

MINUTES OF USC LANCASTER FACULTY MEETING ON DECEMBER 2nd, 2011

The minutes from November 4th, 2011 were approved.

Reports of Officers

Dean of the Campus (Dean Catalano): Dean Catalano did not submit a written report, but a brief outline of the Huron Study report was placed in each faculty members' mailbox. The full report should be available in the near future and Dean Catalano will make it available to anyone interested. There will also be an official announcement about the Palmetto College early in the spring semester and all faculty members will be invited to attend.

A question was posed about what is meant by re-structuring of the Regional Campuses? Dean Catalano replied that all Regional Campuses would be part of the Palmetto College with a Chancellor in charge of all of the campuses. There may or may not be a need for a Dean of the Campus position in the new structure. The Palmetto College would be able to offer more Bachelor degrees while continuing to offer Associate degrees, lottery scholarships and NJCAA athletics.

Associate Dean for Academic and Student Affairs (Dean Cox): A written report was submitted (see **Appendix I**).

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

Academic Success Center (Prof. D. Lawrence): Tutoring will be available for Biology, Chemistry, Math, Computer Science, English and Spanish in spring semester, and workshops will be held throughout the semester. If you are interested in running a workshop, please contact Prof. Dana Lawrence to schedule a time.

Admissions (Mrs. Faile): A written report was submitted by Mrs. Amanda English (see **Appendix III**). A representative from the Admissions Office spoke about the proposed motion to admit students with Probability & Statistics as their fourth Math requirements. Please contact Mrs. Megan Cato if you have any questions on Admissions Math requirements. See the **New Business** section for further information on this motion.

Gregory Health and Wellness Center (Dr. Hunt Sellhorst): The rates will be increased by \$3 per quarter (or \$1 per month) for community members, but faculty members will continue to receive a complimentary membership to the Gregory Health and Wellness Center. In addition, a new chiller will be installed in the next few weeks.

Law Enforcement (Mr. Rutledge): Mr. John Rutledge announced that while the campus is closed for the holiday season, there will be security personnel on site from 9am-5pm if you need to get into any of the buildings. If you have keys to the building, please be sure to lock the doors when you leave the premises.

System Committee Reports

Columbia Senate: Prof. Noni Bohonak reported that the Columbia Senate will meet next Wednesday (Dec. 6). BIOL 110 will be offered by the Sumter campus online for any Regional Campus student.

Regional Campuses Faculty Senate Rights and Responsibilities: Dr. Danny Faulkner reported the three motions were brought forward from the committee. Two of the motions passed and the third will be voted on during the next Regional Campus Faculty Senate meeting on February 17, 2012. If you would like more information, please see the minutes available at <http://saeu.sc.edu/rcfs/minutes.html>.

Regional Campuses Faculty Senate System Affairs: Dr. Suzanne Penuel reported that a motion was presented in order to offer RCAM Math and English courses. Each Regional Campus will have to decide whether or not offer these courses and how they will fit into the curriculum.

Regional Campuses Faculty Senate Welfare: Dr. Chris Bundrick reminded the faculty that the T & P Workshop will be held on Friday, January 13, 2012. Please RSVP by email to Dr. Bundrick by January 4, 2012 so that the committee can have an accurate head count for the event. Also, the committee is currently working on fine tuning the Job Satisfaction survey that will be sent out in the spring semester.

Provost's Advisory Council: Prof. Gardner announced that the next meeting will be in the spring semester.

USC Connect Council: Prof. Gardner was appointed as the USC Lancaster representative, and the committee met for the first time yesterday (Dec. 1). During the SACS reaccreditation process, a QEP plan committee set out to draft a proposal to enhance the student learning experience. USC Connect is the result of four proposals that were selected by the QEP committee. This is an ambitious 10 year plan to be re-evaluated during the next SACS reaccreditation period. This is a very important and exciting proposal that will greatly improve undergraduate learning throughout the USC system.

Dr. Gardner gave an example of a sophomore student who voiced the need to bring relevance to the material being taught in the classroom. Often students do not see the connection between classroom learning and real world application (i.e. to their career aspirations). For instance, why would a Business major need to take an Art History course? The USC Connect program will bridge the gap between the general education course and real world experience by employing beyond the classroom experiences, integrative learning and the first year experience. Professional development for faculty and staff will be offered to help faculty develop activities for their students. Please contact Dr. Gardner if you have any questions or suggestions.

Local Committee Reports

Special Events Committee: Dr. Holland invited all faculty and staff to the Christmas Luncheon on Wednesday, Dec. 14, from 1-2:30pm in the Bradley Multipurpose Room. The event will be catered and there will be a Secret Santa gift exchange. If you are interested in participating in Secret Santa, please bring a wrapped gift (\$10 or less) with you to the luncheon.

Native American Studies Committee: Prof. Claudia Priest submitted a proposal to change the Ad Hoc Native American Studies Steering Committee to a Standing Native American Studies Advisory Committee. Please consult **Appendix IV** for the mission statement and membership information for this committee. The motion will be discussed under **New Business** and voted on during the next meeting.

Assessment Committee: Prof. Natalie Davaut reminded the faculty to submit sample work requested as soon as possible. You may submit the work to either Prof. Davaut or to Dean Cox.

New Business:

- Representatives from the Admissions Office brought forth a motion (See **Appendix V**) stating that “the Admissions & Petitions Committee proposes that, effective Fall 2012, USC Lancaster would accept Probability & Statistics as a forth Math requirement ***on a case-by-case basis***”. Discussion followed:
 - Who would be making the case-by-case decision? The Admissions & Petition Committee with advisement from Math faculty based on the syllabus of the course in question.
 - Are these courses appropriate as a required course? If properly taught, these courses would be appropriate preparation for students enrolling in college. The syllabus for each individual course will be analyzed by Math faculty to determine whether the course is appropriate for credit.
 - Motion was passed.
- The Native American Studies Steering Committee proposed a motion “to change the Ad Hoc Native American Studies Steering Committee to a Standing Native American Studies Advisory Committee”. The

motion was ruled substantive and requires an amendment to the Bylaws. Therefore, the motion will be voted on at the next faculty meeting in February 2012. Discussion followed:

- Is this appropriate to be a faculty committee? Yes, since the committee will be comprised of faculty members, and there is an interest in creating a Native American Studies program (major and/or minor) as a potential BLS degree.

Announcements:

1. Dr. Nick Lawrence announced the first call for papers for The Carolina Emerging Scholars Conference to be held May 12, 2012 at USC Sumter. This is a conference for all Regional Campus students to have the opportunity to present their work. The 250-word abstract are due February 24, 2012 and decisions will be made by March 9. Please contact Dr. Lawrence if you have any questions or would like a flyer for the event.
2. Prof. Noni Bohonak spoke about the new policies that are being established for conflict of interest reporting for the entire USC system. There is a Federal government crackdown of all higher education institutions including Duke University. If you have any invested interest in any company, you must report that as this can be a potential conflict of interest for the university. There is also an issue of conflict of commitment that refers to your outside professional activities. Both must be reported through the Outside Professional Activities forms due by January 27, 2012. Please contact the Dean Cox if you have any questions.
3. Prof. Bohonak also announced that the new version of Blackboard will be launched in January 2012 and workshops will be available for faculty. The workshops will be held in the Columbia campus, but the Faculty Organization and Dean Cox will look into bringing a workshop to our campus in the spring semester.
4. Dean Catalano announced that negotiations are underway with the City of Lancaster for a donated and renovated building on Main Street to house the Native American Studies program including the pottery, archives and a few faculty members. The building will be leased for 20 years at \$0 per year with a 6-month withdrawal period.
5. Prof. Stan Emanuel announced that the Rotaract Club has earned approximately \$1450 (including the generous matching contribution from Mary Berry) to go towards the Berry Family Scholarship. Also the Rotaract Club will be selling \$1 ornaments for the Children's Home so please consider buying an ornament this holiday season.
6. Prof. Brittany Taylor announced a Folk Art Sale on Saturday, December 3, from 9am to 4pm in the Bradley Multipurpose Room and Carole Rae Dawling Building. There will be 51 vendors and a featured artist as well as a Bluegrass band, games and activities for children.
7. Dean Collins announced the opening of "You're a Good Man, Charlie Brown" tonight (Dec. 2) at 8pm in Stevens Auditorium.
8. Dean Cox announced that one of our students, William, who came from the Children's Home, will be graduating from USC Columbia this spring and was accepted to Law School in the fall.

Attending:

S. Alhaddad, N. Bohonak, M. Bonner, D. Brown, C. Bundrick, F. Burke, S. Campbell, J. Catalano, C. Cataledge, W. Collins, M.R. Cox, S. Criswell, N. Davaut, S. Eliades, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, N. Guittar, L. Hammond, L. Harris, D. Hassell, K. Holland, J. Holt, K. Jackson, E. Jenkins, B. Obi Johnson, C. Judge, D. Lawrence, N. Lawrence, D. Marin, L. Martek, E. Moon-Kelly, B. Nims, S. Penuel, C. Priest, K. Richardson, Darlene Roberts, J. Rutledge, T. Scarlett, A. Scott, S. Sellhorst, B. Taylor, W. Thurman, T. Wolochwianski, A. Yingst.

Faculty Secretary: Submitted as PDF on December 17th, 2011 by Fernanda Burke



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

REPORT TO THE FACULTY
02 December, A.D. 2011

Please remember to complete all student evaluations for all courses. SACS requires that every course must be evaluated.

SPRING 2012 Advisement/Pre-Registration: Please continue your efforts to contact your advisees and encourage them to pre-register for the Spring 2012 semester.

SPRING 2012 Book Orders: If you haven't yet submitted your book order to the bookstore, please do so immediately. **Do not assume that "they know what I use,"** even if you have been using the same texts since the Coolidge Administration. If you are not planning to use a textbook for a particular course, please let them know this as well.

OUTSIDE PROFESSIONAL ACTIVITIES REPORT: Just a reminder that the Outside Professional Activities reports are due to the Office of Academic Affairs no later than 27 January 2012. The form (Outside Professional Activities – Faculty Annual Report) is found on the webpage for USC's Office of the Vice President for Research (<http://orc.research.sc.edu/forms.shtml>).

While we're on the subject of the VP for Research, please note that USC's new Vice President for Research, Dr. Prakash Nagarkatti, along with Associate Vice Presidents Drs. Pam Benicewicz and Tom Vogt will be visiting our campus on Thursday, 16 February 2012. They will meet with interested faculty during our common three-quarters-hour from 12:15 to 1:00 pm in Bradley 121. I hope all faculty – especially those on the tenure track – will take advantage of the opportunity to meet Drs. Nagarkatti, Benicewicz, and Vogt.

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.)

Faculty Searches – Searches for the Instructor/Librarian and Instructor of Mathematics positions have been completed and the committees have forwarded their reports to the Dean.

CONGRATULATIONS to Professor Frances Gardner, Professor of Art, whose pieces titled *Epistolary I* and *Conversation between the Stitch and Mark II* have been selected for inclusion in the forthcoming book, *The Art of Textiles* by Mary Schoeser and published by Thames and Hudson. The book is set for release in Fall 2012.

CONGRATULATIONS to Dr. Michael Bonner, Assistant Professor of History, whose article, "Reassessment of the Union Blockade's Effectiveness in the Civil War," (co-authored with Peter McCord) was published in the *North Carolina Historical Review*, Volume 88, No. 4 (October 2011), pp. 375-398.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Report to Faculty December 2, 2011

- **Athletics—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 Monday, December 5, 2011. Five **travel study scholarships** have been awarded; one full, three half and one partial. The trip is planned for Summer I 2012.

- **Student Life/Activities—**

OPENING TONIGHT! A production by the Lancaster Players:

You're a Good Man, Charlie Brown, Dec. 2-4, 2011, Stevens Auditorium.

The deadline for **PAL applications** has been extended to December 8, 2011. Interviews will be conducted on December 12, 2011. Application forms are linked on the main campus webpage.

- **BIT:** As ongoing professional development, the team members met on Nov. 16 for a discussion on suicide prevention with Ms. Alice McGinley, Director of H.U.G.S. (Healing and Understanding of Grief from Suicide) in Charlotte. The team also met this past Wednesday, 11/30/2011.

Best Wishes for a Happy and Safe Holiday Season.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Report to the Faculty Organization, December 2, 2011
Amanda L. English
Record's Office Report
Starr Hall 126

Return of Title IV Federal Financial Aid Reporting Policy:

The Regional Campuses of the University of South Carolina recalculate Federal financial aid eligibility for students who withdraw from the University prior to completing 60% of the term in accordance with the Return of Title IV Federal Funds regulations. The recalculation is based on the percent of earned aid for the term. The percent earned is determined by the number of calendar days completed divided by the number of calendar days in the term.

The unearned federal aid is returned to the Federal government based on the following formula: $100\% - (\text{minus}) \text{ percent of aid earned} \times (\text{times}) \text{ the amount of aid disbursed toward institutional charges}$. When Federal aid is unearned, students may owe an additional debit balance beyond what has been captured during the refund process. If an additional debit balance is owed, students will be billed by the Bursar's Office. Additionally, a student may need to repay Title IV funds that they receive over direct costs. If so, another invoice along with an Agreement to Repay will be mailed, and students will be given approximately 10 days to respond. Students may either pay the balance in full or make arrangements to pay the balance. Should students fail to respond, repay, or enter into an agreement to repay, the amount owed will be referred to the Department of Education for collection.

Federal financial aid includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Perkins Loan, Federal Stafford Loans, and Federal PLUS Loans.

Appendix III (page 2 of 3) Mrs. English's Report, 12-02-11

The student's withdrawal date is defined as the actual date the student began the withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the university.

The institutional refund policy will be applied to all other non-Federal aid received by the student unless instructed to do otherwise by the donor or sponsor of the funds.

What this means to you as faculty: Please let me know **ALL** students who have stopped attending your classes and failed to withdraw officially through vip.sc.edu. (Those who do not currently have a W or WF by their name on your class roll). I need to know who stopped attending and what date they stopped attending. If you do not check roll regularly, please base it on their last completed assignment. I normally ask for this information after grades post, but a much earlier deadline has been established, and I would like to have the information as soon as possible. Please email me if you have any questions, and please email me the list of students who are no longer attending your classes. aenglish@mailbox.sc.edu

Grading these students: Faculty have two options when grading students who have stopped attending without officially withdrawing from your courses, you can assign a grade of F as they did not complete the course requirements or you can assign a grade of NR (no report) and reflect the date the student stopped attending. The grade of NR converts to a grade of F after one academic year.

Final Fall 2011 grades: All Fall 2011 grades are due on Friday, December 16, 2011 by 9:00 a.m. Because of the upcoming holidays, we are on a tight schedule so please remember to enter grades on or before the scheduled deadline. Additionally, failure to have grades posted by 9:00 a.m. December 16 may result in students not being included on the **President's or Dean's Honor Rolls!**

Please issue a valid grade to all students appearing on your grade roll. PLEASE BE ADVISED THAT A FACULTY MEMBER CANNOT ASSIGN GRADES OF W OR WF. Please remember to complete the grade roll discrepancy form through VIP to report a grade for any student whose name does not appear on the roll or the last date of attendance for any student who never attended or stopped attending class (**The collection of this data is required by law for certain federal financial aid recipients**). You can also assign a grade of F for the stopped attending students and send me an email of their last date of attendance, aenglish@mailbox.sc.edu. If you have questions, please call me at 313-7072.

Grades information for faculty/staff at: <http://agora.regs.sc.edu/grades/home.html>

FERPA regulations prevent you from disclosing any confidential student information without written consent. http://registrar.sc.edu/html/ferpa/ferpa_files/v3_document.htm

You can enter grades from your home or office.

HERE'S HOW:

- ▶ Access VIP with your employee PIN. (Contact Human Resources to receive your employee PIN or use the forgot pin option)
- ▶ Select the red "Academics" tab.
- ▶ Select "Show Me" Course Information for the desired term and year.
- ▶ Select the "Enter Grades" button.
- ▶ Complete any required *Grade Roll Discrepancy and Assignment of Incomplete Grades* forms.
- ▶ **The incomplete forms can be viewed by the student on VIP through their sign on.**

Note: Once all grades are submitted, any corrections must be done on the appropriate grade forms and forwarded to our office for processing.

We wish each of you a safe and happy holiday!

Proposal to Change the Ad Hoc Native American Studies Steering Committee to a Standing Native American Studies Advisory Committee

Nov 2011

Rationale: The **Native American Studies Steering Committee** was established as an Ad Hoc Committee to serve the specific purpose of creating a **Native American Studies Program (NASP)**. Its task, to provide advice and coordination on the creation of this program, has been fulfilled.

With the establishment of the NASP, it has become necessary to create a Standing Committee which will perform an ongoing function that requires continuation beyond the initial term.

In order to better serve the university and the surrounding communities, the Native American Studies Program (NASP) needs a standing committee, made up of the membership shown below, to act in an advisory capacity and report to the faculty at large. As the NASP, the NA Archive and the NA Collection continue to grow, a standing committee will better be able to assist, with the help of the faculty at large, to fulfill the mission and vision plan of the Native American Studies Program.

Native American Studies Advisory Committee

Membership:

One representative per division, key faculty/staff members of the Native American Studies Program, including the Director, Assistant Director, Archivist of NA collections, Curator of NA collections, and NA language, linguistic and/or literature expert, Faculty and Staff Hiring Priorities Committee Chair, a NASP student representative, the head of the NAS student organization, and administrative appointment(s).

Purpose:

Native American Studies Advisory Committee advises the Native American Studies Program (NASP) in its mission to promote the documentation, preservation, appreciation, and study of Native American contemporary and historical cultures and heritages, particularly those in the Carolinas, through courses and curricula, research projects, archival resources, exhibits, publications, and other public and educational programs and materials, and to dispel any stereotypes or existing misconceptions regarding Native Americans, their cultures, lifeways, and languages, insofar as possible.

The Native American Studies Advisory Committee further assists NASP in fulfilling its vision plan to be a comprehensive learning center for students, scholars, and members of the general public interested in the history and culture of South Carolina's indigenous peoples through the development and expansion of curricula, public programs, archival research holdings, art and artifact collections, community outreach activities, and research projects.

Thus we propose a motion to change the Ad-Hoc Native American Studies Steering Committee to a Standing Native American Studies Advisory Committee.

**Admissions & Petitions Committee
Proposal to the Faculty Organization**

Background: To be fully admitted as a regular student at the University of South Carolina, high school students must complete four (4) college-prep math classes, to include Algebra I, Algebra II, and Geometry. The SC CHE currently states that a fourth higher-level Math course should be chosen from among the following: Algebra III/Trigonometry, Precalculus, Calculus, Statistics, Discrete Math, or a Capstone Mathematics course, any of which should be taken during the senior year.

Motion: The Admissions & Petitions Committee proposes that, effective Fall 2012, USC Lancaster would accept Probability & Statistics as a fourth Math requirement *on a case-by-case basis*.

Additional Information:

The current course requirements issued from the South Carolina Commission on Higher Education do not include Probability & Statistics as a fourth Math option.

However, the USCL Admissions staff has noticed more incoming students who have taken Probability & Statistics during their high school careers. It has also been discovered that **certain high schools consider Probability & Statistics to be a higher-level Capstone course**, while other high schools do not.

We propose that we be able to use this course to meet the student's fourth Math requirement, provided that the following conditions are met:

- 1) The student has taken **Algebra I** (for which Applied Mathematics I and II may count together as a substitute, if a student successfully completes Algebra II), **Algebra II** and **Geometry** but is missing a fourth higher-level Math.
- 2) The student graduated from a high school where Probability & Statistics is considered a capstone course requiring Algebra II as a pre-requisite. (Admissions will research this on a cases-by-case basis.)
- 3) The fourth Math is the only requirement needed for the student to avoid being placed in the CAP Program (Conditional Admission Program).

Appendix V (page 2 of 2) Admissions & Petitions Committee's Report, 12-02-11

PROCESS: Admissions will look to the following rules when researching classes:

- Research the course through the high school, as Probability & Statistics is not the same throughout different school districts. If the high school has an online "Program of Studies" or "Course Catalog" guide, we will first check here to review a description of the course. If the high school has no online catalog, we will contact the high school guidance counselor for information on the course.
- To avoid holding up a student's application, we will not use the Probability & Statistics course if we are unable to reach the guidance counselor, or are unable to receive an answer within one week.

Once Probability & Statistics has been researched at a certain high school, the information should then be stored in a database made accessible to each member of the Admissions staff.

The shared database will document the policy of each high school regarding Probability & Statistics and should cut down on having the same courses researched multiple times.

The database will be updated yearly to determine if individual schools have made changes to curricula, course descriptions, or pre-requisites.