

**USC LANCASTER**  
**FACULTY MEETING MINUTES**  
**SEPTEMBER 6, 2013**

- I.** Call to order: 1:00pm
- II.** Minutes from April 5 and June 26 meetings approved
- III.** Reports of Officers
  - a.** Dean (Collins): **report attached—see Appendix #1**
    - i.** USCL wishes Amanda English well as she moves into new position with Palmetto College
    - ii.** Discussion of enrollment:
      - (Nims) Is the decrease in number of high school graduates affecting enrollment?
      - (Collins) This appears to be the case
      - (Nims) Do we have any contingency plans?
      - (Collins) Focus on recruitment (including possible full-time recruiter position); expand recruitment efforts into Ballantyne and Ardrey Kell areas.
      - (Criswell) Is there a way around out-of-state tuition?
      - (Collins) Students can receive a \$250 scholarship that covers out-of-state difference
  - b.** Academic Dean (Cox): **report attached—see Appendix #2**
    - i.** Thanks to those faculty and staff who helped with orientation and advising over the summer.
    - ii.** We're still experiencing fluctuations in class rolls as we transition to Banner system
    - iii.** Please consider teaching a Spring II class to accommodate latecomers, because Banner prevents late enrollment.
    - iv.** Sorry to lose Amanda English, though we're happy to have her as a part of Palmetto College
    - v.** Let your division chair know as soon as possible if you wish to teach a PALM class.

vi. Discussion:

(Gonzalez Guittar): Are upper- or lower- level courses more successful in Spring II?

(Cox) Are there prerequisites for upper-level SOCY classes?

(GG) Depends

(Cox) Prefer combination of both upper- and lower- level courses; we're operating under the assumption that SOCY 101 will fulfill Carolina Core; take a look at BLS and BOL degree requirements to determine course demand.

(Golonka) Students frequently drop classes, then need a 2<sup>nd</sup> 8-weeks class to fulfill hours requirements. I usually look for a general education course to fill that need.

(Cox) Yes, any general education course is good to offer.

(GG) How is the enrollment in 8:30pm courses?

(Cox) Unknown—BUS courses tend to have good enrollment in the evening, though.

(Wolochwianski) Percentage of non-traditional students enrolled?

(Cox) We don't know yet; in the past it has been approximately 25%

c. Academic Success Center (D. Lawrence)

i. The ASC is offering a combination of drop-in and appointment-based tutoring this semester. Students can make appointments online via ASC website.

ii. ASC has been very busy so far—more students seeking help early in the semester. Hopeful this will help with retention in courses.

d. Gregory Heath and Wellness Center (Sellhorst)

i. Group fitness trial week (Sept. 9-16)—stop by entry desk to get card; fill out release form with instructor before class

ii. There will be several PEDU options for Fall II 2013

e. Library (Harris)—**Report Posted in Minutes Folder on S Drive**

i. Library had a great year (see report)

ii. Librarians enjoyed having opportunity to attend division meetings in August

- iii.** There have been tech problems with off-campus access of library databases—most issues have been fixed. Let Lori know if you have problems—include the name of the database.
  - iv.** Off-campus access now requires network username and password (rather than barcode) for everyone.
  - v.** Library is moving toward requiring Carolina Card for book check out (for EVERYONE).
  - vi.** Contact Kaetrena Kendrick about faculty colloquiums. First colloquium on Sept. 25 with Dr. Bundrick and Dr. N. Lawrence on domestic travel study.
  - vii.** Contact Rebecca Freeman about “show what you know” workshops. First workshop on September 10 with Dr. Hammond on Evernote.
  - viii.** The library is collaborating with English faculty on a fairy tale themed display.
- f.** Safety (Rutledge)
- i.** Parking/Traffic
    1. Monday-Thursday mornings are very busy
    2. Looking into adding more faculty parking spaces
    3. Please don't use visitor spots or handicap spots
  - ii.** LYNX System
    1. Some bugs in system due to city changes
    2. System works, but it's slow
    3. If you're facing a critical emergency, call 9-911 instead of using LYNX
  - iii.** Fire Drill
    1. There will be a fire drill conducted during business hours this semester.
    2. System has not yet been tested with people in the buildings.
    3. Look for email regarding fire drill procedures
    4. Columbia people will be here to observe.
    5. This will be a standard fire drill—check evacuation routes for your classrooms.

- iv. Parking tags and Carolina Cards are now issued in maintenance/security building (Hours: M-Th 9am-5pm; F 9am-12pm)
- g. TRIO (Barnes-Bailey)
  - i. 44 early start students this summer (70+ applicants)—focus on arts
  - ii. Thanks to faculty and staff who helped with early start workshops/presentations
  - iii. Upward Bound/Gear Up: 90% of participants choose USCL for college; this is an important recruitment tool.
  - iv. UNIV 101—Barnes-Bailey is new coordinator; thanks to advisors for steering students toward discipline-specific section of UNIV 101.
  - v. Advising: Be mindful of students' backgrounds when advising them on course schedules; more students should be taking UNIV 101 during first semester, because so many of them are unprepared for college; UNIV 101 is an important tool for retention.
  - vi. (D. Lawrence) Lancaster County Adult Education offers Basic Computer skills classes for FREE at the Barr Street Learning Center at 610 East Meeting Street. The phone number is 803-285-7660; Donna Williams teaches the classes.

#### IV. Reports of USC System Committees

- a. System Affairs (N. Lawrence)—**Report Attached (See Appendix #3)**
  - i. Response to item one on report (Cox): proposal pulled from consideration by CHE due to opposition from tech colleges.
- b. Ad-hoc Curriculum Committee (Gardner)—**Report Posted in Minutes Folder on S Drive**
  - i. Discussion of committee's process during creation of curriculum proposal—emphasis on the amount of compromise, debate, and collaboration that took place.
  - ii. Committee began by establishing common learning outcomes; desire to create AA/AS degrees that will work seamlessly with 4-year track.
  - iii. Discussion:
    - (Cox) If student takes ENGL 102, does that fulfill the CMW and INF requirement?

(Gardner) No, overlay only applies in Bacc Prep

(Cox) LIB 101 wouldn't count in this degree plan?

(Gardner) No

(Biggs) Why the range for SCI (7-8; 8-12)?

(Garnder) Some students needed lab; some science courses are 3 hrs, come are 4 hrs. Depending on the courses a student takes, s/he could complete 7 or 8 hours.

(Yingst) Why bother with the "8" [why isn't the 8 understood]?

(Gardner) We wanted a sense of how many elective hours remain.

(Biggs) Requirement is 7 or 8, plus lab caveat. The range is strange.

(Gardner) Agree?

(Yingst) Hold for discussion under New Business

## V. Reports of Local Committees

### a. Executive Committee (Yingst)—**report posted in Minutes folder on S Drive**

- i. Committee met and proposes updates to bylaws—to be discussed under new business)

### b. Assessment Committee (Davaut)

- i. Presented 2-year report
- ii. All reports are posted on "S" Drive in "Assessment 2012-2013" folder
- iii. Implications of report:
  - 1. Syllabi must include learning outcomes that are consistent with program goals
  - 2. Further assessment taking place during 2013-2014 AY—you may be asked to provide artifacts, develop rubrics, or assess artifacts
  - 3. Questions: How can we use assessment to improve teaching/learning?

- iv. Address questions to Dr. Cox or Prof. Davaut

### c. Athletics Advisory Committee (N. Lawrence)

- i. Dr. N. Lawrence is continuing as chair of committee
- ii. AAC plans to propose addition to by-laws, specifying that the chair serves a 2-year term.

- iii. At the last meeting, Paul Johnson gave a budget presentation; 2013-2014 AY cuts \$175,000 from athletics budget
- iv. Cumulative GPA report 2012-2013: 2.959 average for student athletes
- v. Discussions ongoing about future additions to women's sports.  
Committee will meet again near the end of fall semester.

d. Tenure and Promotion (Nims)

- i. Dr. Nims elected chair of T&P committee.
- ii. Plans to meet with Dr. Cox to get advice and for a roster of faculty up for review this year.

VI. Unfinished Business--None

VII. New Business

a. Motion to Amend By Laws—**Report posted in Minutes folder on S Drive**—  
(Yingst)

i. Changes concern the following:

1. Formatting
2. Move African-American Studies to Humanities Division
3. Add “until successor is elected” throughout committee descriptions
4. Clarifying language
5. Committees deleted that are not under the oversight of the Faculty Organization
6. Change “Computer Committee” to “Technology Committee”
7. Add RPS committee
8. Add language specifying “up to two administrative appointees” for committees, to avoid “loading” certain committees.

ii. Friendly Amendment by Athletics Advisory Committee (N. Lawrence):  
Add “2-year term” for chair under “purpose”. Committee accepts amendment.

iii. Discussion:

(Martek) Is the Instructor Peer Review Committee Included?

(Yingst) Yes

(Criswell) Is there a conflict of interest in having bookstore manager on Bookstore Committee

(Cox) How is there a conflict when the committee is “advisory”?

(Criswell) What if we have competition for a contract?

(Cox) How much time is remaining on current contract?

(W. Collins) 7 years

(Criswell) Are there other committees with vendors on them? Troubled by outside person—someone not affiliated with university.

(Yingst) Motion to Amend?

(Criswell) Bookstore manager non-voting member of committee

(Yingst) Second?

(Catalano) Second

\*\*\*Amendment Approved\*\*\*

(Harris) Pg. 2, section 1 under membership: Librarians feel that “librarians” is redundant, since librarians are faculty/instructors.

(Yingst) Executive committee accepts this as a friendly amendment.

(Cox) Pg. 3, article 2, section 5: re: Division chair—division nominates, confirmed by Dean. Change wording to include “unless successor recommended by such election.”

(Yingst) Discussion? [None] I accept as Faculty Chair.

[Discussion of Motion]

(Golonka) Have you talked to committee chairs, directors about changing language—since the faculty organization voted on these committee descriptions?

(Yingst) Yes

(Golonka) Assessment committee: removing SACS statement removes important purpose.

(Yingst) Makes assumptions about our relationship with SACS and things that are not under the jurisdiction of the committee.

(Golonka) Needs statement about re-accreditation.

(Nims) Point of Order: Substantive change

(Yingst) Voting in October

(Nims) Now is not time for discussion—wait for vote.

(Golonka) If we amend now, we'll have a better document on which to vote.

(Yingst) Is chair of Assessment Committee comfortable with this change?

Reword: leave rewording to Assessment Committee.

(Davaut) Yes.

(Sellhorst) MOTION: Athletics Advisory Committee needs representative from GHWC, because athletes and athletics staff regularly use that facility.

(N. Lawrence) Second

[Amendment Passes]

(Golonka) Why only two administrative appts. and not three, since we have 3 divisions?

(Yingst) For small committees, more than 2 might be overwhelming. This motion will be voted on in next meeting.

**b. Motion to Amend AA/AS Curriculum (Gardner)**

(Yingst) Motion on the table. Does motion include Bacc Prep?

(Gardner) No—Bacc Prep is on document for comparison's sake only

(Cox) This body never approved Bacc Prep

(Bundy) Vote is on AA/AS only?

(Gardner) Yes, AA/AS degrees only.

(Yingst) Clarify: Motion to amend AA/AS degrees only—will these replace current degrees?

(Gardner) Yes, and bring us in line with Carolina Core

(Yingst) Motion is to accept first three columns.

(Nims) Second

[Chair passes gavel to Vice-Chair so that he may speak in non-chair capacity]

(Harris) I'm concerned that this is going around the curriculum committee, which hasn't seen this proposal.

(Criswell) Point of Order: Is there a quorum?

(Bonner) Yes

(Cox) If adopted today, request motion to specify when new degree goes into effect. Second, do we want our approval contingent upon approval by all regional campuses?

(Nims) I think all RCs have to agree for it to be the foundation of the 2-year degree in Palmetto College

(Bundrick) Why does local committee have authority over Palmetto College?

(Nims) Palmetto College must have common AA/AS degree

(Harris) But this is one curriculum; we can't accept one if we aren't happy with it.

(Bundrick) Do we have to have a common curriculum, or just adhere to Carolina Core? Faculty needs to ask "why?", if we're doing our jobs.

(Cox) We are no longer accredited separately from USC in Columbia. USC must award one Associate's degree that is the same at all campuses.

(Nims) Fran read the charge

(Penuel) "Common Subset"—we can do that without having exact same degree requirement.

(Yingst) This degree is not common subset.

(Cox) No, it does not meet every component

(Yingst) Why is it bigger?

(Gardner) What is bigger?

(Yingst) AIU, SCI...it exceeds in 3, less than 2. I don't understand the intent of the degree.

(Gardner) We used the learning objectives to dictate degree.

(Yingst) Accepts MATH 111, but not MATH 111i—though they're the same course. Does ARP means something different here than in Columbia?

(Gardner) We were a negotiating body; these are compromises.

(Yingst) My assumption is that MATH 111i is taught differently.

(Gardner) Prefer to exclude 111?

(Yingst) Yes

(Golonka) For biology, some courses count as electives—not toward degree requirements. Maybe that’s why they’re not approved?

(Gardner) MATH 111 is approved for AA/AS, not by Carolina Core

(Cox) My understanding is that any MATH meets the ARP requirement.

(Yingst) The intent is that it needs to be ARP course

(Bundrick) If degree is learning-outcomes driven, it doesn’t make sense to edit core.

(Catalano) PHIL should be 114, since it was recently approved for Core

(Cox) So it should read “approved ARP courses”

(Yingst) Current ARP excludes calculus series—so our science majors won’t fulfill requirement.

(Golonka) But they don’t stop at 141 if they’re on math track

(Cox) I submit that 111 and 111i does meet ARP in our AA/AS plan.

(Yingst) This doesn’t accept 111i?

(Cox) If it includes lowest level, it includes anything above that.

(Yingst) If things are still changing, why choose plan in flux? Our students only get 2 years to adjust. In Columbia they get 4 years.

(Gardner) There are many options for our students to fulfill requirements.

(Golonka) Science classes are still being approved—takes about a year for approval. We offer several courses that aren’t approved.

(Cox) CHEM 105 is approved

(Golonka) But we switched number to CHEM 101

(Gardner) How are course approved/proposed?

(Cox) Until this past year, certain courses have been “grandfathered in.” I doubt Columbia will deny Associate’s degrees to students.

(Bundy) Grandfathering is important. Current students will have more flexibility because of the flux.

(Gardner) Students go by curriculum under which they entered—or the updated one (their choice)

(Yingst) Motion to postpone vote until Curriculum Committee can examine this in more detail.

(Harris) Second

(Bonner) Discussion?

(Cox) The Curriculum Committee is a small body; as chair, I would rather have faculty forum.

(Yingst) I refer to Curriculum Committee, because I have a division rep on that committee.

(Harris) Whether it's in committee or in forum, what liberties do we have to amend this? Is it yes/no?

(Penuel) We're working with different definitions of "common."

"Common subset" is not "common degree"; couldn't individual campuses come up with plan that fits with subset?

(Emanuel) Can we get clarification from Columbia—does it have to be the same degree?

(Cox) Yes

(Bundrick) Can we get this in writing?

(Cox) No

[Motion to postpone vote is approved]

(Yingst) Continuing discussion, all but 2% of our students get AA/AS degrees. These degrees need to be as open as possible to accommodate our students' needs. This proposed degree is bad for our students.

(Nims) We need to keep things simple. Ultimately, we will have to come up with something common for Palmetto College. Let's come up with something we can agree on as a compromise.

(Yingst) But this degree is bad.

(Criswell) Who else is going to look after our students? That should be our guiding principle.

(Penuel) We should look at current degree plans and see which of the Core requirements we're already meeting.

(Yingst) Motion to charge Curriculum Committee to come up with specific degree plan and reasons.

(Harris) In two weeks?

(Cox) Impossible

(Yingst) Motion withdrawn.

**VIII.** Special Orders--None

**IX.** Announcements/ For the good of the order

- a.** Career Counseling (Andrea Campbell): Faculty will find Career Counseling postcards and flyers in their mailboxes; please share with students; Last year's postcards are incorrect, please discard; Career Counseling Center can help students figure out interests, work on resumes and other job materials; Campbell is working to build connections with local employers to get them to post jobs for students on the USCL jobs website.
- b.** (Sellhorst) Columbia will be tobacco free as of January 1. Ad-hoc committee formed to discuss similar policy for USCL (chaired by Sellhorst and Easley); part of a "Living Well" grant; will be soliciting participants for committee
- c.** (Bonner) Need nominees for Duffy award. Each division nominates someone, and we can submit up to 5 nominees; Self nominating is permitted. Humanities has nominated Van Hall; Math, Science, Nursing, and Public Health has nominated Bundy; Still need BBSCJE nominee.
- d.** (Yingst) Change of schedule for faculty meetings. We'll meet on Fridays at 11:40 so people who teach at 1pm can attend.
- e.** (Nims) Make sure you turn projectors off—especially in late classes. Very costly to replace equipment/bulbs.

**X.** Meeting adjourned at 3:43pm

**Attending**

Biggs, Barnes-Bailey, Bonner, Brown, Bundrick, Bundy, Burgin, Burke, Castiglia, S. Campbell, Catalano, Catledge, W. Collins, Covington, Cox, Criswell, Davaut, Easley, Emanuel, Freeman, Gardner, Golonka, Gonzalez Guittar, Harris, Hassell, Holland, Holt, Jenkins, Kendrick, D. Lawrence, N. Lawrence, Lewis, Martek, Mobley Chavous, Moon-Kelly, Monroe, Nims, Penuel, Polenski, Priest, Richardson, Roberts, Sallhorst, Taylor, Van Hall, Williams, Wolochwianski.

Submitted by Dana Lawrence, Faculty Secretary

## APPENDIX #1: Dean's Report



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

Dr. Walter P. Collins, III  
Regional Campus Dean

Report to the USC Lancaster Faculty Organization  
September 6, 2013

### Students

#### Enrollment

USC Lancaster's summer enrollment was down in student headcount and in FTE for 2013 as compared to 2012. As of September 3, 2013, 1117 students (936 FTE) are registered for Fall 2013. That figure can be contrasted with 1355 students (1097 FTE) registered at roughly the same time in 2012. The change in headcount is -17.56 (-14.69 FTE). None of our high school dual enrollment students has been entered into the system at this time, and our enrollment numbers are not final until Fall II (2<sup>nd</sup> 8 weeks) numbers are considered.

#### Athletics

Both soccer teams began practice on August 1. The next matches are here tomorrow against Wake Technical Community College beginning at noon. Many of you have heard that Mr. Rick Walters resigned over the summer to take a job with the Town of Kershaw. Mr. Kevin Thompson has been tapped to take on the duties of Athletics Coordinator with the departure of Mr. Walters. Mr. Steve Hoke is the new golf coach. The Athletics Advisory Committee, a standing committee of the Faculty Organization, met this morning. We have already begun talking about which women's sport(s) to add to our athletic programming.

### Faculty

Faculty searches in AY 12-13 concluded with the hiring of Dr. Elizabeth Easley (Exercise Science) and Dr. Stephanie Guittar (Sociology). Please join me in welcoming our new colleagues. The Hiring Priorities Committee has been meeting and will conclude their work and provide recommendations in the next several weeks.

**I have designated a minimum of \$40,000 to support USC Lancaster Research and Productive Scholarship Grants for faculty and staff this AY.**

Applications will be due later this Fall.

## Facilities

Construction of **Founders Hall** continues in the heart of campus with occupancy expected by Summer 2014.

Custodial and Maintenance staff members have worked tirelessly over the summer to complete a variety of projects including up fitting of the TRiO Lab in Medford Library (new conference room and kitchen area combo), installation of a new water heater for the Gregory Center pool, installation of a new roof and a new HVAC system for the Maintenance and Facilities Building. **Please refer to the email sent on 8/23/13 for a complete list of other campus facility accomplishments.**

## Financial

**All USC Lancaster unrestricted fund balances for FY 13 finished in the black.** Central Office budget officers have set quarterly meetings with local leaders on each of the 8 USC campuses. USC Lancaster's preparation meetings for the first quarter meeting began on August 19. The USC Internal Audit Department and an outside auditing firm continue their audit of several areas within the USC Lancaster system.

We are grateful to our local legislative delegation and to Mr. Hugh Mobley (Trustee) for helping secure in the FY 14 budget \$400,000 for campus deferred maintenance (one time). Other legislative funding beyond our base funding (currently at \$1.5 M) includes: \$148,400 (non-recurring parity funding), \$66,878 (deferred maintenance from the SC Lottery used at a 1 to 1 match from other campus funds), \$99,759 (technology funding from the SC Lottery). **There was also a 3.16 % tuition increase for FY 14.**

Thanks to Prof. Stan Emanuel, Dr. Chris Bundrick and Mrs. Sherri Gregory for agreeing to serve on the Dean's Budget Advisory Committee which will be meeting again soon.

## Other items...

Celebrating its first anniversary next month, the **Native American Studies Center** is currently hosting a Smithsonian Institute exhibit entitled ***Indivisible: African-Native American Lives in the Americas***. The exhibit remains open through late October.

The NASC Gallery Naming Reception took place last night and was a wonderful event that honored the collaborative efforts of the University, private and public donors as well as the City of Lancaster.

On July 30 **Dr. Richard Sutton**, new Executive Director of the South Carolina Commission for Higher Education, visited the USC Lancaster campus. We toured the campus and the Native American Studies Center. Dr. Sutton seemed impressed with the campus, our programming and our facilities.

## APPENDIX #2: Academic Dean's Report



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

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

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

### REPORT TO THE FACULTY

06 September, A.D. 2013

**COURSE SYLLABI AND OFFICE HOURS:** If you have not already done so, please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. Remember that we need a **separate syllabus for each section you are teaching**, even if they are the same course. ***Please submit these even if you have posted your syllabi and office hours on your webpage or on Electronic Blackboard.*** We need them on file for SACS purposes. For information about what needs to be included on your syllabus, see "Resources for Faculty" on the USCL webpage (<http://usclancaster.sc.edu/academics/syllabi.htm>).

**PLEASE be sure to check your course rolls for accuracy.** If students are attending your class who are not on the roll, please make sure that they check with the Admissions Office to determine the issue or problem at hand. It will save much time and effort (yours, the Admissions Office's, and the student's) if these issues are handled at the beginning of the semester and not after grades have been assigned. We ask each professor to "police" his or her class rolls to ensure that students enrolled in a course have met any pre-requisites. With that in mind, however, we have always followed a policy of allowing students to stay in a course for which pre-requisites have not been met with the instructor's permission. Many thanks for your help with this.

**2014 Academic Schedules.** Your division chairs are already asking for your course schedule proposals for SPRING 2014. Our goal is to have everything ready for preregistration when students return from Fall Break (October 21). We are also asking each academic division to work on adding courses to the SPRING II schedule. With Banner's implementation, we have lost some of our flexibility in admitting students late into 16 week courses, so it is increasingly important that we be able to offer a fuller range of courses during the

SPRING II session. Spring II time blocks are MW and TTh, 2:30 – 5:00 pm; 5:30 – 8:00 pm; and 8:30 – 11:00 pm. Night owls are strongly encouraged to volunteer.

**SUMMER 2014 Academic Schedule for Palmetto Courses.** Each regional campus Academic Dean has been asked to identify faculty who wish to teach two-way video and online courses for Palmetto College in Summer 2014. Please notify your division chair if you wish to offer such a course, but please remember that the Palmetto Summer Schedule is different from our local summer schedule. Palmetto has no “Maymester,” and so the sessions are set up as follows:

Session	Dates	Class Times (2-way video)
Summer I	May 12 – July 03	150 minute sessions, two days a week (MW or TTh)
Summer II	July 07 – August 07	135 minute sessions, four days a week (M-Th)

This has NO EFFECT on the Lancaster summer schedule, which will continue to consist of Maymester, Summer I and Summer II. Those dates are available on the online academic calendar:  
<http://usclancaster.sc.edu/admissions/Calendarlist.htm>.

**CONGRATULATIONS** to the USC Lancaster faculty who successfully maneuvered the tenure and promotion process and are now (thanks to the awarding of tenure) much more dangerous people than they were this time last year:

Dr. Mark Coe, Associate Professor of Psychology

Dr. Jason Holt, Associate Professor of Mathematics

Dr. Bettie Obi-Johnson, Associate Professor of Chemistry

Dr. David Roberts, Associate Professor of Philosophy

Dr. Sarah Sellhorst, Associate Professor of Exercise Science

Dr. Andy Yingst, Associate Professor of Mathematics

(Yes – every Lancaster faculty member who went up during this cycle was successful – a tribute to the excellent guidance and support you have received from the Office of Academic & Student Affairs, no doubt, as well as to our foresight in hiring such talented and dedicated individuals.) ☺

**PLEASE JOIN ME IN OFFICIALLY WELCOMING** our new faculty members:

- Dr. Elizabeth (Liz) Easley, Assistant Professor of Exercise Science (Ph.D., University of Kentucky)
- Dr. Stephanie Gonzales-Guittar, Instructor of Sociology (Ph.D., University of Central Florida)

**FALL 2013 COURSE EVALUATIONS.** About a year ago, this Faculty Organization voted to adopt online student evaluations (conducted through Class Climate) for all courses, with faculty having the option of requesting the traditional paper evaluations if they so chose. I am writing to remind you that you need to notify our office (please copy both Pam Ellis & Annette Horton) IMMEDIATELY if you wish to utilize paper evaluations for FALL 2013. If we have not heard from you before September 12 (3 weeks into the semester), your students will receive an e-mail link for online evaluations when the time comes.

On that subject – Last semester, over ½ of all USCL faculty requested paper evaluations, and it is creating a headache for our office staff, as faculty notify us (them) in a variety of ways – passing in the halls, a yellow Post-It note stuck to a computer screen, an e-mail (which may get directed into SPAM). Some faculty members think that they've requested paper when in fact, we have heard nothing. I would like to ask the Evaluation Committee to reconsider the current structure and to decide on a single evaluation format for all – either paper or online. This is simply a request.

**IF YOU HAVE TO CANCEL A CLASS**, it is very important to notify both your Division Chair and the Office of Academic Affairs, preferably with both an e-mail and a phone call. When e-mailing, please include your division chair, me, Pam Ellis, and Annette Horton. I also strongly encourage you to send out a notification e-mail (or an Announcement) to your students utilizing Blackboard. We will try to get signs posted for you prior to the start of your class.

The **FACULTY SEARCH FOR A PHYSICS PROFESSOR** continues, with the hopes that we can have someone hired and in place by SPRING 2014. Who would have ever thought it would be so difficult to replace Danny Faulkner?

The **HIRING PRIORITIES COMMITTEE** is currently holding a series of meetings and will be issuing its report to the Office of Academic Affairs shortly, so that we can begin looking at faculty hires for the 2014-2015 academic year.

### **APPENDIX #3: System Affairs Report**

Report from System Affairs Meeting from 19 April 2013

Submitted by Nicholas Lawrence, 2 September 2013

1) A.S. in Criminal Justice. The committee unanimously approved proposals for new A.S. degrees in criminal justice at Salkehatchie, Sumter, and Union. These degrees use Lancaster's A.S. in Criminal Justice as models.

2) Common degree plans. The committee put forward the following motion:

**“to approve revisions to the Extended University/Ft. Jackson, Salkehatchie, Union, and Sumter degree requirements to bring them in line with A.A. and A.S. requirement plus the ‘baccalaureate preparatory track,’”** all of which had been voted upon locally on regional campuses during the immediate run-up to the Senate meeting,

3) The “baccalaureate preparatory track” (BPT). Discussion about the term itself led to the following committee resolution, subsequently unanimously passed by the full Senate:

- **“One, that the term ‘baccalaureate preparatory’ is confusing in its implication that the other associates’ degrees do not prepare students for a baccalaureate degree, and two, that the term ‘track’ does not make clear that the curriculum is a degree program. Thus, the baccalaureate preparatory track should be renamed to address these concerns.”**

*Note: Based on the document accompanying the impending motion regarding curriculum change, it appears that the unanimously passed resolution led to no change in terminology.*

4) Summary of Teaching Evaluations for tenure and promotion files.

Senior Vice Provost Christine Curtis has gone on record that the provost's office will return to the home campus for revision any tenure and promotion file that lacks cross-campus data for teaching evaluations. Objections arose, among them the following: cross-campus Global Index comparisons are not easy to access, and the *Faculty Manual* instructions for presenting teaching evaluation scores substantively differ from those mandated by SVP Curtis. Therefore the

committee approved the following resolution, subsequently unanimously passed by the full Senate.

- **“We recommend to the Provost’s Office that because of difficulties with data collection, and because of inconsistencies between the Regional Campuses Faculty Manual and the requirements of the Office of the Senior Vice Provost, that the Office’s new requirements for cross-campus comparisons in the Summary of Teaching Evaluations be delayed until all involved parties resolve these concerns.”**

*Note: As of the first week of the Fall 2013 semester, this resolution was not forwarded to Curtis or anyone else in administration.*