

USC-Lancaster  
Faculty Meeting  
11/7/2012

Minutes approved from 10/3/2012 faculty meeting.

**Officers Reports:**

**Dean of the Campus** – (Catalano) – see **Appendix #1**; three tenure track searches approved by Columbia; construction contracts signed; (Van Hall) – Why is parity so uneven? (Catalano) – no adjustment in 12 years on per student basis, not willing to decrease admissions.

**Associate Dean for Academic Affairs** – (Cox) – see **Appendix #2**; course evaluations, paper by default unless request for online; overlap of 8 week and 16 week final exam schedule, please be flexible if conflicts arise.

**Associate Dean for Student Affairs** – (Collins) – see **Appendix #3**; reminder about “Carolina Emerging Scholars Conference” May 2013.

**Academic Success Center** – (D. Lawrence) – see **Appendix #4**; encourage workshop attendance.

**Admissions** – (English) – BANNER still a “go” for 2013, verify times on schedule, offer of demonstration, “to be announced”.

**Advancement** – No report

**Business Manager/Planning** – No report

**Computer Services/Information** – No report

**Counseling & Disability Services** – No report

**Facilities, Management, & Construction** – No report

**Gregory Health & Wellness Center** – (Hunt-Selhorst) – 4 employees trained in “Spinning” at no cost, well-received.

**Law Enforcement/Security** – (Rutledge) – no parking on Hubbard Drive, will become 2 lanes, higher visibility lights to be installed by city.

**Medford Library/Webmaster** – (Harris) – taking book orders.

**TRIO** – No report

### **Reports of USC System Committees:**

**Columbia Senate** - (Alhaddad) – Approved changes to degree plans and course descriptions that were brought forward by the Courses and Curriculum Committee; voted to go forward with developing a civility policy. President Pastides will serve on a panel looking at higher ed funding reform. USC is planning to have a full semester in the summer. There is a university leadership initiative for all USC campus students, including USCL students. They're hiring an external partner for technologies and for converting onsite courses to an online format for Palmetto College. Palmetto College Chancellor will be hired before hiring of campus dean.

**Regional Campuses Faculty Senate** – (Faulkner) – Exec, Rights & Resp. meeting pending.

**Provost's Advisory Council** – no info, meeting pending.

### **Reports of Local Committees:**

**Athletics Advisory Council** – (Hunt-Selhorst) – see **Appendix # 5**.

**Bookstore Committee** – (Criswell) – reminder to get in book orders ASAP.

**Computer Committee** – (Alhaddad) – clean up the S drive, moving to new server.

**Special Events Committee** – (Holland) – Christmas party on December 12<sup>th</sup>; “Secret Santa” again.

**Dean's Search Committee** – (Nims) – search firm will not pursue in-system candidates, must be nominated to be included in process.

**Assessment Committee** – (Davaut) – reminder to provide materials ASAP.

### **Unfinished Business:**

- **Motion to Amend By-Laws** (Hunt-Selhorst) 2<sup>nd</sup> (Holland)
  - 1) **Remove “Honors Committee”**
  - 2) **Language for Full Time “9 months of more”**

\*Ruled Non-substantive by Chair (Yingst)

### Discussion:

(Faulkner) – information received yesterday?

(Yingst) – Yes, but also several times before.

(Hunt-Selhorst) – mark-up changes sent out as requested.

(Martek) – Geology left off Science Faculty, what division for Geology?

(Gardner) – difficult to see changes, not enough time to look at changes.

- **Motion to postpone – Approved by unanimous voice vote.**

**New Business:** None

**Special Orders:** None

**Announcements:**

(Emanuel) – Mary Barry matched funds from car wash, raised about \$1,500.  
(Criswell) – Native American Studies Month, see schedule of events.  
(Burgin) – KVLTV speaker Thursday night at Carole Ray Dowling Center.  
(Davaut) – National French Week, next week; on Wednesday, activity in Starr 124.  
(Martek) – November 15<sup>th</sup>, Emergency Preparedness class at 5:30pm.  
(Rutledge) – Monday, November 11<sup>th</sup>, 12:30pm Veteran’s Day Ceremony at Flagpole  
(Kendrick) – reminder to share info to be put on website and Facebook page.  
(Yingst) – request for volunteers to ad hoc committee to review by-laws.

**Adjourned: 12:33pm**

**Attending:**

Alhaddad, Biggs, Brown, Bundrick, Bundy, Burgin, Castiglia, Catalano, Bobby Collins, Walt Collins, Covington, Cox, Criswell, Davaut, Emanuel, Faulkner, Freeman, Garane, Golonka, Harris, Hassell, Holland, Jackson, Jenkins, Obi-Johnson, Martek, Nims, Pangburn, Penuel, Priest, Richardson, Roberts, Rutledge, Sellhorst, Taylor, Van Hall, Wolochwianski, Worthy, Yingst, Kendrick, Kingkade, D. Lawrence, S. Guittar, Mobley, Moon-Kelley, English.

Appendix #1:

**USC Lancaster Faculty Meeting  
November 7, 2012  
Dean's Report**

**Student Enrollment:** USCL is up 5.05% in student headcount (1832) and 3.1% in FTE enrollment (1298) above last fall. We are also currently serving 185 students working on Columbia degrees who don't show up in these enrollment numbers and so we are serving over 2000 students this fall.

**Faculty:** We have requested permission to begin searches for tenure track faculty in psychology, astronomy/physics, and exercise science. These faculty members would begin in August 2013. We are also considering hires in statistics and sociology, depending on available funding. Thanks to the Faculty Hiring Priorities Committee, chaired by Professor Scarlett, for the thorough report and recommendations.

**Facilities:** The Native American Studies Program at 119 South Main Street in Lancaster is now open seven days a week and is seeing quite a few visitors. We still hope to break ground for Founders Hall by the end of the year, and the plan is to open the building by Spring Semester, 2014. The project was bid and the new general contractor is Beam Construction. A recent USC Lancaster Departmental Environmental Audit and walkthrough revealed no violations.

**Financial update:** After a very tight year last year, 2012-3 is off to a promising start. A tuition increase of 3.15% coupled with an enrollment increase will allow the campus to catch up on deficit accounts as well as to start building a decent carryover account for 2013-4. The USC Internal Audit Department has begun a comprehensive internal audit of campus, my fourth internal audit since becoming Dean in 2001. It is a real pleasure to have the auditors on campus.

**Appendix # 2:**

M. Ron Cox, Jr., Ph.D.

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

**REPORT TO THE FACULTY**

**07 November, A.D. 2012**

**SPRING 2013 Advisement/Pre-Registration:** Please make an effort to contact your advisees and encourage them to pre-register for the Spring 2013 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.)

**Palmetto Programs Update:**

<b>Current Enrollment</b>						
	<b>BLS</b>		<b>BOL</b>		<b>Total</b>	
	2011	2012	2011	2012	2011	2012
<b>Lancaster</b>	72	89	33	78	105	167
<b>Graduates (thru Summer 2011)</b>						
<b>Lancaster</b>	52	72	08	16	60	88

We also anticipate that 12 USC Lancaster-based students will be awarded their BLS degree in December 2012, and 09 students will receive the BOL.

**Don't forget the USCL SCHOLARSHIP LUNCHEON tomorrow (Thursday, November 08) at noon in the Bradley Multipurpose Room.** If you haven't yet RSVP'd please let Shana Dry, Sherri Gregory, or Deb Getz know your plans. We already have a "waiting list" for those hoping to be able to attend.

**Faculty Searches** – Based on the recommendations of the Hiring Priorities Committee, we are currently working on advertisements for an Assistant Professor of Astronomy & Physics, an Assistant Professor of

Exercise Science, and an Assistant Professor of Psychology, all of whom should be in place for FALL 2013. (Division Chair Noni Bohonak and I are currently working on trying to line up an instructor to cover Dr. Faulkner's physics classes for the spring semester). Additional recommendations from the committee may be considered as budgetary numbers become clearer for the 2013-2014 fiscal year. My sincere thanks to the members of the Committee for their work.

**Course Evaluations** for Fall 2012 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. **Because we had already ordered paper evaluation forms prior to the Faculty's vote last year (which made online evaluations the "default" and paper evaluations the stand-by), for this semester, we would ask that you let our office (i.e. Pam or Annette) know immediately if you wish to conduct ONLINE evaluations. Otherwise, unless the faculty objects, we will send you the traditional paper copies. If we do not hear from you by this Friday, November 09, we will be sending you the traditional paper evaluations.**

**2013 Academic Schedules.** If you haven't already done so, please let your Academic Division Chair know your proposed teaching schedule for Summer and Fall 2013.

Thanks (and congratulations) to all who were involved with the grand opening of the **NATIVE AMERICAN STUDIES CENTER** on Thursday, October 4. It was a tremendous success and already is not only attracting new visitors to downtown Lancaster, but is continuing to increase knowledge and awareness of USC Lancaster across the region, state, and even nation.

**Online Course Workshops:** The ASC plans to offer workshops for students who plan to take online courses are being developed. Please keep watch on the USC web pages for the times and dates of these workshops, and encourage your advisees (and, if you're a professor teaching one of these courses, your students) to attend.

**Student Assistants/Workers in 2013.** A reminder as you complete your "pink sheets" for student assistants in Spring 2013, we are asking all faculty (and all offices) to reduce the number of hours for each student worker to no more than ten (10) hours per week. Any request for hours in excess must be accompanied by a written justification explaining why the extra hours are absolutely needed. Each such request will be considered on a case-by-case basis, but will be approved only in the most extreme circumstances.

**CONGRATULATIONS to Dr. Lisa Hammond** for publication of two of her poems, "Eleven" and "The Goddess Cleans Out Her Purse." Redux #54 (15 October 2012): np. <<http://www.reduxlitjournal.com/2012/10/54-two-poems-by-lisa-hammond.html>> and for her recent conference presentation, "Getting Some: Making Sexual Identity Public in Contemporary American Motherhood Memoirs," Society for the Study of American Women Writers, Denver, Colorado, October 2012.

**CONGRATULATIONS to Professor Fran Gardner, whose** work won a merit award at the Maria V.Howard Arts Center 55<sup>th</sup> National Juried Art Show in Rocky Mount, North Carolina. <http://arts.imperialcentre.org/>

**Appendix # 3:**



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

Walter P. Collins, III, Ph.D.

Assistant Dean of Students Affairs

**Report to Faculty**

**November 7, 2012**

- **Travel Study**—Congratulations to the following five students were awarded half scholarships for the Italy trip: Harrison Blackwell, Jessica Blakeney, Jeremy Moulton, Jonathan Moffett and Haley Heath. Applications for scholarships for the Civil War trip are due November 15, 2012. Link to application is located on the USCL homepage.
- **Student Life/Activities**—There will be a short **Veterans Day Memorial Ceremony** at 12:20 on Monday, November 12, 2012 near the USC Lancaster flag poles.

**Other items:**

Event for **National French Week**, Wednesday, November 14, 2012 at 12:15 in Starr 123.

Upcoming **Community Service Opportunities** organized by Delta Links & Omega Scholars

- Coat Drive for the Children's Home—during the entire month of November
- Canned Food Drive on November 14—brings 3 items to TRiO and get a free turkey sandwich.

**PAL applications** due on December 4, 2012. Direct students to link on the USCL homepage.

**Carolina Emerging Scholars Conference**, May 18, 2013. See accompanying flyer and encourage students to consider a submission.

- **Security and Law Enforcement**—As of November 1, 2012, there is no more parking along Hubbard Drive. The campus community was notified several ways including e-mail messages, Carolina Alert messages and texts, and Facebook updates.
- **Counseling Services**—Students now have access to *Career Center JobMate* services through USC Columbia. They can forward their resumes to employers and sign up for on-campus interviews. The USC Career Center has approved Mrs. Campbell to critique student resumes and clear them for full access – meaning students can upload resumes once they are ready to be seen by employers. All of this information is updated and available on the USC Career Services web site. Please send any undecided students who might be interested to see Mrs. Campbell for Career Counseling. Her office is located in Starr 125E. She is seeing more students, and it seems most are coming after being referred by a faculty member. Thanks for your assistance.

**Behavioral Intervention Team**—The team continues to meet every other week. BIT sponsored yesterday's **Suicide Prevention Gatekeeper Training** which was attended by over 40 faculty & staff. Referrals can be made at <http://usclancaster.sc.edu/BIT/index.html>

## **Appendix #4:**

### **ASC Report**

**November 7, 2012**

**Dana Lawrence**

### **Current and Upcoming Workshops**

- November 7-9: Medford Library Database Basics
- November 13-16: Using Sources Effectively
- November 19-23: NO WORKSHOPS
- November 27-30: Succeeding in Online Courses I (TENTATIVE)
- December 4-7: Succeeding in Online Courses II (TENTATIVE)

### **Tutoring**

- October 2012 report posted in Disconnected S Drive in ASC folder
- We had a total of 241 tutoring sessions in October:
- Economics: 2
- Chemistry: 10
- Math: 82
- Physics: 1
- Spanish: 24
- Writing: 122 (32% of sessions for Non-ENGL courses)
- NEW CHEM and BIOL Tutor: Kayla Horton is now tutoring for CHEM 102, CHEM 105, and BIOL 250
- MW: 9am-12:30pm
- T/Th: 9-10:45am
- Accepting applications for Spring 2013 tutors: Please encourage your exemplary students to apply!

## **Appendix #5:**

Athletics Advisory Committee Report  
November 7<sup>th</sup>, 2012  
Submitted by Nicholas Lawrence

- Our committee met on October 9<sup>th</sup> and elected Nicholas Lawrence as chair.

Recently there have been some questions about the drop authorization form that our student-athletes sometimes ask their advisors to sign. Therefore we are submitting a brief narrative to the faculty, explaining the genesis, purpose, and content of the form, as well as the process athletes must follow in order to obtain and utilize this form. For the benefit of those unfamiliar with it, we are also submitting a PDF of the drop authorization form itself. However, please note this form is for faculty reference only; student-athletes should not be able to obtain any version of this form without first getting their paperwork completed through the athletic office.

We are also submitting the requirements for Student-Athletes to Transfer to a NCAA or NAIA College or University\*\*

Take care, and let me know if you have questions

Nick

\*\*\*“Eligibility Rules of the National Junior College Athletic Association.” 2012-2013 Sec. 4 P. 3  
Web. 16 Oct. 2012  
<[http://www.njcaa.org/njcaaforms/120605\\_2\\_Eligibility%20Pamphlet%2012-13.pdf](http://www.njcaa.org/njcaaforms/120605_2_Eligibility%20Pamphlet%2012-13.pdf)>

October 15, 2012

### Student Athletic Registration Indicator

When USC Lancaster's athletic department was established, it was asked how the Admissions/Records Office might monitor student athlete schedules to ensure athletes would remain full time (12 hours) and maintain athletic edibility. Amanda English contacted Columbia's Registrar's Office to inquire how they handled this issue with their student athlete population. There is an athletic indicator that can be added to a student's profile that restricts dropping/withdrawing from courses without authorization. Team rosters are requested to assign the special athletic indicator.

Authorization of class withdrawals was addressed. Since this was a hold instituted to maintain student athlete eligibility, it made sense to have someone in the athletic office authorize the drop. A. English created the drop authorization form in Spring 2009, and sent it to the Athletic Office. Students would visit the athletic office to have the paperwork completed, and then bring the completed form to the Admissions/Records office for clearance. The student would log on to vip.sc.edu to drop the course.

Several advisors then indicated a concern that they were not involved with the drops to ensure students were aware of the effect dropping courses has on their degree completion times. The additional signature of an advisor was added to the drop authorization form. Student-athletes are to visit both the athletic office and their advisor to have the paperwork completed, and then bring the completed form to the Admissions/Records office for clearance. The student would log on to vip.sc.edu to drop the course.

When a student-athlete wants to drop a class, Kevin Thompson (Student-Athlete Coordinator) checks their class schedule to

- a. Make sure they are taking 12 hours or more
- b. Make sure he/she can drop a class.

Rick Walters and Kevin Thompson then will approve the drop form, and make sure the student gets the form signed by the advisor. During this visit with their advisors, student-athletes should consult with their advisors as to whether or not they need to register for a second 8 weeks course.

Once the advisor's signature is obtained, the hold can be removed by Amanda English in Admissions to allow them to drop the class.

### NJCAA Compliance

The NJCAA requires that student-athletes complete 12 hours and maintain a GPA of 2.0 each semester while they are competing for an intercollegiate team.

## Requirements for Student-Athletes to Transfer to a NCAA or NAIA College or University

### NCAA Division I

Student-athlete must have an Associates Degree

### NCAA Division II and III

Student-athlete must complete 48 hours

### NAIA (National Association of Intercollegiate Athletics)

Student-athlete must have completed 48 hours

\*\*\*\* Beginning the fall of 2012 a student-athlete transferring to a four year university or college in the NCAA, he/she must have a cumulative GPA of 2.5.