

**USC LANCASTER  
FACULTY ORGANIZATION MEETING MINUTES  
DECEMBER 6, 2013**

- I. Call to Order: 11:47am
- II. Correction/Approval of the Minutes—November meeting minutes approved
- III. Reports of Officers
  - a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
    - i. There will be a budget meeting today at 2pm in BRAD 121
  - b. Associate Dean for Academic and Student Affairs—Dean Ron Cox –**REPORT ATTACHED (SEE APPENDIX #2)**
    - i. The revised version of the redefined teaching load form (which now includes librarians) will be sent out later today.
    - ii. Assessment
      - 1. Reminder to submit artifacts, if you've been asked to do so.
      - 2. New requests have been sent out
      - 3. If you are teaching the same course in the spring, you can use artifacts from that class.
      - 4. (Davaut) Instructors do not need to make photocopies; the Student Affairs office can handle copies.
  - c. Academic Success Center –**REPORT ATTACHED (SEE APPENDIX #3)**
  - d. Human Resources (Mobley-Chavous):
    - i. There will be two different insurance cards sent out prior to January 1.
    - ii. One of the cards is a new pharmacy card, which you will need to present at the pharmacy beginning January 1.
    - iii. December 15 paychecks will reflect insurance premium increases.
    - iv. Please let HR know as soon as possible if there are problems
    - v. As of January 21, USC Columbia campus will be completely tobacco free, so no smoking on campus!
    - vi. Please address questions about summer compensation to Tracey—you may earn a maximum of 33.85% of base salary for the entire summer.
  - e. Law Enforcement/Security—John Rutledge
    - i. During the week of Christmas and on Dec. 30-31, someone will be on campus to open buildings from 10am-9pm.
- IV. Reports of USC System Committees
  - a. Regional Campus Faculty Senate
    - i. Executive Committee (Nims)
      - 1. Executive committee submitted written resolution at the November RCFS meeting. The resolution was approved. (**SEE APPENDIX #4**).
      - 2. Bruce Nims was elected to Executive Committee Interim Chair position for the remainder of the Academic Year.
    - ii. Rights and Responsibilities (Hammond)
      - 1. Committee is still working on moving T&P process online
      - 2. Presented motion re: T&P committee for librarians (this document will be online soon; Hammond will send email when it is posted)

- iii. System Affairs (N. Lawrence)
  - 1. Common curriculum passed senate vote
  - 2. Seeking definition of “Palmetto College Faculty”
- iv. Welfare (Guittar)
  - 1. An email is coming re: T&P workshop, which will take place on January 17.
  - 2. Seeking RSVPs by December 13
  - 3. Duffy award nominees will be contacted by December 15
    - a. Sumter has 2 nominees; Lancaster has 5 nominees
    - b. No other campuses have nominees
  - 4. Faculty salary survey will be conducted electronically
- b. Provost’s Advisory Council (Gardner)
  - i. Chancellor has not responded re: need for Provost’s Advisory Council
- c. Columbia Senate (Bohonak)
  - i. Met on Wednesday
  - ii. Video of meeting online
  - iii. No report
- d. Research and Productive Scholarship (Penuel)
  - i. Ray McManus elected chair
  - ii. Report concerns to McManus, Penuel, or Criswell

V. Reports of Local Committees

- a. Assessment (Davaut)
  - a. 13 of 39 requested sets of artifacts have been submitted so far.
  - b. Please submit artifacts as soon as possible
- e. USCL Research and Productive Scholarship (Gardner)
  - i. Met today
  - ii. 11 grant proposals received
  - iii. Deadlines have been set; will send recommendations to Dean in early January

VI. Unfinished Business--NONE

VII. New Business

- a. Motion from Fran Gardner, Humanities Division Chair
  - i. Motion to move Dr. Ernest Jenkins to Tenure Track, based on USC Policy ACAF 1.18.
  - ii. No discussion
  - iii. MOTION PASSES (24 to 0)

VIII. Announcements/For the good of the order

- a. (Yingst) Spring faculty meetings will take place on the first Friday of each month at 11:40am
- b. (Cox) Request that chair charge Evaluation Committee to work on request made in Assoc. Dean’s report?
- c. (Yingst) Yes, I will send an email.
- d. (Yingst) re: Fran’s email about absentee voting:
  - i. We are not following Robert’s rules for end of year elections—mix of absentee and in-person

- ii. One solution: no absentee
  - iii. Another solution: Nominees set at prior meeting (March), all votes by mail, even if handed in at April meeting.
  - iv. (Nims) That's how faculty senate has always handled it
  - v. (Bundrick) Do by-laws allow for absentee voting?
  - vi. (Yingst) No—will explain details later. Will present motion at February meeting.
  - e. (Sellhorst) We have a grant to work on going tobacco free on USCL campus
    - i. Grant from Coalition for Healthy Carolina
    - ii. Call for Ad-hoc Committee, which will meet after Spring Break
    - iii. Send email to Sellhorst if you're interested in being on this committee
  - f. (Taylor-Driggers) NASC pottery sale tomorrow (Saturday) from 10am-4pm. There will also be a Downtown Lancaster Artisan Market from 10am-4pm.
- IX. Adjournment: 12:11pm

In Attendance: Alhaddad, Biggs, Bohonak, Bonner, Bundrick, Burke, Castiglia, Campbell, Catledge, W. Collins, Cox, Davaut, Easley, Emanuel, Freeman, Gardner, Guittar, Hammond, Hassell, Holloway, Holt, Jenkins, Johnson, Kendrick, D. Lawrence, N. Lawrence, Lewis, Martek, Mobley-Chavous, Moon-Kelly, Nims, Penuel, Priest, Richardson, Scarlett, Sellhorst, Taylor-Driggers, Yingst.

Submitted by Dana Lawrence, Faculty Organization 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  
December 6, 2013

### Students

#### Enrollment

As of December 5, 2013, 1792 students are registered for Fall 2013. We are down in enrollment by approximately 2.5% compared to last Fall. As of November 20, 2013, pre-registered students for Spring 2014 number 570.

### Facilities

Construction of **Founders Hall** continues and is slated to conclude by mid-Spring 2014. Computer labs in Hubbard Hall will be carpeted over the upcoming holiday break.

### Financial

There will be a campus budget update meeting this afternoon at 2:00 pm in Bradley 121.

### Other items...

- There are no updates on the transfer of the clinics to the hospital. Please see email from December 3 to the campus regarding Health Services issues.
- I have begun visits to **County Council meetings** in the counties comprising the USC Lancaster service area. I have spoken before councils in Chester, York and Chesterfield Counties to date and have the remaining three scheduled for next week and in January. My goal is to introduce myself as the new Dean, to talk about the students we serve from these counties, to highlight select campus points of pride and to discuss the opportunities associated with Palmetto College.
- **Please welcome Mr. Brian Cantey** who joined the IT staff on November 18. He fills the IT position paid for by funds from Palmetto College. His responsibilities include support of faculty teaching and students taking Palmetto College courses.

- Many thanks to the **Office of Advancement** for their work in making the **Fall 2013 Scholarship Luncheon** a great success. There were approximately 280 in attendance making this year's event one of the largest ever.
- Many thanks to the **Office of Admissions and Records** for their work in organizing and hosting this week's **Guidance Counselor Luncheon**. Many other campus departments/areas made mini-presentations during the luncheon. A big thanks to all.
- For those who RSVP'd, please don't forget about the **Campus Holiday Luncheon** next Wednesday, December 11, 2013; 11:30 to 1:30 in the Bradley Multi-purpose room.

**Happy Holidays to you all! Best wishes for a smooth conclusion to the semester. Enjoy a relaxing and reinvigorating time away with family and friends.**

## APPENDIX #2: ASSOCIATE 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 December, A.D. 2013

**Please remember to complete all student evaluations for all courses. SACS requires that every course (with enrollment of 5 or more students) must be evaluated.**

On the subject of course evaluations, currently this organization has established online evaluations as the “default” procedure, with faculty being required to request paper evaluations if they wish. This term (Fall 2013), approximately half of the USCL faculty requested paper evaluations. I would like to ask that the faculty consider:

- 1) Adopting a single format for evaluations, both to simplify the process for our office and to make sure that all USC Lancaster courses are being evaluated on a roughly equal playing field; or
- 2) Changing the “default” procedure to paper, and having faculty request online if they prefer that format.

(Keep in mind, however, that Palmetto courses and online courses will, of necessity, continue to be evaluated using the online version. We have no control over that.)

**SPRING 2014 Advisement/Pre-Registration:** Please continue your efforts to contact your advisees and encourage them to pre-register for the Spring 2014 semester.

**OUTSIDE PROFESSIONAL ACTIVITIES REPORT:** Just a reminder that the **Outside Professional Activities reports are due to the Office of Academic Affairs no later than 17 January 2014.** 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>). (Our Office has to complete the unit summary and submit it to Dr. Plyler’s office by the end of the month.) If you have not already done so (and thank you to those who have), please complete and submit this form to our office.

**FACULTY INFORMATION FORMS** for 2013 are due in the Office of Academic & Student Affairs no later than 31 January 2014. A copy of the form is attached to this report. If you have any questions about this form, do not hesitate to contact our office or a representative on the Peer Review Committee.

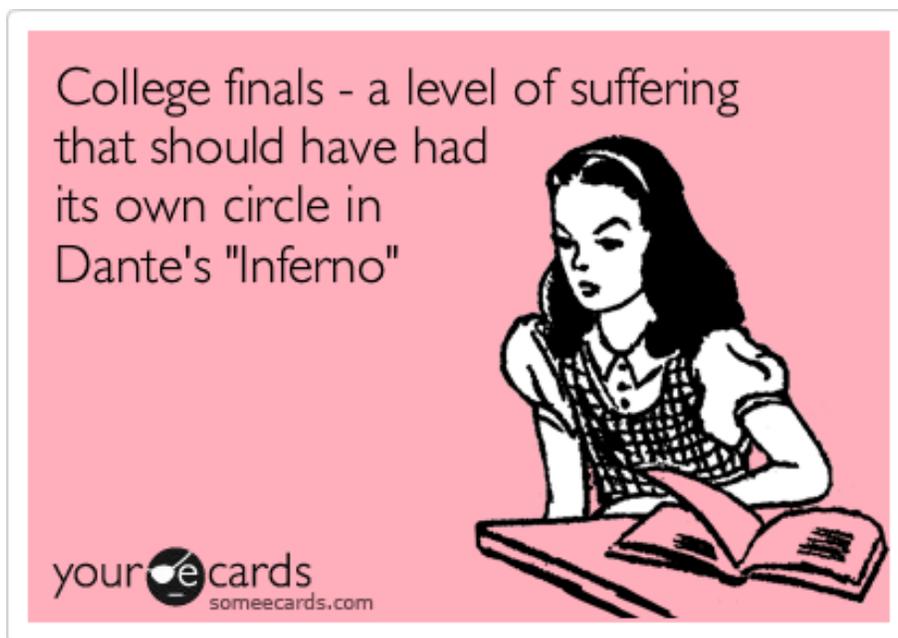
**APPLICATIONS FOR REDEFINED TEACHING LOAD FOR 2014-2015** are due to your division chairs by 15 January, 2014. A copy of the application is attached to this report.

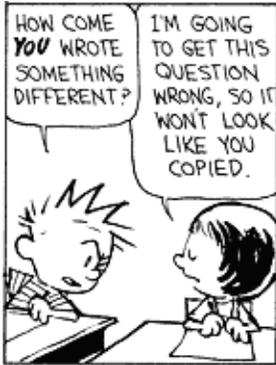
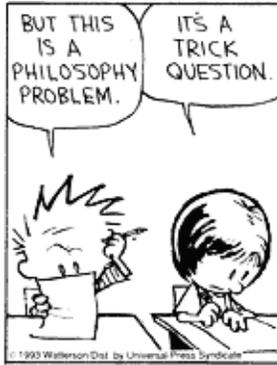
**Assessment** – Thank you to all faculty who have provided artifacts for USCL’s assessment efforts this year. (And if you have been requested to submit an artifact and haven’t yet done so, please do so as soon as possible.)

**A REMINDER** that all final exams must be given on the assigned date and time unless permission has been received from the Office of Academic & Student Affairs to administer them at different days/times.

**SPRING 2014** – Campus will reopen after winter break on Thursday, January 02. Late advisement/Course adjustment (what we used to call “late registration”) will be held January 08 and 09. Your division chairs will be asking for folks to advise in the Student Center during the usual times those days: 9 am to 1 pm, and 3 pm to 6 pm. Classes begin on Monday, January 13.

Best wishes for a safe and happy holiday season!!





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LANCASTER

## Faculty Information Form 2013

The following information is requested of each faculty member at USC Lancaster in order to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, a process which includes both a peer review and an administrative review (as mandated by University Policy).

Name of Faculty \_\_\_\_\_

Academic division of faculty member \_\_\_\_\_

Please select the one category most appropriate for your faculty status:

- Tenure-track / tenured / visiting faculty
- Tenure-track faculty undergoing first year review
- Tenured faculty undergoing post-tenure review (must include previous six years of professional activities)
- Full-time instructor (reviewed with scholarship component)
- Full-time instructor (reviewed without scholarship component)

PROFESSIONAL ACTIVITIES  
January 1, 2013 - December 31, 2013

Please include information from the current calendar year only. For a description of the current criteria for each of the areas below, please refer to the most recent edition of the *Regional Campuses Faculty Manual*. For more specific guidelines on completing this form, see the faculty resources available on the USCL website.

### **Effectiveness as a Teacher and/or Librarian:**

### **Scholarship:**

### **Service:**

### **Optional Personal Statement:**



**FACULTY REQUEST FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD  
 FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP**

**Note:** In the case of Faculty Librarians, the “teaching load” referred to herein will refer to the number of hours worked per week in librarianship duties. Also, where the Academic Division Chair is referred to herein, the Library Director will assume that same approval responsibility for faculty librarians.

A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure.

**Newly hired assistant professors will automatically be eligible for the redefined teaching load, but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal.** (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

| <b>“Regular” Teaching/Librarianship Load</b>                           | <b>“Redefined” Teaching/Librarianship Load</b>                                 |
|--|--|
| <u>Humanities &amp; Social Sciences</u><br>24 credit hours (8 courses) | <u>Humanities &amp; Social Sciences</u><br>21 credit hours (7 courses)         |
| <u>BBC&amp;E</u><br>24 credit hours (8 courses)                        | <u>BBC&amp;E</u><br>21 credit hours (7 courses)                                |
| <u>Natural Sciences</u><br>22 credit hours (6 lectures, 4 labs)        | <u>Natural Sciences</u><br>19 credit hours (5 lectures, 4 labs)                |
| <u>MATH</u><br>24 credit hours (6-8 courses)                           | <u>MATH</u><br>21 credit hours (6-7 courses)                                   |
| <u>Library</u><br>37.5 working hours/week                              | <u>Library</u><br>30 working hours/week<br>for one semester of the fiscal year |

Distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member as well as the general needs of the campus.

## **APPLICATION PROCEDURES**

1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair. Requests are usually due in January (for consideration for the following academic year).
2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:
  - a) What are the educational goals that will be achieved in terms of teaching or scholarship?
  - b) How will this redefinition of load increase the faculty member's contributions to the mission of the University?
  - c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested? If not, what is the anticipated timeline for completion?
  - d) How will the results of this project be demonstrated?
3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.
4. Tenure-track assistant professors (i.e., untenured tenure-track faculty) are automatically eligible for the redefined teaching load but are still asked to submit a proposal.
5. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms. This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.



UNIVERSITY OF  
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LANCASTER

**APPLICATION FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD**

**Name:**

**Date:**

**Academic Division:**

**Academic Discipline:**

**Academic Rank:**

**Tenured?**

**Request for Academic Year:** Fall 2014 and Spring 2015

**New Request**

**Renewal of Request**

**If renewal, when was the original request for this project approved (AY Year)?**

**Proposed Teaching/Librarianship Load for  
Academic Year:**

Fall Semester

Spring Semester

**Title of Proposed Research Project:**

**Anticipated Result of Proposed Research Project  
(book, chapter, article, presentation, etc.):**

**Detailed Description of Proposed Project:** (use additional pages as necessary)

1. I have read and I understand the terms and conditions applicable to my request for a redefined teaching load.

\_\_\_\_\_  
(initials)

2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined teaching load.

\_\_\_\_\_  
(initials)

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

***This document must be submitted to the Faculty member's Division Chair no later than January 15, 2014.***

***If no form has been received, the Faculty member will be assumed to be performing a normal (full) load in 2014-2015.***

**ADMINISTRATIVE REVIEW OF REQUEST**

\_\_\_\_\_  
Academic Division Chair/Library Director

\_\_\_\_\_  
Date

Approve     Deny

\_\_\_\_\_  
Associate Dean for Academic & Student Affairs

\_\_\_\_\_  
Date

Approve     Deny

## APPENDIX #3: ACADEMIC SUCCESS CENTER REPORT

### Academic Success Center Report

December 6, 2013

Submitted by Dana Lawrence

#### Fall 2013 Stats

|   | August/Sept 2013         | October 2013   | November 2013           |
|---|--------------------------|--|-------------------------|
| <b>Number of Tutors</b>                   | 9                        | 11 (We added 2 new by-appt-only tutors after fall break) | 11                      |
| <b>Total Number of Sessions</b>           | 187                      | 152  | 126                     |
| <b>Tutoring Sessions/Day (avg)</b>        | 6.92 (27 operating days) | 7.2 (21 operating days)                                  | 6.6 (19 operating days) |
| <b>Available Tutoring Hours/Day (avg)</b> | 21.6                     | 25.2   | 25.2                    |
| <b>Tutoring Sessions/Tutor (avg)</b>      | 20.7                     | 13.8   | 11.5                    |

#### Tutoring Sessions by Area

|                   |           |
|-------------------|-----------|
| <b>Accounting</b> | <b>5</b>  |
| <b>Biology</b>    | <b>9</b>  |
| <b>Chemistry</b>  | <b>4</b>  |
| <b>French</b>     | <b>5</b>  |
| <b>Italian</b>    |           |
| <b>Math</b>       | <b>53</b> |
| • STAT: 1         |           |
| <b>Spanish</b>    | <b>13</b> |
| <b>Writing</b>    | <b>37</b> |
| • ENGL: 23        |           |
| • HIST: 5         |           |
| • NURS: 1         |           |
| • PALM: 1         |           |
| • PSYC: 2         |           |
| • SPCH: 1         |           |
| • UNIV: 4         |           |

#### Spring 2014:

- We are pleased that all of our current tutors are returning in the spring. Brandon Newton and Alex Nauert will no longer be drop-in only. Alex will add writing as one of her tutoring areas, and Brandon will be available to tutor not only ACCT 225 and ACCT 226, but also ACCT 324, FINA 369, MGMT 371, AND MGSC 290.
- If you plan to require or offer extra credit for ASC visits in the spring, please contact Elaine Connor or me to discuss how we can document these visits in a way that works for everyone involved.

## APPENDIX #4: APPROVED COMMON CORE RESOLUTION

### Resolution

**Whereas**, the Southern Association of Colleges and Schools (SACS) granted reaccreditation to USC Columbia and the Regional Campuses with the specific understanding that “all regional campuses participate fully in the new general education curriculum and assessment activities,” and

**Whereas**, the USC Provost, in order to implement this SACS recommendation, and with the agreement of the South Carolina Commission on Higher Education, has stated in a letter, dated 28 October 2013, that the Regional campuses “must have a common general education requirement that is a subset of the newly revised general education requirement at Columbia, the *Carolina Core*” for their A.A. and A.S. degrees, and

**Whereas**, the Provost’s letter also stated that, “As ‘extended program sites,’ the program requirements for the A.A. and A.S. degrees must be identical across all five program locations (Ft. Jackson, Lancaster, Salkehatchie, Sumter, and Union),” and

**Whereas**, an Ad Hoc Committee with representatives from all Regional Campuses and Extended University has developed a Common Curriculum Proposal for the A.A. and A.S. degrees, and

**Whereas**, this Common Curriculum Proposal has been adopted without change or amendment by the faculty organizations of the four Regional Campuses and Extended University, and

**Whereas**, the Regional Campuses Faculty Senate has established a precedent of reviewing and approving all curriculum changes at the Regional Campuses and Extended University,

**Therefore, be it resolved** that the Regional Campuses Faculty Senate accepts these curricula as a Common Curriculum for the A.A. and A.S. degrees, and **further resolves** to establish policies and procedures in the *Regional Campuses Faculty Manual* to provide for the establishment of the Regional Campuses Faculty Senate’s governance of these common A.A. and A.S. degrees.

**This resolution was presented to the Regional Campuses Faculty Senate and approved by majority vote during its November 15, 2013, meeting at USC Sumter.**