

USC Lancaster
Faculty Meeting
February 1, 2013

Minutes corrected from 12/5/2013:

- 1) Duffy Award Nominees – Betti Obi-Johnson, Noni Bohonak, Nick Guittar, Nick Lawrence, and Sarah Hunt-Sellhorst.
- 2) Replacing Danny Faulkner:
Regional Campus Faculty Senate – Lisa Hammond
Regional Campus Research & Productive Scholarship – Fernanda Burke

Officers Reports:

Special Order – (Cox) – introduction of Jan Sinfield & Claudine Jones; professors in Nursing Program, technically York Tech employees, request motion to admit as full members of faculty.

**** Motion (Cox) – Membership of Sinfield & Jones
(2nd Alhaddad)
(2/3 required) – passed by unanimous vocal vote**

Dean of the Campus - (Emanuel) – see **Appendix #1**; open to questions about budget.

(Penuel) – areas of cost cutting?

(Emanuel) – adjuncts, combine instruction of UNIV 101.

(Cox) – Nancy Hazam out for medical reasons, courses covered; small cut to faculty travel budget; request accurate cost estimates for travel.

(Emanuel) – projections are “worst case scenarios”.

(Hunt-Sellhorst) – revenue generation also linked to community involvement.

(Emanuel) – auditors also on campus.

(Heineman-Priest) – status of student housing?

(Emanuel) – “turn-key” operation, no cost to campus, no management responsibilities; ground lease of campus land; preliminary stages.

(N. Lawrence) – what are responsibilities?

(Emanuel) – a detailed agreement of responsibilities will be created in future.

(W. Collins) – private management; responsibilities dependent on proposals.

Associate Dean for Academic and Student Affairs – (Cox) – see **Appendix #2**;

On topic of Native American Studies center:

(Taylor) -- back door to NAS is open, tell students to park/enter in back.

On topic of Summer Teaching:

(Martek) – how many students to make 10%?
(Cox) – dependent on tuition.
(Rutledge) – any consideration for high number of students during regular
Fall/Spring courses?
(Cox) – No. Only looking at numbers per term.
(Parker) – any consideration for Full time faculty over adjunct faculty?
(Cox) – whoever can and will do it more economically. Preference should be
given to full-time faculty.
(Emanuel) – Division chairs can help assign priority.
(Mobley) – “hard” drop/add dates for summer sessions needed.
(Cox) – Yes, to accurately assess numbers.
(Alhaddad) – will Lab Fees be a factor?
(Cox) – Yes. Course associated fees will be considered.
(Martek) – will class be cancelled if one student short?
(Cox) – Yes, might get extant students to recruit to fill requirement.
(English) – financial aid not generous in summer.

Assistant Dean of Students – (Collins) – see **Appendix # 3** ; request volunteers for ad hoc committee to revise Summer Orientation; open to travel study requests; welcomes Excessive Absence Referrals.

(Martek) – can faculty be notified of contact?
(W. Collins) – Yes.

Academic Success Center – (D. Lawrence) – February workshops, fliers available on webpage.

Admissions – (English) – more on BANNER next week, can access “my.sc.edu” website; Multi-faceted information system, (ie. transcripts); March 8th is BANNER test date, open to faculty viewing; Advisement will be web-based; Big improvements (ie. “Degree Works”); not sure about PDF format, promote “Self-Service Carolina”

(Johnson) – is there a device friendly APP?
(English) – Not yet. Blackboard to remain the same.

Advancement – No report.

Business Manager and Planning – No report.

Computer Services and Information Technology – No report.

Counseling and Disability Services – No report.

Facilities Management and Construction – No report.

Gregory Health & Wellness Center – (Hunt-Sellhorst) – promote Friday spinning class; no cost to campus, bikes and instruction donated; + \$100 a week in new memberships; roof leaks repaired.

Law Enforcement/Security – (Rutledge) – breaking & entering at Doster House; two restraining orders issued for non-campus individuals; one person banned from campus; David Walker and James Thompson added to security staff; LINKS not best for medical emergencies, call 911 instead to get EMS; emergency exercise in December a success; Carolina Alert glitches result from having to go through Columbia.

Medford Library/Webmaster – (Harris) – see **Appendix #4**; reminder to send office hours for website; send any info on faculty accomplishments.

TRIO – No report.

Reports of USC System Committees:

Columbia Senate – meet next Wednesday.

Regional Campuses Faculty Senate – meeting on February 15.

Provost's Advisory Council – no report.

Other System Committees – no report.

Reports of Local Committees:

Dean's Search Committee – (Nims) – interviewed 7 candidates via Skype. Meet Wednesday to finalize 3 candidates. (Yingst) – are nominees available to public? (Nims) – No.

Unfinished Business:

None

New Business:

**** Motion (Nims)– Accept Nominations for Instructor Peer Review Committee
(2nd – Harris)**

Covington, Rutledge, Brown,
Hassel, Martek, Catledge

(Yingst) – any nominations from floor? None.

**** Passed by unanimous vocal vote**

Special Orders:

None

Announcements:

(N. Lawrence) – Art & Soul Gala tomorrow night. (Cox) Good organization.

(Pangburn) – how much are tickets? (Cox/Emanuel) - \$50 for USCL faculty.

(Emanuel) – please inform about needed repairs around campus.

(Moon-Kelly) – Feb. 17th @ 7pm, Charlotte Kiddie Concert, Queens University.

(Kendrick) – Mug Event requires you bring clean coffee mug.

(Hunt-Sellhorst) – Yoga beginning in March, more info later.

(Obi-Johnson) – Lancaster County Science Fair next week, awards 7pm Thursday night.

Adjourned – 2:15 pm

Attending:

Alhaddad, Biggs, Bohonak, Bonner, Brown, Bundrick, Bundy, Burke, Catalano, Catledge,
W. Collins, Covington, Cox, Davaut, Emanuel, Evans, Freeman, Golonka, N. Guittar,
Hammond, Harris, Hassel, Holland, Holt, Jackson, Jenkins, Obi-Johnson, Jones, Kendrick,
D. Lawrence, N. Lawrence, Martek, Nims, Pangburn, Parker, Penuel, Priest, Richardson,
Rutledge, Scott, Sellhorst, Taylor, Van Hall, Yingst, Sinfield, English, Mobley, Moon-Kelly.

Michael Bonner
Faculty Secretary

Appendix #1:

USC Lancaster Faculty Meeting

February 1, 2013

Dean's Report

Student Enrollment: USCL is up 2.28% in student headcount and down 2.44% in FTE for the spring semester. We still lead the regional campuses in both areas. USCL is also currently serving 180 +/- students working on Columbia degrees that don't show up in these enrollment numbers.

These numbers are not final though until we get going in Spring II.

Faculty: Tenure track searches continue in Psychology, Astronomy/Physics, and Exercise Science with faculty hired in these disciplines scheduled to begin in August 2013. We are also searching for an Instructor of Sociology.

Facilities: As you all know, the Founders Hall classroom project is moving along. We had an official groundbreaking ceremony on January 23, and Beam Construction has been as busy as the weather allows this time of year. The building remains slated to open by spring semester, 2014.

Financial update: Even though the first six months of our fiscal year were ahead of Budget, the Budget Office in Columbia is keeping a very close eye on things. They are very adamant that we rebuild our reserves back to a much more comfortable level and eliminate deficits in some areas that provide services to the community such as The PE Center, Diabetes Education Center, etc. We actually had a very good meeting with them this week and are working on a number of things to keep costs down the last five months of the fiscal year.

The USC Internal Audit Department and an outside auditing firm have begun an audit of several areas within the USCL system. We will keep you updated on the progress and results.

Student Housing: We have had two meetings with The Pendergraph Companies, a Development, Construction and Management Company in reference to more student housing, either on-campus or off-campus. They are supposed to be working up a proposal to present to us. We will keep you abreast of the developments here.

Other: It has been a whirlwind since becoming Interim Dean on January 1. Numerous meetings and trips to Columbia, the Founders Hall Groundbreaking and the first inclement weather situation have all contributed to my initiation into the wonderful world of higher education administration. Walt, Ron & I have also spent a considerable amount of time meeting and discussing various issues. USCL has a stellar reputation within both the university system and the community at large; it is an honor to serve as your Interim Dean.

Appendix # 2:



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

REPORT TO THE FACULTY

01 February, A.D. 2013

COURSE SYLLABI FOR SPRING 2013: Just a reminder that we need a syllabus for each section of each course that you are teaching this semester. We have a few folks who haven't yet submitted them. (If possible, please send them electronically to Pam Ellis.) We also need a copy of your Office Hours for the semester.

FACULTY INFORMATION FORMS and Reports of **OUTSIDE PROFESSIONAL ACTIVITIES** are also due today. If you haven't submitted yours, please do so as soon as possible. We're asking that FIF's be submitted electronically to Pam Ellis, but the OPA needs to be signed, so I reckon that's best done in paper – unless you have an “electronic signature.”

On a related subject, please remember to report your community service activities online as well. The link is found online at <http://usclanaster.sc.edu/commserv/index.html> (or you may go to the “Resources for Faculty” page on the USCL website. Many thanks.

ASSESSMENT – Almost all artifacts that we have requested have been received (and thank you for your support and cooperation). In the next phase, we will begin scoring the artifacts, and we will be asking faculty in different disciplines to assist with the scoring. Please give any request to serve your thoughtfulest and prayerfulest consideration. ☺

Faculty Searches – Searches for the approved positions (Assistant Professor of Astronomy & Physics, Assistant Professor of Exercise Science, Assistant Professor of Psychology, and Instructor of Sociology) are moving forward. Committees are reviewing applications, calling references, and setting up telephone (or “Skype”) interviews, with plans to bring finalists to campus in the coming weeks.

ADVISEMENT & PRE-REGISTRATION for SUMMER & FALL 2013. The Summer 2013 schedule is now available on the web and pre-registration for Lancaster courses (those with “L” prefixes) may begin. Columbia will not begin pre-registering for Summer until **April 01**. This will affect any of our students who attempt to enroll in courses with prefixes “P” (Palmetto) and “J” (distributed learning – the old “distance education”).

Advisement & Pre-Registration for FALL 2013 (which will be done on the new BANNER system) will begin April 01.

This means we’re going to have to hold some Banner Training sessions for Academic Advisors in the very near future. Amanda English, our resident Banner Guru, is working on this. Please be on the lookout for announcements regarding this training.

We will see this Banner transition called many different things (and I’m sure will come up with some very inventive names ourselves). The popular phrase right now appears to be “One Carolina” and is centered around the website my.sc.edu, the online gateway that will eventually replace [VIP](#).

From my.sc.edu, faculty will use their VIP ID and password to enter grades, look at class lists, and view student information for Fall 2013. In the following months, academic advisors will begin communicating with their advisees and assess their degree progress collaboratively via this new system. In addition, all university employees will eventually use my.sc.edu to view their paychecks and perform other human resources activities, similar to how VIP is used today.

As with any transformational change, there may be some confusion during the “phase-in” period while we transition to the new environment. For this reason I ask for your patience as all components of the new system are implemented over the coming months.

Now you see why training sessions will be so critical. More news as it develops.

Pre-registration and Palmetto Programs Courses/Students: I received an e-mail from Sally Boyd this week notifying me that effective FALL 2013, registration into Palmetto courses (those with the “P” prefix currently – I don’t know how they’ll be designated in Banner) will be restricted to Palmetto students (i.e., those who have been fully admitted to Palmetto Programs with school code 480) for the first two weeks of the advisement and pre-registration period. After the first two weeks, they will be opened to any regional campus student who wishes to pre-register. So you may encounter students who think they are Palmetto – or who plan to complete BLS or BOL who haven’t fully matriculated into the program – who are unable to pre-register into their “P” courses for a brief time. (And, regrettably, there’s no guarantee that the course won’t fill up in those two weeks. I do assure you that I will not give any Lancaster seats away to any other campus until I am sure that all of our students have had the opportunity to register into them.)

One more note on Advisement: As you advise your students, please remember that we now have a number of classes that are being held in the Native American Studies Center (NAS) downtown. Please make sure that your students understand that these courses will require them to travel downtown and that they are responsible for ensuring that they have a reliable means of transportation to the Center. We’ve encountered a number of students this semester who have dropped courses or had to change their schedules because (they claim) they “didn’t know this class was off campus” or they “don’t have a ride to be able to get downtown.”

SUMMER 2013 Courses: In years past, we have been able to allow summer courses with relatively low enrollment to “make,” in spite of the University policy which states, “The University reserves the right to withdraw any course because of inadequate enrollment. Additional courses may be offered upon application of a sufficient number of students; a minimum of 10 applicants is the usual requirement.”

In light of the recent audits occurring on our campus, however, and the tightness of the budget, we are going to have to be MUCH more stringent in our enforcement of this policy. We recognize, however, that setting an arbitrary minimum of 10 is not realistic to our circumstances. But we had to find something that would pacify the auditors.

So, here's how we plan to operate this for SUMMER 2013 (and it will also apply to overload courses and adjunct courses in FALL 2013 and SPRING 2014):

- 1) Tracey Mobley, Avis Clyburn, and I will meet during the spring semester and review the summer schedule. In particular, we will determine the instructional cost for each class (\$1000 per credit hour for adjuncts, 7.5% of base salary per 3-credit course for full-time faculty member, plus whatever fringe is charged).
- 2) We will then calculate the enrollment necessary to cover the instructional costs. (For some it may be 5, for others it may be higher.) Faculty will be notified of what the minimum enrollment for full salary payment will need to be.
- 3) Salary paperwork for a course will not be submitted to Columbia until we have ascertained that a class is going to "make." For those courses in high demand and with high enrollments, there will probably be no change from years past. For those that are less certain, however, it may mean a delay in submitting and processing paperwork, and a delay in summer paychecks being received.
- 4) If a professor is teaching two courses in a term, overall enrollment will be considered. If you are scheduled to be paid 15% of base salary, and you have 25 students in one class and only 5 in the other, then what HR and I will look at (and ask) is – "Does student tuition in these two courses cover the instructional costs for this faculty member?"
- 5) If tuition generated does not cover instructional costs, then I will meet with the faculty member and ask if he/she wishes to cancel the course, or if he/she prefers to offer the course at a pro-rated salary. (For example, if a course needs 5 students to cover the \$3000 instructional cost and there are only 3 students registered who have paid, the faculty member could agree to teach the course for \$1800 if he/she wishes.) If agreed upon, the revised salary paperwork would be submitted to Columbia. (Again, however, there would be no guarantee that the first paycheck would be distributed on the regular schedule, although we'll do our best to have the paperwork processed quickly.)
- 6) What we are trying to avoid is a situation where a faculty's paperwork is processed, payment is received, and all of a sudden the class is canceled and the faculty member finds himself or herself having to pay back the University.
- 7) This information is also being shared to encourage faculty to give careful thought to their proposed summer schedules (as well as overloads) – both in terms of courses offered and the times in which they are being offered. Cooperation and collaboration are important to make sure that classes are not in competition with one another, and also to ensure that we are offering the classes which are most likely to be in high demand in summer. Faculty are also encouraged to serve as their own marketers – to "recruit" students for their summer courses – to ensure they "make."

ADMISSIONS COMMITTEE: The Admissions Committee is reviewing a proposal made by York Technical College to amend the admissions criteria for the Associate Degree in Nursing Program. In a nutshell, the proposal is to include a requirement that in addition to the current requirements, students entering the program will have achieved a score of “Proficient” or higher on the Test of Essential Academic Skills (TEAS). The committee has indicated strong support for the idea and is currently reviewing and modifying the proposal for presentation to this Faculty Organization (hopefully in time for the March meeting).

CURRICULUM COMMITTEE and the CAROLINA CORE: As some of you may know, I have been appointed to serve on the Carolina Core Committee – a fascinating group to put it mildly.

At the same time, you are probably aware that the Regional Campuses Faculty Senate has charged the System Affairs Committee with developing a proposal for common AA and AS curricula for all of the Regional Campuses.

I’ve been in contact with Suzanne Penuel and Nick Lawrence (who represent us on this committee) and for the most part, Lancaster’s associate degrees (including the specialized ones) look like they are in good shape in terms of meeting Carolina Core requirements.

The main question I have asked Columbia (and have yet to receive an answer on) is if the ENTIRE Core has to be met in the associate degrees, or do we simply have to demonstrate that we include MOST (or at least HALF) of it. This, to me, is the \$64,000 question.

When things settle down, I plan to call a meeting of the USCL Curriculum Committee to examine the current degrees, see how they match up, with the Core, and determine IF we need to consider revisions. We are not making any changes to the curricula at this time, though we may have to revise the way they are presented and listed (to match the Carolina Core verbiage). For example, instead of simply listing ENGL 101 and ENGL 102 as requirements, we’ll have to put “Effective Communication: Written (6 credit hours).” Blah blah blah.... I’m really impressed that you’re still reading this report.

USCL Facebook Page. Shana Dry has asked that I encourage all faculty to please promote the USCL Facebook page in your classes and to your students.

Appendix #3:



UNIVERSITY OF
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Walter P. Collins, III, Ph.D.

Assistant Dean of Students Affairs

Report to Faculty

February 1, 2013

- **Athletics**—Congratulations to the student-athletes and coaching staff for a successful Fall 2012 semester in terms of academic achievement. The **overall student-athlete GPA was 2.928 with two teams above a 3.0, golf at 3.07 and women's soccer at 3.472**. Twenty two student-athletes were named to the Dean's List while eight were named to the President's List!
 - The first home baseball game is February 10th at 1:00 pm. The first home softball game is the same day beginning at noon. Follow this link for baseball and softball game schedules: <http://www.usclathletics.com/>

- **Student Life/Activities**
 - USCL PALs along with Assistant Dean of Students, Associate Dean for Academic and Student Affairs, and Interim Dean will be attending **Carolina Day at the Statehouse** on February 6.
 - Laura Humphrey will be attending **USC Connect Assessment Training** on February 7. Please continue to send her entries for the **USC Connect Database** – and continue to use the form she sent out earlier in the semester to submit your USC Connect activities to her. She will be happy to send you the form again if you need it.
 - Student Life is partnering with Medford Library for a free cocoa/coffee/hot tea event on February 13, from 10-2. Faculty, staff, and students are encouraged to drop off clean mugs to the Office of Academic and Student Affairs, Medford Library, and Student Life beginning now. The mugs will be sanitized, and you will pick up a different mug on Feb 13 to fill with coffee, cocoa, or hot tea. The event will be held in Medford Library.

- **Intramural Basketball** signups are happening now. Please contact Nicole Bulinsky (6-7190) for more information.
- **SGA executive council and Teacher of the Year elections will be held February 28.** Applications for SGA executive council will be available next week. If you do not want your name included on the Teacher of the Year ballot, please email Laura. Teacher of the Year awards will be presented during the Spring Fling event, April 23.
- The **Association of Carolina Emerging Scholars** will present the second annual literature and culture conference at USCL on May 18. The conference is sponsored by all USC Regional Campuses. The theme of the conference is “Deathless Love,” and we are currently looking for undergraduate, graduate, and independent scholars to submit papers that emphasize the exploration and study of the humanities. Abstracts of no more than 250 words are due by March 15, 2013. Conference details will be emailed to participants upon acceptance. Please see Dr. Nick Lawrence or Laura Humphrey for more information. Please encourage your students to submit a proposal.
- **Representatives from USC Aiken** will be in the Starr Hall Lobby providing information to students thinking of transferring to USC Aiken. They will be here in February, March and April. **Representatives from USC Upstate** will be on campus on February 26.
- The **Spring Blood Drive** will be held on April 9.

SUMMER ORIENTATION—Due to Banner implementation and other reasons, we believe there will be a need to change the format and itinerary of our summer orientation sessions beginning in Summer 2013. I would like to convene an ad hoc committee to take a look at any potential changes and to offer suggestions and feedback. Please contact me or Laura Humphrey if you would like to volunteer to help with this project.

- **Security and Law Enforcement**—Please be mindful of the construction trucks moving about campus, especially in the parking lot between the Facilities Building and Hubbard Hall. Equipment and supplies continue to arrive.
- **Travel Study**—The trip to Italy will take place during the upcoming Spring Break. Dr. Dana Lawrence and Professor Trena Kendrick will lead the trip. Academic credit is offered in ENGL.

Proposals for domestic and international trips for 2014 may be made using the form linked on the Travel Study page and submitted to the Office of Student Affairs by March 1, 2013. Here is the link: <http://usclancaster.sc.edu/travelstudy/Approval%20Form%20for%20Faculty.pdf>

The Student Affairs Committee will review the proposals and make decisions based on feasibility and student feedback through surveys done last year during orientation.

- **Behavioral Intervention Team**—The team met yesterday and will continue to meet every other week. Referrals can be made at <http://usclancaster.sc.edu/BIT/index.html>

- **MISC.**
 - Please remember to **submit referrals for students with excessive absences** via this link from the USCL website: <https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>
 - Please remember to **submit any community service activities** you have participated in recently using the following link: <http://usclancaster.sc.edu/commserv/index.html>

Appendix # 4:

February 1, 2013

Faculty Meeting

Medford Library Report

Lori Harris, Director

1. See our email about ordering from the 2012 list of **CHOICE's Outstanding Academic Titles**. Many of you have not yet spent out your library book allowance, so we encourage you to use this list to generate suggestions for purchase.

2. We now have a new **online study room reservation system** for the students. However, please still call or email us to reserve the Conference Room.

3. We also encourage you to use our new **online request form for library instruction** for your classes. It's linked from the library's homepage. Fill it out as completely as possible, and we need 72 hours' notice for library instruction sessions so we can adequately prepare.

4. The **Faculty Colloquia Series** is moving to Medford Library as of this semester. The first one for spring is **February 27, with Dr. Ernest Jenkins presenting.**

5. Remember our **record giveaway** that runs through February 11.

6. And remember our **"Mug Event"** on February 13, advertised below:



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USCL Webmaster Report

Lori Harris, Director

7. If you have not already done so, please send me your office hours to update your webpages. Also, if you don't use Blackboard for your course documents, you can also send your syllabi to have them linked from your faculty webpage.
8. I want to encourage you yet again to send me notice of your faculty accomplishments for that webpage, especially publications, presentations, and honors.

