 2011 and should be returned to the Office of Academic and Student Affairs. The trip is planned for Summer I 2012.
- **Student Life/Activities**—  
**Upcoming activities and events:**

November 4:	<u>Intramural Volleyball Captain Meeting @ 12 Starr Hall Student Center</u>
November 8, 15:	<u>Intramural Volleyball Play</u>

**PAL applications** are due December 2, 2011. Interviews will be conducted on December 12, 2011. Application forms are linked on the main campus webpage.

**Upcoming production by the Lancaster Players:** *You're a Good Man, Charlie Brown*, Dec. 2-4, 2011, Stevens Auditorium.

- **Law Enforcement and Security**—The Lynx system is now connected directly to county 911 call centers. If icons are clicked, expect a law enforcement, fire department or EMS response to your location. **If the system is accidentally activated, please call 9-911 and tell the person who answers that the alert was an accident.**
- **BIT:** As ongoing professional development, the team members met this past Wednesday for a round table discussion of a white paper entitled "When a Student Attempts Suicide: The Next Seven Steps." Future meetings are planned for Nov. 16 and 30, 2011.

**Appendix IV (page 1 of 2) Prof. D. Lawrence's Report, 11-04-11**

Academic Success Center/Writing Center Report  
November 2, 2011  
Dana Lawrence

**STATISTICS**

Usage (Average number of students per day/Average number of athletes per day)

August: 138/19 (Athlete requirement did not begin until Sept. 6)

Sept: 177/54

Oct: 143/41

Tutoring (Total number of tutoring sessions)

	August	September	October*
Accounting	0	12	6
Biology	0	0	6
Chemistry	2	17	15
Computer Science	1	6	4
Math	44	97	77
Nursing	0	0	4
Spanish	9	27	11
Writing	10	51	62
<b>TOTAL</b>	<b>66</b>	<b>210</b>	<b>185</b>

\*October numbers affected by extremely low usage during the week of Fall Break

**PLANS FOR SPRING 2012**

**Tutors**

- Attempting to hire 2 Winthrop grad students (English Dept) as Writing Consultants for Spring 2012
- All prospective math tutors will be required to take a test (designed by math faculty) to determine knowledge and identify area(s) of expertise

**Workshops:** ASC/WC will offer weekly 30-minute workshops on a number of topics. Students will not be required to pre-register for workshops (this may change if demand is high enough)—they can simply show up. Instructors might require attendance or offer extra credit as an incentive. **IF YOU HAVE ANY SUGGESTIONS FOR OTHER WORKSHOP TOPICS, PLEASE LET ME KNOW!**

Basic Skills Topics (so far)

- Time Management
- Reading Strategies
- Taking Notes

Writing Topics (so far)

- Understanding writing prompts/Prewriting and invention strategies
- Summarizing/Paraphrasing/Quoting
- Common grammar and punctuation errors
- Commas, semicolons, colons

#### **Appendix IV (page 2 of 2) Prof. D. Lawrence's Report, 11-04-11**

- Time management and the writing process
- Subject-Verb agreement and verb forms (including tense shifts)
- Topic Sentences and Paragraphs
- Thesis statements
- How to Proofread your own paper
- Evaluating sources and using sources effectively
- Documenting and incorporating sources
- Summary vs. Analysis
- Strategies for writing successful essay exams
- Evaluating web sources

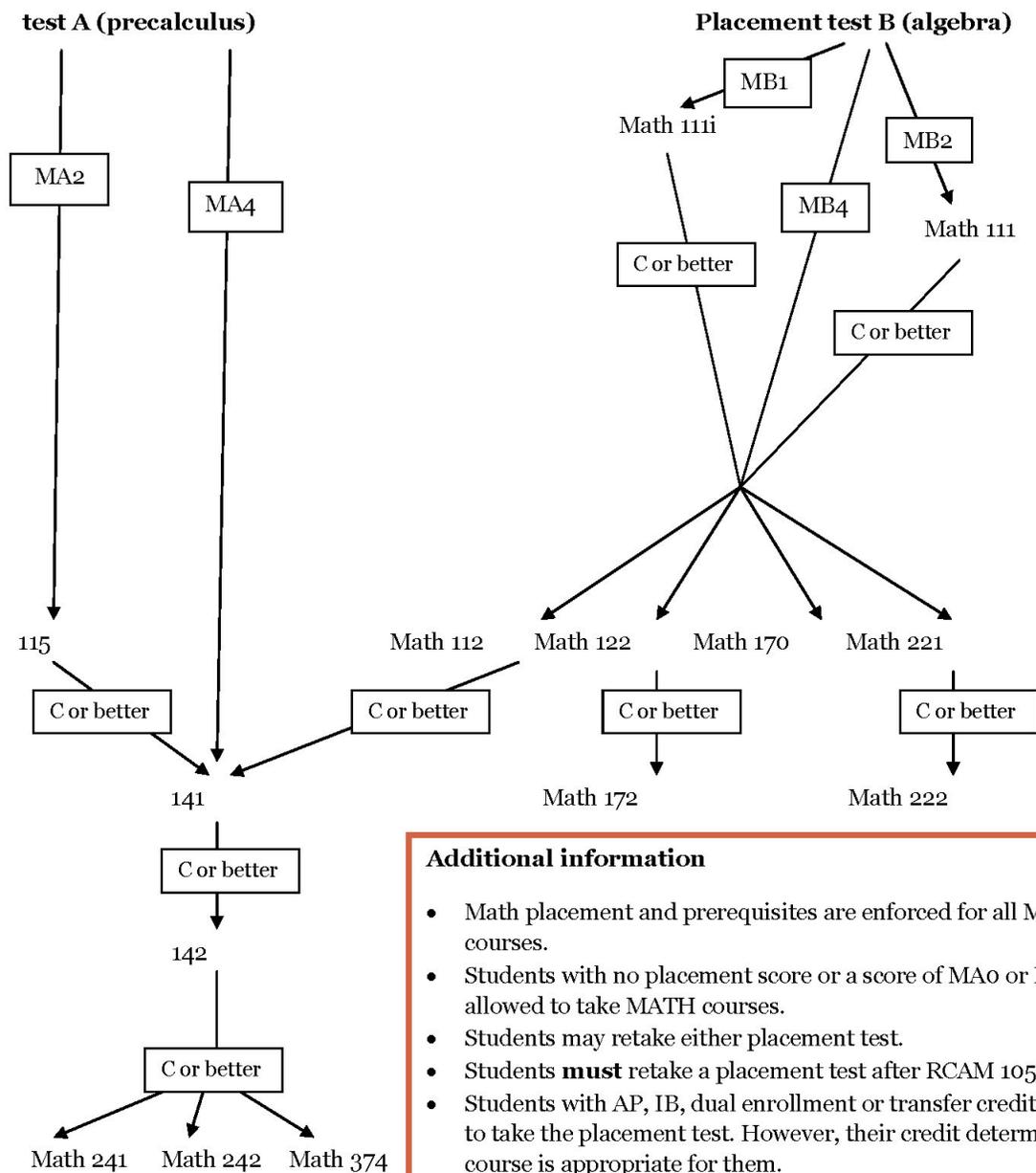
#### **International Writing Centers Week (February 12-17, 2012)**

- A week dedicated to promoting writing and the Writing Center services
- Possible activities/events
  - ASC/WC Open house
  - Boggle/Scrabble tournament
  - Valentine wall—original poetry, “Mad Lib” poetry, “found poetry”
  - Poetry Slam (tie-in to TRIO)
  - Collaborative “Writing Is...” banner—variety of definitions of writing
  - Collaborative writing—each person adds one sentence to a short story or poem
  - Spelling Bee
  - **Need suggestions for non-literary writing activities**
- **Please let me know if you have any suggestions for making this event a success and/or if you're willing to help make it happen!**

# Student Placement for MATH

Students who score MBo or MAo are *not* qualified for any MATH course. They may take RCAM 105 or consider alternatives to MATH.

## Flow chart for MATH courses



### Additional information

- Math placement and prerequisites are enforced for all MATH courses.
- Students with no placement score or a score of MAo or MBo are not allowed to take MATH courses.
- Students may retake either placement test.
- Students **must** retake a placement test after RCAM 105.
- Students with AP, IB, dual enrollment or transfer credit are required to take the placement test. However, their credit determines which course is appropriate for them.
- MATH 221 and 374 are typically only offered in the fall.
- MATH 170, 222, 241 and 242 are typically only offered in the spring.