

**USC LANCASTER  
FACULTY ORGANIZATION MEETING MINUTES  
MARCH 21, 2014**

- I. Call to Order: 11:42am
- II. Correction/Approval of the Minutes—February meeting minutes approved
- III. Reports of Officers
  - a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
    - i. Budget update re: reduction in force
      - 1. Email sent on Wednesday, March 12 about reduction in force
      - 2. RIF came about through meetings with Columbia and Palmetto College
      - 3. There were policies and procedures in place to identify cut positions. Decisions were made based on these results—NOT performance-based.
      - 4. Focus on not impacting instructional mission of USCL:
        - a. Faculty: what could be covered with current employees in the face of cuts?
        - b. Goal: uphold mission of USCL—students’ needs at forefront.
      - 5. Article published in *Lancaster News*
      - 6. Columbia is not telling us what to do, nor are they making business decisions now. Columbia has always facilitated business decisions—not taking over now.
      - 7. Recruitment and retention are crucial as we move forward. Initiatives are underway, but the impact has yet to be determined.
      - 8. Please share any ideas you may have for recruitment and retention.
      - 9. In 25-year projections for SC high school graduates, 2014 is a bottom-out year, with another downturn expected in 2020.
      - 10. USC and Clemson are lowering SAT requirement for admission. (Nims) 1030 or above.
    - ii. Discussion
      - (Obi-Johnson) How does Gamecock Gateway impact us?
      - (Collins) They want to increase that program; right now those students are in Columbia and attend Midlands Tech. Denied applicants to USC are offered Gamecock Gateway. Told about regional campuses after they decline GG.
      - (Monroe) We have access to the Mecklenburg County denied list; we want to target service area first; I’d like to see GG brochure to see what it says.
      - (Sellhorst) Can we just auto-send acceptance letters to these students?
      - (Collins) That would be a question for Ron’s office; we’ve offered to waive application fee. Not same as residential R1 campus, but we have other things to offer.
      - (Sellhorst) But they didn’t get into R1
      - (Collins) We’ve considered having current USCL students call prospective students.

(Nims) Can you provide numbers/ figures re: how much we were in red before cuts and how cuts affected it?

(Collins) \$300-500,000 in red. Cuts address \$320,000. If the deficit is more than that, we've discussed using renovation funds, athletics funds. Enrollment is up over last spring. We have 200 more dual-enrollment students this year (4 DE=1 FTE—not paying full tuition). Enrollment updates were posted in February, but those numbers are now uncertain. Number in my report reflects TODAY'S headcount.

(Nims) What kind of enrollment do we need to improve?

(Collins) Uncertain, though we are developing recruitment efforts. Lots of faculty speaking at area high schools.

(N. Lawrence) Coordinated efforts would be more effective than leaving it up to individuals.

(Collins) Yes, and retention is also important. Advising, personal connection, additional support.

(Catledge) High school guidance counselors are very receptive—will help coordinate visits.

(Nims) At PALM implementation meeting there was a discussion of marketing efforts. We need to ensure we get maximum benefit from PALM advertising budget. Also need TV ads.

(Collins) We get Charlotte stations in Lancaster; one Charlotte station included in advertising efforts.

(Nims) Marketing plan seems to emphasize radio, but we need TV.

(Collins) Shana spoke to them about targeted cinema ads in Rock Hill. We will pursue Manchester Cinemas; Shana asked if USCL logo can be used—he said yes.

(Collins) All those affected by RIF have been notified. Barring catastrophe, no more RIF foreseen. Karen Failed announced that she will retire at the end of the month. We will advertise and fill that position immediately. Ron and Shana will handle commencement preparations.

(Gardner) Glad to hear we're done with RIFs. Is there a plan to talk to staff to reassure them?

(Collins) Yes. Please don't hesitate to talk to me and Ron as you process recent changes and have ideas, questions about moving forward.

(Bonner) Is it possible to publicize Budget Committee meetings in advance of meetings?

(Collins) Yes. Next meeting is on Thursday at 1pm in my office.

(Sellhorst) Has PALM profit sharing been settled?

(Collins) Not settled/approved yet. I can share Powerpoint on this topic. They don't want any campus to be hurt by this profit-sharing model.

(Gardner) The old model hurt.

[Continued discussion of budget and recent profit-sharing numbers]

(Guittar) We need to increase our presence in schools: guest lectures, etc.

(Cox) We used to have a Speakers' Bureau, which connected faculty expertise with schools, organizations, etc.

(N. Lawrence) We need to talk to parents. Bring them in so we can make a strong case to parents.

(Martek) Some kind of open house? Like parents' night at the high school?

(Cox) Parents want to know about cost and financial aid..

(Catledge) We are doing this now with nursing.

(Cox) You're selling a popular program; it's harder to sell an institution.

(Monroe) We're done with mailing lists, GearUP is ending. Idea: Take a failing school and partner. We could introduce a program at Lancaster High School. Some kind of Junior Partner program, etc.

(Collins) Don't hesitate to contact me. Thanks for your support.

(Mobley-Chavous) Let me know about any job opportunities you know of, and I will forward to RIF employees.

- b. Associate Dean for Academic and Student Affairs—Dean Ron Cox—**REPORT ATTACHED (SEE APPENDIX #2)**
  - c. Academic Success Center –D. Lawrence) –**REPORT ATTACHED (SEE APPENDIX #3)**
    - i. Please send all communications regarding the ASC directly to me beginning today.
  - d. Human Resources—Mobley-Chavous
    - i. Regarding Summer classes:
      - 1. Published summer-payout schedule doesn't apply, because we won't submit paperwork until the class officially makes.
      - 2. If you have a grant that is filtered through HR, please contact Sherri Gregory.
  - e. Library—Lori Harris-- **REPORT ATTACHED (SEE APPENDIX #4)**
  - f. Law Enforcement/Security—John Rutledge
    - i. Change in construction-site security.
    - ii. More tractor-trailer trucks coming in main entrance—will try to give advance notice.
    - iii. More re-striping in parking lot. We won't begin ticketing HEV spots until the fall.
    - iv. Recent meth bust in Gregwood: we discovered some people were cooking in vehicles parked on our property.
    - v. Prof. Protz has applied to have CRJU honor society on campus. Ceremony in April to initiate first students.
- IV. Reports of USC System Committees
- a. Regional Campus Faculty Senate
    - i. Executive Committee (Nims)
      - 1. Next meeting April 7 in Columbia
      - 2. Lisa Hammond met with Susan Elkins and the Provost's office to confirm administrative terminology in manual as we change over from Regional Campus to Palmetto College.
    - ii. Rights and Responsibilities (Obi-Johnson)
      - 1. Motion to change unit name and title changes in manual
      - 2. Motion to implement online submission of T&P files.
      - 3. Both will be online for you to review.

4. Discussion:

(Cox) Will this affect people going up next year?

(Obi-Johnson) Yes

(Gardner) It has to be approved by Board first

iii. System Affairs (N. Lawrence)

1. 1-year ago presented resolution to not do cross-campus compiling of evaluation scores.

2. Curtis is gone, Jeffries agrees. They just want context for comparison.

3. Unsure what future of System Affairs will be if Curriculum Committee is formed.

4. Discussion:

(Alhaddad) Did you have a copy of Plyler's cover letter that accompanies external review files?

(N. Lawrence) Yes, we copy edited it.

(Alhaddad) May I request a copy?

(N. Lawrence) Yes.

(Penuel) There is a motion to change to one rep from each campus on new Curriculum Committee. Doesn't this hurt USCL?

(N. Lawrence) Yes, this is the proposed change. I think it is unfair to USCL based on enrollment numbers. 1 rep from each campus plus chair of System Affairs will create imbalance.

(Scarlett) Why isn't System Affairs the Curriculum Committee?

(Catalano) [reads description of System Affairs Committee from faculty manual] I asked that very question. It seems designed to prevent USCL from having more influence. My feeling is that System Affairs will have little to do without curriculum.

(Scarlett) Practical concern: historically, person least likely to fight is chair—now chair of two committees?

(N. Lawrence) Curriculum Committee won't ever meet at Senate.

(Yingst) Curriculum should not be handled by committee that doesn't have equal representation.

(Gardner) There have been times in which Union hasn't had representation due to declining senate participation.

(N. Lawrence) They're guaranteed a spot. If they don't use it, that's up to them.

(Garnder) Union faculty has been stressed in past.

(Nims) Often, committee memberships are arbitrarily decided. If motion doesn't pass, it's important that we be more thoughtful about this.

(N. Lawrence) Who is to decide who's qualified to be on which committee? Now that there's more at stake, people are worried?

iv. Welfare (Guittar)

1. Duffy Award winner's name sent to Provost. Award will be presented at April meeting.
2. Faculty Welfare Survey to be distributed soon. Needs high response rate to be useful. Last survey had only 20%--that data is useless.
3. Discussion

(Martek) What's it called?

(Guittar) It will be an email from ME: 2014 Faculty Welfare Survey.

(Penuel) Is it a radio-button survey, or are there open-ended questions?

(Guittar) Combination of different formats.

v. Provost's Advisory Council (Gardner)

1. Has not met; has no plans to meet.

vi. Columbia Senate

1. (Bohonak) Met last week—no new report
2. (Alhaddad) Christine Curtis is leaving
- 3.

b. Provost's Advisory Council (Gardner)

- i. Chancellor has not responded re: need for Provost's Advisory Council

c. Columbia Senate (Alhaddad)

- i. Statement re: Academic Freedom posted online (link was sent via email).
- ii. If you can't access it and wish to participate in the discussion, you can send an email to [facultySenate@sc.edu](mailto:facultySenate@sc.edu)
- iii. Considering including AP Computer Science as math course for admission
- iv. Elkins invited to join Columbia Committee on Instructional Development
- v. Discussion:

(Nims) RCFS passed similar resolution

(Guittar) Who is in charge of doing something with such resolutions?

(Nims) Essentially, they just go in the minutes. Probability that resolutions passed at different schools will be brought together and sent to SC Legislature.

(Gardner) Is there regional campus representation on Committee on Instructional Development?

(Alhaddad) No—will look into it. CID is now responsible for Distance Initiatives. Chair of CID not there—usually Courses and Curriculum chair reports of behalf of CID chair.

(Yingst) Nothing in manual saying we have representation?

(Gardner) Will look into it.

V. Reports of Local Committees

a. Budget (Bundrick)

1. Received more anonymous questions re: budget, but recent events delayed getting answers.
  2. Working with Pam Hayes to get answers re: Gregory Health and Wellness Center. Hope to have answer by end of semester.
  3. Next Budget Committee meeting will include Pam Hayes
- b. Student Affairs (Bundrick)
1. Met last week to look at Summer 2015 Travel Study proposals. Approved course proposed by Scarlett and Bundy. I'll let Bob explain course at later date.
  2. New forms will be used for 2016 proposals.
  3. Office of Student Engagement will come in fall to give presentation on how they can help us put these trips together.
- c. Evaluation Committee (Scarlett)
1. Re: questions of mode of evaluation. Current: paper is default; faculty can choose online.
  2. Voted to leave mode as is.
  3. If purpose is to help improve instruction, instructor should get to choose format.
- VI. Unfinished Business/New Business
- a. Motions cannot be considered because we do not have a quorum. Postpone until April meeting.
- i. Executive Committee motion concerning election procedures—**SEE APPENDIX #5**
  - ii. Rights and Responsibilities Motion: Updated campus description for external T&P reviewers—**POSTED ON S DRIVE AND INCLUDED IN EMAIL RE: MARCH MEETING MINUTES.**
- b. Nominations from the floor for April elections?
- i. Catledge for Instructor Peer Review Committee
  - ii. Discussion:  
(Nims) Can nominations continue until next meeting?  
(Yingst) Yes
- VII. Announcements/For the good of the order
- a. (Taylor-Driggers) NASC Festival tomorrow from 9am-4pm.
- b. (Cox) Thanks to Kim Covington for organizing Honors Day again. Thanks to all who participated.
- c. (Alhaddad)
- i. Guide to Summer and Fall STEM classes placed in advisors' boxes
  - ii. Discussion  
(Cox) CHEM 102 and 107 are listed as SCI on Banner. Neither has been approved for Carolina Core. Looking into this now. Check official list on Carolina Core homepage.  
(Alhaddad) Courses must be submitted by November to get into catalog. Maybe those are in the pipeline? Also, teaching Statistics this summer.  
(Penuel) Any information on CHEM 101?  
(Cox) Probably not, because it's not taught in Columbia. CHEM 101 instructor should submit proposal.  
(Alhaddad) 101 not prerequisite for 102

(Sellhorst) Doesn't CHEM 105 meet SCI requirement?

(Cox) Yes

(Bohonak) I want to note that Shemsi has taken 18 graduate hours in Statistics to be able to teach STAT course.

- d. (Guittar) Teaching SOCY 354 over the summer. Blackboard-based—1<sup>st</sup> four weeks face-to-face; 2<sup>nd</sup> four weeks online only. Good for students who need extra tech instruction.
- e. (Cox) Note that PALM summer schedule doesn't match USCL's. Be aware as you advise.
- f. (Yingst) In the future, I will cut off reports if necessary to ensure quorum for unfinished and new business.

VIII. Adjournment: 1:15pm

In Attendance: Alhaddad, Biggs, Bohonak, Bonner, Brown, Bundrick, Bundy, Burke, Campbell, Catalano, Catledge, Covington, Cox, Easley, Emanuel, Garner, Golonka, Guittar, Harris, Holt, Jenkins, Johnson, D. Lawrence, N. Lawrence, Martek, Mobley-Chavous, Monroe, Nims, Obi-Johnson, Penuel, Richardson, Rutledge, Scarlett, Sellhorst, Taylor-Driggers, Van Hall, 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 Faculty Organization  
March 21, 2014

### Students

#### Enrollment

As of March 21, 2014, we have 1368 students (headcount) registered for Spring 2014.

### Facilities

Construction of **Founders Hall** continues and is slated to conclude by mid- to late-April 2014. We are beginning the process for office assignments in Founders.

**Thanks to Glen Jackson, Butch Lucas and their crews** for accomplishing the following maintenance work over Spring Break:

**Hubbard Hall:** a) changed all air handler filters b) repaired damaged ceiling tile in lobby c) “deep” cleaned all restroom floors d) replaced broken faucet in break room e) conducted fire alarm system annual tests f) had boiler inspected by insurance rep g) cleaned chiller coils h) cleaned coils on roof top unit

**Medford:** a) changed all filters in air handlers b) cleaned chiller coils c) put anti slip coating on front entrance d) painted ladies restroom, first floor e) conducted annual fire alarm testing f) had boiler inspected by insurance representative

**Starr:** a) cleaned cooling tower interior b) changed all air filters in air handlers c) cleaned coils on 2 roof top units d) “deep” cleaning on 2 restrooms

**Bradley:** a) cleaned coils on 2 chillers and replaced 1 condenser fan motor b) changed all air handler filters c) repaired grounded wire on roof top unit d) repaired roof leak above 2nd floor ladies restroom e) conducted fire alarm annual tests f) had boilers inspected by insurance rep g) “deep” cleaned restrooms on 1st floor

**Gregory H&W:** a) replaced all air handler filters b) did annual fire alarm testing c) had insurance rep inspect boiler d) cleaned cooling tower interior

**Native American Studies Center:** changed all filters and did annual fire alarm testing

### Budget

We continue to work toward ending the current fiscal year in the black. The reductions-in-force and other measures effected last week will allow us to get there. The recent re-calibration will also prepare us for known challenges for next fiscal year. They include the following:

- Minimal tuition increase expected
- Affordable Care Act impact – January 2015
- Regular State Health Insurance increase to EMPLOYER side
- Potential loss of non-recurring parity funding
- New classroom building – additional operating expenses of approximately \$50,000
- Pay package – expected to be no less than 1.5% - campus must cover majority
- Uncertainty with enrollment

The Dean's Budget Advisory Group will meet again next week to tackle the construction of next year's budget and associated functions.

### Other items...

- **Health Services:** The hospital will not be moving forward with the acquisition of the Physical Therapy Clinic, and the clinic will close on April 15. We are still working with Springs Memorial Hospital for the transfer of the Cardio-pulmonary Clinic to the hospital.
- **Native American Studies Week** begins today. Follow this link for more information: <http://usclancaster.sc.edu/NAS/NASWeek/2014/PR-NASwk2014.pdf>
- **Mr. Bruce Brumfield**, president of Founders Federal Credit Union, will be our 2014 Commencement Speaker.
- **Thanks to TRiO programs and Student Life** for hosting and sponsoring several events to celebrate Black History Month during February. The signature event—the **Soul Food Cook Off**—which took place on February 19 included seven community and business teams who served up their finest. Proceeds from the cook off will support the USC Lancaster Emergency Textbook Scholarship Fund.
- **Medford Library** will benefit from \$127,000 in recurring funds from Palmetto College for the Regional Campuses E-Campus Fund, which will bring the annual amount to \$180,000 to subscribe to electronic resources for Regional Campuses libraries.
- Congratulations to **Prof. Fran Gardner** on the opening of her art exhibit entitled *Laws of Variation* on March 5 in the Rose Room Gallery, Peabody Auditorium Daytona Beach, FL.

Congratulations to **Dr. Ernest Jenkins and Dr. Michael Bonner**. At the annual meeting of the South Carolina Historical Association on March 15th, Ernest Jenkins was elected to the Board/Executive Committee and Michael Bonner was elected Vice-President.

- **Sixty high school students** were on campus recently for scholarship interviews awarded by the Educational Foundation of USC Lancaster. Thanks to the Scholarship Committee for coordinating this effort.

- **Thanks to Professor Kim Covington** for organizing last month's Honors Day activities. Approximately 400 high school students and their sponsors attended.
- USC Lancaster was recently awarded a **\$25,000 grant from Lutz Foundation** towards the establishment of a Nursing Simulation Laboratory for our cooperative BSN program with USC Columbia.

## APPENDIX #2: ACADEMIC & STUDENT AFFAIRS 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 21 March, A.D. 2014

**SUMMER & FALL 2014 SCHEDULE & ADVISING.** Thank you for submitting your proposed teaching schedules for Summer & Fall 2014. For the most part these have been loaded into Banner and pre-registration has begun. Adjustments, however, are still being made, so if you find mistakes in the schedule, please make our office aware of them ASAP.

Regarding summer classes, we will be adopting the same procedure as last year. A course **MUST** have sufficient enrollment to cover instructional costs (generally 5 or 6 students is sufficient, depending on the amount involved).

Any course with 2 or fewer students will be canceled. If a course has 3-5 (or 6) students, the faculty member will be given the option of teaching it at a pro-rated level. It would be very helpful if you would let your division chair know as early as possible if you'd prefer for the course to be canceled, or if you wish to be considered for the pro-rated amount.

**2014 USC LANCASTER COMMENCEMENT EXERCISES** will be held Saturday, May 03 in Bundy Auditorium. ALL full-time faculty are expected to attend and participate in Commencement Exercises, and all adjunct faculty are invited as well. There will be a VIP reception in the Multipurpose Room prior to the ceremony (faculty are invited), with a reception for graduates and parents following the commencement exercises. A notice will be sent out asking you to confirm your attendance so we can set up the stage appropriately.

**ASSESSMENT.** For those of you who have been asked to score artifacts, Dr. Davaut has asked me to remind you that the requested deadline for submitting your scoring sheets is March 28 (or April 04, for those who received items later). Also, in doing your scoring, there may be some instances where, due to some miscommunication, there may be discrepancies between assigned numbers on the artifacts. If you encounter such discrepancies, please let Nathalie know as quickly as possible so this can be remedied. And thanks to all who submitted artifacts, or who are serving as scorers and compilers. This process cannot work without everyone's help and support.

**CURRICULUM COMMITTEE.** The USCL curriculum committee will meet on Thursday, March 27, to discuss possible changes to the Associate's in Science (Business) degree – mostly the addition of options within the major to allow students a greater flexibility in also meeting requirements for different baccalaureate degrees (e.g., Business, BOL, etc.).

The goal is for the committee to complete its proposal and to have it submitted to the faculty in time to allow for debate (and hopeful approval) at the April faculty meeting.

**TRAVEL.** The faculty travel budget for the current fiscal year (ending June 30) has now been expended (or committed). Additional requests for funds will be held and, if there is any unspent money (i.e., someone spends less than they anticipated on their TA form), will be considered on a first-come, first-serve basis. (I currently am already holding two such requests, so there's already a "waiting list.")

**RETENTION.** The USCL Retention Committee will meet this afternoon in Hubbard 220 to discuss strategies for improving student retention. If you have ideas or suggestions for this committee, please share them with me or with a member of the committee.

On the subject of retention, as of March 31, our Office will take over coordinating the "academic coaching" sessions required for students who have been placed on academic probation (i.e., less than a 2.0 USC GPA). My sincere thanks to those who have offered to assist with this important initiative.

**FACULTY SEARCHES.** In light of the budgetary situation, all faculty searches have been temporarily suspended. Our Office is, however, working with division chairs in looking for ways to continue to offer the courses our students need. In particular, we are looking at what options are available to us to restore PHYS to our 2014-2015 academic schedule, as these courses are required for students in a wide variety of majors (ranging from health services to engineering).

**ADMINISTRATIVE EVALUATIONS.** The division chairs and I have met and have worked out a tentative schedule for completing administrative evaluations before the end of the Spring 2014 semester.

**FACULTY NEWS & ACCOMPLISHMENTS.** Several faculty have notified me of recent scholarly achievements. Congratulations to

- Professor Fran Gardner, whose work that was published a couple of years ago in Mary Schoeser's *Textiles: The Art of Mankind*, is being translated into both French and German – a first for her work to be in an international publication in multiple languages.
- Professor Nick Guittar, whose book *Coming Out: The New Dynamics* (Lynne Rienner Publishers) has just been released (2014). Nick also had three separate peer-reviewed articles either accepted for publication or published. One article, entitled "Micropanics: A theoretical explanation for anti-gay hate crime perpetration" was published in December 2013 by the *International Journal of Criminology and Sociological Theory*. A second article, titled "Intersecting Gender with Race and Religiosity: Do unique social categories explain attitudes toward homosexuality?" appears in the January 2014 edition of *Current Sociology* (the flagship publication of the International Sociological Association). The third article is a forthcoming publication in the *Journal of LGBT Youth* entitled "'At first I just said 'I like girls': Coming out with an affinity, not a sexual identity."
- Several of our faculty have been notified that they were successful in seeking Provost's grants or RISE grants, including Professor Stephen Criswell, Professor Lisa Hammond, Professor Marybeth Holloway, and Professor Dana Lawrence.

Thank you for sharing news of your accomplishments with our Office (as well as with the Office of Public Information).

## APPENDIX #3: ACADEMIC SUCCESS CENTER REPORT

Academic Success Center Report

March 21, 2014

Submitted by Dana Lawrence

**Beginning March 31, please send all ASC-related questions and requests me: [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu) or 313-7023.**

### Fall 2013 Stats

	August/Sept 2013	October 2013	November 2013	December 2013
<b>Number of Tutors</b>	9	11 (We added 2 new <b>by-appt-only</b> tutors after fall break)	11	11
<b>Total Number of Sessions</b>	187	152	126	64
<b>Tutoring Sessions/Day (avg)</b>	6.92 (27 operating days)	7.2 (21 operating days)	6.6 (19 operating days)	6.4 (10 operating days)
<b>Available Tutoring Hours/Day (avg)</b>	21.6	25.2	25.2	25.2
<b>Tutoring Sessions/Tutor (avg)</b>	20.7	13.8	11.5	5.8

### Spring 2014 Stats

	January 2014	February 2014
<b>Number of Tutors</b>	10	10
<b>Total Number of Sessions</b>	73	89
<b>Tutoring Sessions/Day (avg)</b>	5.2 (14 operating days)	5.6 (16 operating days)
<b>Available Tutoring Hours/Day (avg)</b>	22.2	22.2
<b>Tutoring Sessions/Tutor (avg)</b>	7.3	8.9

### Tutoring Sessions by Area (February 2014)

<b>Accounting/Business</b>	<b>13</b>
<b>Biology</b>	<b>9</b>
<b>Chemistry</b>	<b>4</b>
<b>Math</b>	<b>30</b>
<b>Spanish</b>	<b>11</b>
<b>Writing</b>	<b>19</b>
• CRJU: 1	
• ENGL: 13	
• HIST: 1	
• PHIL: 1	
• SPCH: 1	

• UNIV: 2	
<b>Other (help student navigate Blackboard, access USCL email, use Microsoft Word, etc.)</b>	<b>3</b>

**Spring II 2014:**

- The Spring II Tutoring Schedule is posted at <http://usclanaster.sc.edu/asc/TutorSched.pdf> . We have tutors for the following courses:
  - Accounting: 225, 226, 324
  - Biology: 101,102, 243, 250
  - Chemistry: 101, 102, 105, 111, 112
  - Economics
  - Finance 369
  - MGMT 371
  - French
  - Italian: 121, 122
  - Math: 105, 111, 111i, 112, 115, 122, 141 (non-maple)
  - Spanish: 109, 110, 121, 122
- If you plan to require or offer extra credit for ASC visits this semester, please contact me at [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu) or 313-7023 to discuss how we can document these visits in a way that works for everyone involved.

**Medford Library Report to the Faculty**  
**March 21, 2014**

Lori Harris, Library Director

**1. Tenure and Promotion Criteria for Librarians**

Over the last year, we librarians rewrote the tenure and promotion criteria in the Regional Campuses Faculty Manual, as it pertains to librarians. After three visits to present our recommendations to the R&R committee and the Regional Campuses Faculty Senate, those updates were approved at the March 7 meeting of the Senate. Pending approval by the administration, we hope and expect those updates to be effective and reflected in our two Assistant Librarians' third-year reviews in Fall 2014.

**2. Issues related to Library Support for Palmetto College**

**Student Access to Library Resources**

UTS has successfully changed the way a student is provided access to electronic library resources from "home campus-based" to "course-based" authentication. Students who "belong" to one campus but also simultaneously take courses sponsored by a different USC campus (common among Palmetto College students) now have access to the library electronic resources of both campuses. That was not previously true. That idea originally came up in a Palmetto College Implementation Team meeting last summer, so we appreciate of the tech folks, such as Randy Rollings, who made that happen.

**Additional Funding for Electronic Resources at the Four Regional Campus Libraries**

Chancellor Elkins and Vice-Chancellor Plyler recently approved a request from the Regional Campus Libraries to provide funds to our four libraries to support electronic resources. In 2000, a fund was established by the Provost for this purpose. This new money, which is \$127,000, will be added to the existing \$53,000 in that fund to total \$180,000 annually, more than tripling the fund. The new money is recurring, and the Palmetto College allotment will grow 5% each year.

Our goal here was to bring our four small Regional Campus libraries up to a more level playing field now that we are sharing programs and students as Palmetto College, so we can also have more electronic resources in common for the four-year and the two-year students and faculty.

The funds will go toward subscriptions for 25 online resources which support undergraduate education (especially BOL and BLS,) such as more full-text JSTOR collections and additional EBSCOhost databases, and also toward implementation of a systemwide “discovery” package, making searching across multiple electronic resources much easier.

*\*On the downside, I would point out that –*

- *this funding does not help support the libraries’ print collections, which historically have not been developed to support four-year degree curricula.*
- *Plus, there is a long history of inequity in the availability of library research resources to faculty on the regional campuses, due to variations in local campus funding for libraries, even though all RC and EU faculty are covered under the same tenure and promotion criteria requiring scholarship.*

**APPENDIX #5: Executive Committee Motion**

# Election Procedure Motion

The executive committee moves that portions of the bylaws be revised to more accurately reflect the election process, and to legalize the ballot procedure we use. In particular, we move that sections. In particular, we move that Article III Section 2, and Article VI be revised as described below:

[Current]

[Article III] Section 2. The officers of the USC Lancaster faculty organization will serve for a term of one calendar year commencing with their election to office. Nomination and election of officers shall take place at the last regular faculty meeting of the academic year. Nominations will be made by the current Executive Committee after having polled the faculty as to its preferences. Current officers are eligible for re-nomination and re-election. Nominations will also be taken from the floor.

...

### Article VI – Elections

Section 1. In the case of any position to be filled by election by the faculty organization, nominations for such positions shall be made by the Executive Committee in accordance with the procedures for elections of officers in Article III, Section 2 above or be made from the floor. Voting shall be by secret ballot.

Section 2. A candidate receiving the highest number of votes on the first ballot shall be declared elected.

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[Proposed]

[Article III] Section 2. The officers of the USC Lancaster faculty organization will serve for a term of one calendar year commencing with their election to office. Current officers are eligible for re-nomination and re-election. Procedures for elections are described in Article VI.

[Proposed]

### Article VI – Elections

Section 1. In the case of officers or other positions which are filled by election by the faculty organization, elections will normally be held at the end of the academic year. Nominations will be taken before the second to last meeting of the year and will be taken from the floor during that meeting, *subject to review for eligibility by the executive committee*. The ballot will then be conducted by secret ballot by mail (through faculty mailboxes) between the second to last and last meeting of the year, with ballots due before the end of the final faculty meeting.

Section 2. In the event that an election is necessary at another time of year, the ballot may be conducted by mail, by email, or during the faculty meeting, as appropriate.

Section 3. A candidate receiving the highest number of votes on the first ballot shall be declared elected.