

Faculty Meeting Minutes:

February 5, 2016:

- I. Call to Order- 12:02 PM
- II. Correction/Approval of the Minutes- December Minutes Approved
- III. Reports of Officers
 - a. Dean of the Campus--- **Dean Walt Collins (SEE APPENDIX #1)**

Questions/Discussion:

Campbell: As far as the Palmetto courses, is the revenue increasing steadily semester after semester?

W. Collins: We increased \$32,000 from Fall 2014 to Fall 2015. Part of that is due to the increase in tuition of course, but the more students we have and the more classes we teach contributes as well.

Biggs: Is there an understanding of where that increase in students is coming from?

W. Collins: We have a strong history in student enrollment. Students come here, they like our campus, and they see the value of doing the BOL/BLS or some other degree through Palmetto College. We are seeing an increase in students Fall after Fall in non-BOL/BLS degrees, for example, the Palmetto College Elementary Education degree is attracting more students.

- b. Associate Dean for Academic and Student Affairs—**Dean Ron Cox (SEE APPENDIX #2)**

N. Lawrence: Congratulations to the athletes and coaches on strong GPA this semester.

- c. USC Office of Community Engagement - **Moryah Jackson**
 - Primary responsibility is to make sure that the regional campuses are connected to the community and that the Carnegie designation is maintained.
 - One of 40 Carnegie Recognized Institutions for both high levels of research and high levels of community engagement.
 - Types of community engagement: Community-based research; community-engaged scholarship; outreach, service, and volunteerism; community-engaged teaching/learning
 - Website being created to connect the community to the institution
 - New database created to allow faculty/staff to record their service
 - Want to make sure that community engagement is valued in the T&P process and working to improve funding for community engagement

Harris: There have been questions about whether the community service that we do has to apply directly to our role at the University? For instance, if I volunteer at a food bank, then that has nothing to do with the job I do here, it's just volunteer work; is that the type of community engagement you are speaking to?

Jackson: That's a great question that we get asked a lot. We do not want to know about the types of service you do personally. We are more looking for engagement activities that would potentially continue on if you were no longer at the institution and that can be documented. So we really want it to be tied to the University and your role.

- d. Academic Success Center – **Dana Lawrence (See APPENDIX #3)**
 - i. Tutoring reports will be shared with instructors from students that give permission
- e. Gregory Health and Wellness Center- **Sarah Sellhorst**
 - i. Time to renew your key tags
 - ii. Must be done during business hours
- f. Law Enforcement/Security- **John Rutledge**
 - i. Almost finished with Hubbard Dr., need to finish the bike and pedestrian lanes
 - ii. Traffic circle will be added at the 4-way stop in the next 12-18 months
 - iii. Carolina Alert report from Saturday should not have gone out to our campus, unless you are a Columbia student
 - iv. Grant for new notification system that is more immediate than Carolina Alert
 - v. Be aware of the AED locations in the building
 - vi. Security improvements to allow us to lock all doors
- g. Medford Library – **Kaetrena Davis Kendrick (SEE APPENDIX #4)**

Burke: What is the pop-up tea shop?

Kendrick: The pop-up tea shop is an ongoing service offered by the library. You can bring your own covered beverage container and we had hot water and different tea flavors. You can refill your container as many times as you like and we start at 10AM and go most of the day M-Th.

- h. Native American Studies Center – **Stephen Criswell**
 - i. March 21-24 is Native American Studies Week
 - 1. This year's topic: Native Food and Culture
 - 2. We will have several scholars from Rock Hill and from the Smithsonian
 - ii. Looking at a Chancellor's Innovation Grants to explore a Bachelor's degree in Cultural Studies through Palmetto College. So if you are involved in or interested in Women's Studies, Southern Studies, African American Studies, Latino Studies, etc. We'd like to put that under this umbrella.
 - iii. Lunch and Learn on February 15 with Ernest Jenkins

N. Lawrence: Regarding the NASC Committee, the committee is looking for two faculty administrative appointments and I assume the Humanities division is still looking for a representative?

Criswell: I think that Tania said that she would be the Humanities representative and I wasn't sure about how many administrative appointments we had.

N. Lawrence: You are allowed to have two more administrative appointments.

Criswell: We welcome participation to this committee.

- i. Webmaster – **Lori Harris (SEE APPENDIX #5)**
 - i. Comparison statistics between 2014 and 2015
- IV. Reports of USC System Committees
 - a. Palmetto Colleges Faculty Senate
 - i. Executive Committee – **Chris Bundrick (SEE APPENDIX #6)**
 - ii. Rights and Responsibilities- **Dana Lawrence**
 1. Randy Lowell has stepped down as chair of that committee since he is the new interim academic dean at Union
 2. Meeting next week, but will be continuing to work on the mid-year hiring timeline
 - iii. System Affairs- No report
 - iv. Welfare- **Fernanda Burke**
 1. Please respond to the Faculty Welfare Survey if you have not yet done so

N. Lawrence: What will the Welfare Committee be doing with the information from the survey?

Burke: We will be discussing that further on Friday. Last year, we put out a report of the results, and we will be doing that again, but anything further will be discussed in our upcoming meeting.

Penuel: I may be alone in this, but I experienced some technical difficulties when completing the survey. It seemed to be able 3/4 of the way through and the entire thing crashed.

Nims: You are not alone in this. Mine crashed when I used Explorer.

Penuel: I was using Chrome.

Burke: I will pass this along to Ray.

- b. Provost's Advisory Council- Have not met this year
- c. Columbia Senate- **Shemsi Alhaddad (SEE APPENDIX #7)**
- d. Other System Committees
- V. Reports of Local Committees –
 - a. Student Affairs—**Chris Bundrick (SEE APPENDIX #8)**

D. Lawrence: Are we still alternating international and domestic requests?

Bundrick: We like to alternate international and domestic trips, so that we can have a more affordable trip every other year, but it depends on the submissions. So if we don't have any domestic proposals and we are left to choose between international trips, we will do that.

- b. **Ad Hoc Advising Committee-- Nick Lawrence**
 - i. Kevin Thompson going through the process of becoming academic advisor
 - ii. Report will be generated for the March meeting

- iii. Will be attending a division chair meeting as Chair of the Ad Hoc committee
- iv. Between now and March a survey about advising
 - 1. A survey that Columbia has used in the past
 - 2. Distributed by Survey Monkey around February 15
 - 3. Has been altered to make it more applicable to our campus and our advisors
 - 4. Plans to generate a report and the results are anonymous

Scarlett: Will Kevin Thompson be advising any discipline in particular or will he be advising all athletes across any discipline?

N. Lawrence: On the website it will say that he is advising the Undecided majors.

Scarlett: Could you elaborate on that?

N. Lawrence: Our sense is that our athletes have additional needs that they may not be as good at communicating as they should be. Walt, could you speak to that?

W. Collins: It is mainly those that are planning to transfer to a 4-year institution. They must complete an Associate's degree and they have to take a certain number of credits. Mostly to make sure that they are on track for an Associate's degree.

Sellhorst: In addition, managing eligibility. To make sure that no one drops below a certain credit hour because that would cause us to have to forfeit the entire season which would cost a lot of money.

N. Lawrence: The reason there was overlap between the Ad Hoc Committee and the Advisory Committee was that four individuals that were being overloaded with these athletes and Kevin asked to do this. He is excited to advise and he is qualified to do it. It seemed like an undue burden to the others that were handling it to both committees so that was the rationale for making this decision.

Scarlett: Those all seem like good reasons. My concern is that with biology majors, for example, we have had problems with other people on campus advising them because they don't know the curriculum. Then we have students that are two semesters into the coursework and they don't have what they need to have and they get behind. So I am a little concerned from the specific academic discipline point of view.

Sellhorst: Part of the stipulations for this is to make sure he is prepared to advise. Over the years, I have stressed with Kevin and the coaches (and I hope anyone that advises would do this) to call and ask the specific advisor if we don't know the answer. I believe that it is something that will still be stressed. In the report, it states that he will receive more education regarding advising so that we don't set him up to fail. I think we all need to be open to collaboration and helping each other with this.

- c. English Search Committee—**Dana Lawrence**
 - i. Committee has met and narrowed down the 78 applicants to 9 Skype interview candidates

d. Computer Science Search Committee—Noni Bohonak

- i. Committee met and narrowed down the 15 applicants to 8 phone interview candidates

VI. Unfinished Business- None

VII. New Business – **Discussion of Faculty Information Form Deadline (Obi-Johnson)**

Obi-Johnson: Other regional campuses are doing their FIFs on an academic year rather than a calendar year. As I was getting into my semester, I just was thinking that it would be really nice if these were not due on January 31st. It would be nice if these were due in the summer from my perspective. So I am just bringing it to the group to see how everyone would feel about it being on an academic year so that it lines up with your T&P file.

Bonner: The faculty manual says that each campus can decide when the FIFs are due. It does not have to be January 31st.

N. Lawrence: When you say summer, are you thinking immediately after the spring semester? Or do you mean deeper into the summer? Because if it were deeper in the summer, a new T&P committee would have just been elected and would be walking in to all of these files.

Obi-Johnson: Yes, I understand there are a lot of issues with the logistics of this. There may also be an issue with pay raises and if those did come about we would need to have a performance review finished.

Nims: Also, Walt, aren't there some administrative decision deadlines too?

Collins: Yes, March 1st.

Nims: When I first arrived here in 1985, there were academic year FIFs and a number of the issues we have mentioned caused us to make a conscious decision to move to the calendar year.

Sellhorst: I think there is also an issue with the people going up for T&P, because they would have to submit for external review before they had their administrative review. Also, with it being due in the summer, the paper evaluations may not be back in time to make responses to those.

Nims: Another thing to mention is that we are also on 9-month contracts.

Sellhorst: This would require a T&P committee to convene over the summer.

Bundrick: I like the idea of a broad conversation about how we handle the FIFs, deadlines included. But I wonder if we could widen this discussion a little more, with the help of the T&P committee, about revising the expectations in ways that make it a little more manageable within that calendar year framework. This might be a little easier on these administrative concerns that we have discussed. In the very short time that I have been here, it seems to me that the FIFs have escalated almost to the point of weaponization.

Sellhorst: Just to clarify, you're saying that we should look at the expectations as far as how we write or explain?

Bundrick: I think it would be lovely if we could figure out a way to roll back some of the requirements and if we could all come to an agreement with those who read the files. Some shorter length or a sort of "What can you come up with in three hours..."

Bundy: I think that probably the evaluations are one of the sticking points. We get our evaluations and we only have a week to put it all together. If we could just push it back two weeks into February that would alleviate a lot of the evaluation issues.

Bohonak: As a former division chair, it creates problems because we don't get the FIFs until after the T&P committees and then we are pushed for time trying to get them completed before May 15.

Sellhorst: We do have larger divisions than we used to. Considering that, as someone who is about to get their first set of FIFs, I am all for the idea of condensing them slightly. Something more of bullet point format of major accomplishments and some explanation since we don't have discipline specific divisions. I am all for abbreviating them.

Bundrick: A key in that efforts will be a sense of trust that the committee is going to be willing to read generously where sentences have replaced paragraphs.

Biggs: With this conversation and considering the conversations that we have been having about the FIF forms over the last several meetings... Would it be appropriate to create an Ad Hoc Committee to discuss this? It seems that this is a recurring issue that has come up several times this year so far.

Bonner: We can if the organization wants that. I wish Ron was here because he knows every pro and con of this issue.

Emanuel: It was discussed briefly in our division chair meeting, and basically all of the comments that have been discussed here, Ron said the same thing. I don't think that he would say anything different.

Bonner: Ok, I am not opposed to an Ad Hoc Committee on this issue if that's what this organization wants.

Sellhorst: I think that an Ad Hoc Committee would be great to discuss that. The one thing that I would suggest is that faculty members serve on this committee, but also Ron and Walt and perhaps a division chair be on this committee, so that you get all of the sides of this issue.

Bonner: So you want to make a motion to make an Ad Hoc Committee for FIF discussion purposes?

Biggs: What is the process of creating an Ad Hoc committee?

Bonner: We will make a motion, discuss, and then vote. The committee can last as long as it needs to and its purpose can be defined by its members.

Biggs: Ok, then I will make the motion to create this Ad Hoc Committee.

Hassell: Second.

Discussion of the motion:

Sellhorst: I think we are talking about 2 separate issues. One is a deadline and the other is the content or abbreviating the content. I think that we can agree that the deadline would be less obtrusive if the content was abbreviated.

Bonner: We will just call it the Ad Hoc FIF Committee and let them discuss the content and deadline.

N. Lawrence: Based on our conversation here, should we at least strongly suggest that in forming the committee should we make sure that Division Chairs and the Administration are represented on this committee, but also members of the T&P committee and then just faculty members that are submitting the FIFs. Just some language that helps guarantee that all perspectives are covered.

Bonner: I think that will be a self-fulfilling prophecy.

Criswell: How does this not fall under the Evaluation Committee?

Nims: I completely agree with Stephen.

Bonner: Ok, so your statement is that the Ad Hoc Committee is unnecessary because this should fall under the Evaluation Committee?

Criswell: No, it just a question.

Bonner: I personally think that this is more specific.

Criswell: When I was on the Evaluation Committee, the T&P Committee and Evaluation Committee had a lot of overlap and a lot of contradiction. If the Evaluation Committee is already looking at some of these issues...

Bonner: Is anyone present that is on the Evaluation Committee currently that has been talking about the FIF deadlines and content?

Bundrick: Even if the Evaluation Committee is not currently talking about this and the Ad Hoc Committee motion fails, we could put forth another motion to charge the Evaluation Committee to talk about this.

N. Lawrence: Again, I would like to repeat what I said that it may not be that when the Evaluation Committee was formed that we took into account the galaxy of voices that should be included here. Are there any Division Chairs on the Evaluation Committee? Are there any T&P Committee members on the Evaluation Committee? Are there people that have the sorts of concerns that Chris spoke to on the Evaluation Committee? We are able to cherry pick a committee to get the range of perspectives that we want, which is why I support Adam's motion.

Vote: Motion to create Ad Hoc FIF Committee passes

Bonner: We now have an Ad Hoc FIF Committee with the membership to be determined. As we did with the Ad Hoc Advising Committee, I think we will have people send their ideas to Adam as the point person.

VIII. Announcements/For the good of the order

a. **Sellhorst:** Research Club

i. Thank you to those that have agreed to speak for Research Club this semester

ii. There is a schedule posted on our website (Thank you Lori)

iii. Celebration of Scholarship, April 7th, stay tuned for more information

b. **Kendrick:** Anyone that has books that feature their scholarship, please let us know so that we can order them to have on display for the event

- c. **Van Hall:** Attendance sheet is down at the front of the room
 - d. **Obi-Johnson:** Lancaster County School District Science Fair
 - i. Projects on display in Bundy Auditorium
 - 1. Awards will be given Monday night and Chemistry Club will be doing some experiments
 - ii. Chemistry Club Pizza Lunch Fundraiser on Thursday in Starr Hall
 - e. **N. Lawrence:** Gala Saturday Night
 - i. **Emanuel:** I have tickets available
 - ii. **N. Lawrence:** What's the theme?
 - iii. **Emanuel:** Bootleggers Ball
- IX. Adjournment: 1:07PM

Attendance: Biggs, Bohonak, Bundrick, Burgin, Burke, Campbell, Castiglia, Catledge, R. Collins, W. Collins, Covington, Cruise, Easley, Emanuel, Golonka, Harris, Hassell, Holt, Jenkins, Kendrick, Kingkade, D. Lawrence, N. Lawrence, Martek, Neal, Nims, Obi-Johnson, Pangburn, Penuel, Rutledge, Scarlett, Sellhorst, Taylor-Driggers, Van Hall, Wolochwianski



UNIVERSITY OF
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LANCASTER

Dr. Walter P. Collins, III
Regional Campus Dean

Report to the USC Lancaster Faculty Organization
February 5, 2016

People

Enrollment

As of February 1, 2016, 1429 students (headcount) are registered for Spring 2016. Final enrollment in Spring 2015 was 1289. There will be additional second 8 weeks enrollment numbers to be added. We are serving approximately 115 BOL/BLS students at USCL as well this semester.

Athletics

Student-athletes' average GPA for Fall 2015 was 2.767 with the baseball team averaging 2.923. One student-athlete earned a 4.0 GPA while 40 student-athletes (out of 82) earned a GPA between 3.0 and 3.9.

Volleyball has signed 2 recruits for next year as of the end of January.

There are **home baseball games against Catawba Valley Community College this weekend**: Saturday (2/6) at 1:00 PM and Sunday (2/7) at 1:00 PM.

Mrs. Thelathia B. Bailey was recognized posthumously on January 12 with the **Social Justice Award for Professional Staff** at the MLK Breakfast in Columbia. Prof. Adam Biggs and Dean Cox nominated Mrs. Bailey with Prof. Biggs accepting the award on behalf of the family.

Congratulations to Dr. Kate Holland and her student mentees, Cristina Blanco and Alana Rosa, for their award of Magellan Voyager Grants for two presentations, *The Association Between Exposure to a Traumatic Event and Compromised Functional Cerebral Systems in the Left and Right Frontal Lobes* and *Reductions in Design Fluency and Cardiovascular Regulation Vary Selectively as a Function of Trait Hostility Level* at the International Neuropsychology Society's 44th annual conference in Boston, Massachusetts.

Budget

The campus mid-year budget review was Wednesday, Feb. 3 in Columbia. With your help and assistance, we continue to stabilize and improve our financial situation. We are on a course to continue building our carryforward again this year. Recall that we are working toward the equivalent of 3 months in general operations as a carryforward. Continued careful monitoring of spending as well as a strong Fall 2015 and an expected strong Spring 2016 Palmetto College revenue stream have helped with this stabilization. I will offer more in terms of a budget update at our March meeting.

We have made requests to our local legislative delegation for FY 17. USC Lancaster requests include deferred maintenance funding allocations for Bradley and Gregory and recurring parity money to support academic initiatives.

Facilities

Science lab exhaust hoods were refurbished in Bradley over the recent break.

Medford elevator (near front door) work has been completed.

Isolated roof patches in Bradley and Gregory were completed over the recent break.

Work on renovations to Starr Hall should begin later this Spring and continue into the Summer. This work will allow for a newly renovated space (currently rooms 123 and 124) for the Office of Admissions and Records and a second renovated space (currently the Admissions Office) for the relocation of the Office of Academic and Student Affairs.

Other items...

- I concluded this year's visits to **county council meetings** in USC Lancaster's six-county service area in January in Kershaw County.
- Fourteen USC Lancaster students, Dr. Bonner, Shana Dry, Sarah Katherine DeVenny and I attended **Carolina Day at the Statehouse** on Wednesday, February 3, 2015. We met with the legislative delegation from USC Lancaster's service area to thank them for their support and to ask for their continued support of USC Lancaster and higher education in South Carolina.
- Our **2015 commencement speaker** will be Mr. Nathaniel (Nate) Barber, USCL alumnus and former Lancer basketball player from the 1970s. A native of Rock Hill, he is currently Senior Vice President and Community Development Officer at South State Bank in Columbia. Commencement is April 30 at 2:30.
- The **Educational Foundation of USC Lancaster** has set the date for a 5K, 10K and 1-mile Fun Run—**Laps for Lancers**—as a fundraising activity on Saturday, March 19 here on campus. Events planned that morning include the races, a pancake breakfast, and activities for families with children to enjoy. A USCL baseball game and events associated with Native American Studies Week are also scheduled later that day. Please come out and join us for this event.
- **Congratulations to the BSN nursing faculty** on receiving a \$20,000 grant from the Lutz Foundation to purchase additional equipment for the Nursing Simulation Laboratory.
- **Congratulations to the NASC program** for a recent grant of \$1000 from Comporium Communications for upgrades to the Center's AV equipment, and for a gift of 6 Samsung Galaxy Tab 4 devices (mini-tablets) for use in the Center.
- Next **Lunch and Learn at the NASC**, Feb. 19th at noon with **Dr. Ernest Jenkins**. Topic: "A History of African-American Churches in Lancaster County"



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M. Ron Cox, Jr., Ph.D.
Associate Dean for Academic & Student Affairs
118 Hubbard Hall

REPORT TO THE FACULTY
05 February, A.D. 2016

ITEMS NEEDED: If you have not already done so, please remember to submit your weekly schedule (including classes and office hours) as well as copies of course syllabi to our office. Electronic submission is preferred. E-mail them to Pam Ellis (pellis@mailbox.sc.edu).

COURSE/STUDENT EVALUATIONS for SPRING 2016: If you wish to have your student evaluations for Spring 2016 administered ONLINE (instead of paper), please notify Pam Ellis in the Office of Academic & Student Affairs by no **Friday, February 19**.

If we do not hear from you, you will receive the traditional brown envelope with the paper forms to administer to your classes near the end of the term.

SUMMER & FALL COURSE SCHEDULES. Thank you for submitting your proposed summer and fall teaching schedules. Over the coming weeks, your division chairs will be meeting and negotiating the schedules. Here is the timeline we are envisioning:

Friday, Feb. 05	Faculty submit proposed schedules to Division Chairs
Feb. 08 – 12	Division Chairs Meet with Pam to Work Out Block Schedule
Feb. 15 – 19	Schedule loaded into Banner (Online)
Friday, Feb. 26	Online Draft Schedule Completed & Submitted to Faculty for Review
Feb. 29 – Mar. 04	Faculty submit proposed changes to Division Chairs
Friday, March 04	Division Chairs Submit Final Changes to Pam & Megan
March 07 – 11	Spring Break (Changes Made to Online Schedule)
Monday, March 14	Pre-Registration Opens

I have attached to this report a copy of the current draft of the Palmetto College schedule (two-way video and online) as well.

Thank you for submitting your **FACULTY INFORMATION FORMS** for 2015. The peer review committees will be commencing their work on them, and the administrative reviews will go on simultaneously.

Here is the timeline we have established for this year's administrative process:

Monday, Feb. 01	FIFs due
Monday, Feb. 08	Pam uploads all FIFs to appropriate flash drives; Division Chairs notified and can pick up to begin reviewing
Feb. 08 – March 18	Division Chairs Review FIFs and complete initial evaluations; (Spring Break is March 09 – 13)
March 21 – April 04	Division Chairs meet with Ron to review evals; Ron and Division Chairs sign off on them
April 04 – April 08	Ron meets with Walt to Review evals; Walt signs off on them; they are returned to the Division Chairs
April 11 – April 25	Division Chairs meet with Faculty to discuss reviews (Last day of classes for Spring 16-week classes is 4/25)

Searches for 2016-17. The Faculty Search Committees have been established as follows (committee chairs **underlined and bold**):

	Computer Science (Instructor or Assistant Professor)	Economics (Instructor or Assistant Professor)	English (Assistant Professor)	Speech Communication (Instructor or Assistant Professor)
Humanities	Nick Lawrence	Suzanne Penuel	<u>Dana Lawrence</u> Steven Campbell	<u>Howard Kingkade</u> Marybeth Berry
Math/Science	<u>Noni Bohonak</u> Liz Easley	Allan Pangburn	Lynn Baker	Jill Castiglia
BBC&E	Susan Cruise	<u>Phillip Parker</u> S. Emanuel	Angela Neal	Chris Judge
Staff	John Jones	Ken Cole	Kelsey Faulkner	Sarah K. Devenny
HR/EEO	Tracey Mobley-Chavous	Tracey Mobley-Chavous	Tracey Mobley-Chavous	Tracey Mobley-Chavous

The committees are currently reviewing the first batches of applications and narrowing down the candidates to those whom we will wish to contact for telephone or Skype interviews. Finalists will be brought to USCL for campus visits and brief teaching demonstrations.

During the processes, opportunity will be given for all faculty & staff to meet with finalists who are brought to campus for interviews. Thank you to all who volunteered and expressed interest in serving.

Assessment – Thank you to all faculty who have provided artifacts for USCL’s assessment efforts this year. Professor Protz will be calling a meeting of the committee in the near future to discuss the scoring procedures (and will also be seeking non-committee members to serve as scorers).

SAVE THE DATE and MARK YOUR CALENDARS
Thursday, March 03 @ 6:00 PM
Carole Ray Dowling Building

FACULTY SCHOLARSHIP RECOGNITION CELEBRATION

THIS IS A SOCIAL OCCASION TO WHICH ALL FACULTY ARE INVITED.

LANCER ATHLETICS:

- The Lancers Baseball team will open their season against Catawba Valley Community College on Feb. 06 and 07 at home. We will host Patrick Henry Community College on Feb. 13 & 14, and Limestone College (JV team) on Feb. 16.
- In FALL 2015, the USCL Athletics Teams achieved the following average semester GPAs:
 - Baseball Team 2.923
 - Volleyball Team 2.874
 - Women’s Soccer 2.806
 - Men’s Soccer 2.427
 - OVERALL AVG. GPA: 2.767

Out of 82 student athletes enrolled in FALL 2015, forty (40) earned a semester GPA of 3.0 or better. One male soccer player earned a perfect 4.0 GPA.

	A	B	C	N	O	AL	AM	AN
1	PALMETTO COLLEGE Class Title	Prefix	Number	Campus	Instructor	Spr 15	Notes	
2	Survey of Commercial Law	ACCT	324	Salk	Jeffery Irwin	16		
3	Chemistry and Modern Society	CHEM	105	Union	Helene Maire	19		
4	Corrections	CRJU	312	Sumter	Michael Evans	11		
5	Criminal Law	CRJU	314	Salk	John Peek	27		
6	Alternatives to Incarceration	CRJU	422	Salk	John Peek	24		
7	Criminal Justice and Mental Health	CRJU	426	Lancaster	Babette Protz	22		
8	Introduction to Economics	ECON	224	Sumter	Sheryl Grosso	26		
9	Labor Economics	ECON	406	Sumter	Jean-Luc Grosso	25		
10	Victorian Literature	ENGL	412	Salk	Tom Bragg	17		
11	American Poetry	ENGL	426	Lancaster	Chris Bundrick		MW 2:30-3:45	
12	Women Writers	ENGL	437	Salk	Maureen Anderson	7		
13	Business Writing	ENGL	463	Salk	Tom Bragg	25		
14	American Novel to 1914	ENGL	425A	Lancaster	Nick Lawrence		9 TR 11-12:15	
15	The Sections and the Nation 1820-18	HIST	403	Salk	Sarah Miller	21		
16	Civil War and Reconstruction	HIST	404	Lancaster	Mike Bonner	23		
17	Rise of Industrial America	HIST	405	Union	Stephen Lowe			
18	History of Mexico	HIST	423	Lancaster	Kim Richardson	7		
19	Computer Applications in Business I	ITEC	264	Sumter	Sherry Grosso	30		
20	Introduction to Public Relations	JOUR	201	Ex Univ	Clare Morris	15		
21	Negotiation and Conflict in the Workplace	MGMT	401	Ex Univ	David Hunter	24		
22	SC Studies (D)	PALM	493	Ex Univ	Dawson Jones	21		
23	SC Studies (S)	PALM	493	Ex Univ	Shelley Jones	14		
24	SC Studies (M)	PALM	493	Ex Univ	Mary Hjelm	25		
25	SC Studies (M)	PALM	493	Ex Univ	Mary Hjelm	22		
26	Internship (D)	PALM	494	Ex Univ	Dawson Jones	21		
27	Internship (S)	PALM	494	Ex Univ	Shelley Jones	7		
28	Internship (S)	PALM	494	Ex Univ	Shelley Jones	18		
29	Contemporary Moral Issues	PHIL	211	Sumter	Anthony Coyne	25		
30	<i>Interest Groups/Social Mvmts.</i>	<i>POLI</i>	368	Union	Chris Rinehart	33	pending	
31	<i>Contemporary U.S. Foreign Policy</i>	<i>POLI</i>	341	Union	Chris Rinehart		TR 9:30-10:45	
32	Psychological Statistics	PSYC	227	Union	Randy Lowell	13	spring 2017?	
33	Industrial Psychology	PSYC	350	Ex Univ	Matt Rashotte	31		
34	Learning and Memory	PSYC	400	Ex Univ	Matt Rashotte	33		
35	Cognitive Psychology	PSYC	405	Salk	Carmela Gottesman	24	Lowell if Gottesman bails	
36	Developmental Psychology	PSYC	420	Ex Univ	K.C. Kirasic	14		
37	Survey of Social Psychology	PSYC	430	Union	Randy Lowell	28	MW 1:00-2:15 but only if Gottesman does 405	

	A	B	C	N	O	AL	AM	AN
1	Class Title	Prefix	Number	Campus	Instructor	Spr 15	Notes	
38	Foundation of Leadership	RCAM	205	Lancaster	Laura H. Carnes	23		
39	Race, Class, Gender and Sexuality	SO CY	304	Union	Anne McKenzie?	35		
40	Sociology of the Family	SO CY	305	Ex Univ	Patrick Saucier	34		
41	Ecology of Human Social Systems	SO CY	311	Sumter	Chuck Wright	22		
42	Bureaucracy and Modern Society	SO CY	312	Ex Univ	Patrick Saucier	23		
43	Social Problems	SO CY	340	Ex Univ	Wes Abercrombie	30		
44	Collective Behavior	SO CY	354	Lancaster	Nick Guittar	20		
45	Org Communication	SPCH	331	Union	Jolie Fontenot	21		
46	Senior Capstone Experience (M)	UNIV	401	Ex Univ	Mary Hjelm	10		
47	Senior Capstone Experience (S)	UNIV	401	Ex Univ	Shelley Jones	9		
48	Senior Capstone Experience (D)	UNIV	401	Ex Univ	Dawson Jones	13		
49								
50								
51	Online 1/2 Term							
52	2-Way Video							
53	Online full term							
54	Meets more than							
55	one requirement							
56	confirmed							

Summer 2016 Schedule

Maymester 2016

May 9, Mon. Classes begin
 May 26, Thurs. Last day of classes
 May 27, Fri. Final Exams
 May 31, Tues. Grades due by 12 p.m.

14 class days; classes held Monday through Friday
 165 minute class time including 15 minute break (3 credits)

Class time blocks

8:00 a.m. – 10:45 a.m.
 11:00 a.m. – 1:45 p.m.
 2:00 p.m. – 4:45 p.m.
 5:00 p.m. – 7:45 p.m.
 8:00 p.m. – 10:45 p.m.

Summer I 2016

May 30, Mon. Classes begin
 June 14, Tues. Last day to apply for August graduation
 June 28, Tues. Last day of classes
 June 29-30, Wed.-Thurs. Final Exams
 July 5, Tues. Grades due by 12 p.m.

18 class days; classes held Monday through Thursday
 135 minute class time including 15 minute break (3 credits)

Class time blocks

8:00 a.m. – 10:15 a.m.
 10:30 a.m. – 12:45 p.m.
 1:00 p.m. – 3:15 p.m.
 3:30 p.m. – 5:45 p.m.
 6:00 p.m. – 8:15 p.m.
 8:30 p.m. – 10:45 p.m.

Summer II 2016

July 5, Tues. Classes begin
 Aug 3, Wed. Last day of classes
 Aug 4- 5, Thurs-Fri. Final exams
 Aug 9, Tues. Grades due by 12 p.m.

18 class days; classes held Monday through Thursday
 135 minute class time including 15 minute break (3 credits)

Class time blocks

8:00 a.m. – 10:15 a.m.
 10:30 a.m. – 12:45 p.m.
 1:00 p.m. – 3:15 p.m.
 3:30 p.m. – 5:45 p.m.
 6:00 p.m. – 8:15 p.m.
 8:30 p.m. – 10:45 p.m.

Registration	May 5
Classes Begin	May 9
Last day to register, change schedule or drop a class without a grade of "W"	May 9
Last day to drop a course or withdraw without a grade of "WF"	May 17
Last day of class	May 26
Final Exams	May 27
Grades Due	May 31

SUMMER I	
Registration	May 26
Classes Begin	May 30
Last day to register, change schedule or drop a class without a grade of "W"	June 01
Last day to drop a course or withdraw without a grade of "WF"	June 13
Last day to order Diploma (AA & AS)	June 14
Last day of class	June 28
Final Exams	June 29 & 30
Grades Due	July 5

SUMMER II	
Registration	June 30
Classes Begin	July 5
Last day to register, change schedule or drop a class without a grade of "W"	July 6
Last day to drop a course or withdraw without a grade of "WF"	July 19
Last day to order Diploma	NA
Last day of class	August 3
Final Exams	August 4 & 5
Grades Due	August 9

Appendix #3: ACS Report

Academic Success Center Report

For February 5, 2016 Faculty Meeting

Submitted by Dana Lawrence

Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu

Fall Semester

	August/Sept 2014	August/Sept 2015	October 2014	October 2015	November 2014	November 2015	Dec. 2014	Dec. 2015
Number of Tutors	9 (10 as of 9/23)	10	10	10	10	10	10	10
Total Number of Sessions	192	209	159	131	121	176	61	44
Tutoring Sessions/Day (avg)	8.73 (22 operating days)	9 (23 operating days)	8.8 (18 operating days)	8.2 (16 operating days)	8.6 (14 operating days)	11.7 (15 operating days)	7.5 (8 operating days)	6.2 (7 operating days)
Tutoring Sessions/Tutor (avg)	21.33	21	15.9	13.1	12.1	17.6	6	4.4
Appointment	144 (12 no-shows)	158	139 (12 no-shows)	76	96 (3 no-shows)	131	46 (2 no-shows)	39
Drop-in	60	51	32	55	28	45	17	5

Tutoring Sessions by Area

Fall 2015 Totals		August/Sept 2015	October 2015	November 2015	December 2015
61	Biology	28	15	13	5
28	Chemistry	13	8	6	1
45	Computer Science/RCAM 151	7	6	23	9
8	Economics	1	0	4	3
2	French	0	2	0	0
0	Italian	0	0	0	0
240	Math/RCAM 105	89	60	84	7
86	Spanish	33	19	24	10
1	Statistics	0	0	1	0
88	Writing	35	23	21	9
<ul style="list-style-type: none"> • ENGL: 45 • HIST: 1 • MUSC: 1 • NURS: 4 • PALM: 10 • PHIL: 8 • PSYC: 1 • SOCY: 4 • SPCH: 1 • UNIV: 12 • Other: 1 		<ul style="list-style-type: none"> • ENGL: 17 • MUSC: 1 • PALM: 2 • PHIL: 6 • SOCY: 1 • UNIV: 7 • OTHER: 1 	<ul style="list-style-type: none"> • ENGL: 10 • NURS: 4 • PALM: 3 • PHIL: 1 • SOCY: 1 • SPCH: 1 • UNIV: 3 	<ul style="list-style-type: none"> • ENGL: 13 • PALM: 4 • PHIL: 1 • SOCY: 1 • UNIV: 2 	<ul style="list-style-type: none"> • ENGL: 5 • HIST: 1 • PALM: 1 • PSYC: 1 • SOCY: 1
3	Other	3	0	0	0
562		209	131	176	44

	Fall 2014	Fall 2015
FTE	1745 (as of Nov. 7, 2014)	1722 (as of Oct. 30, 2015)
# Individual ASC Users	139 (7.6%)	156 (9%)

**Academic Success Center Report
For February 5, 2016 Faculty Meeting
Submitted by Dana Lawrence**

Spring Semester

	January 2015	January 2016	February 2015	February 2016	March 2015	March 2016	Apr/May 2015	Apr/May 2016
Number of Tutors	10	6						
Total Number of Sessions	44	30						
Tutoring Sessions/Day (avg)	3.7 (12 operating days)	2.7 (11 operating days)						
Tutoring Sessions/Tutor (avg)	4.4	5						
Appointment	40 (3 no-shows; 1 cancellation)	23						
Drop-in	8	7						

Tutoring Sessions by Area

Spring 2016 Totals		January 2016	February 2016	March 2016	April/May 2016
	Biology	2			
	Chemistry	0			
	Computer Science/RCAM 151	n/a			
	Economics	1			
	French	0			
	Italian	5			
	Math/RCAM 105	7			
	Spanish	11			
	Statistics	0			
	Writing	4			
		<ul style="list-style-type: none"> • ENGL: 3 • PSYC: 1 			
	Other	0			
	TOTAL # OF SESSIONS:	30			

Notes on the ASC's booking system:

- Students must book appointments at least 12 hours in advance.
- The booking page allows students to book a maximum of one week in advance (in an effort to allow as many students as possible to have access to tutoring services).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are welcome to work with tutors on a drop-in basis.
- **ALL students can still work with tutors on a drop-in basis!**

New for Spring 2016: I have added a signature line to the tutoring session reports, and students have the option of signing to give permission for me to share a copy of the report with the instructor listed. Some of you have already received some of these reports in your campus mailboxes. I will distribute reports each Thursday. I thought it might be helpful for instructors to know who is seeking tutoring and for which issues. I welcome any feedback on your perception of how your students are benefitting for their tutoring sessions.

Tutoring Staff: We currently have only SIX tutors on staff; this is the lowest number of tutors in the ASC that I've ever had as director. Two of my regular tutors are (hopefully) only out for the first eight weeks and will return after spring break. I am in need of MATH and WRITING tutors, so if you have any recommendations let me know!

Medford Library

FACULTY MEETING REPORT FEBRUARY 5, 2016

SELECTED SERVICE STATISTICS/ ACTIVITIES FOR JANUARY 2016

- **4,077** unique visits
- Taught **5** classes, including two “new preps”
- Processed **24** Interlibrary Loan requests
- Fulfilled **52** PASCAL Delivers requests
- Circulated **284** items
- Processed **87** new items
- Hosted MLK Readout event with TRIO Programs (January 14, 2016)

NEW RESOURCES

- NURS 398 Course Guide for 2016 Travel Study to London now available:
<http://bit.ly/1PUtmwA>

UPCOMING PROGRAMS

- **February 1 - 29: Black History Month Exhibit**, “African American Spaces & Places”
- **February 9:** Dr. Kim Richardson presents at Show What You Know: “Creating Videos for Teaching & Learning”
- **February 24:** Dr. Elizabeth Easley presents at Faculty Colloquium: “Body Composition in Traditional- Age College Students”

ONGOING PROGRAMS

- Pop Up Tea Shop: Mondays – Thursdays 10A – 2P

VISIT... MEDFORD LIBRARY’S TUMBLR PAGE <http://usclmedford.tumblr.com/>

- Book Mark(it)
- Browse forthcoming titles and request them for purchase

HELPFUL LINKS

- Is the Computer Lab available: <http://usclancaster.sc.edu/asc/calendar.htm>
- Schedule Library Instruction: <http://bit.ly/1MePeQQ>
- Faculty research support (Book A Librarian): <http://bit.ly/1iAfckX>
- **Document the impact of your scholarly activities:** <http://bit.ly/20Gu02g>
- **Check out tools for teaching and learning support:** <http://bit.ly/1nMHxrm>
- Reserve the conference room : <http://bit.ly/1NsfhEr>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/1iAfckX>

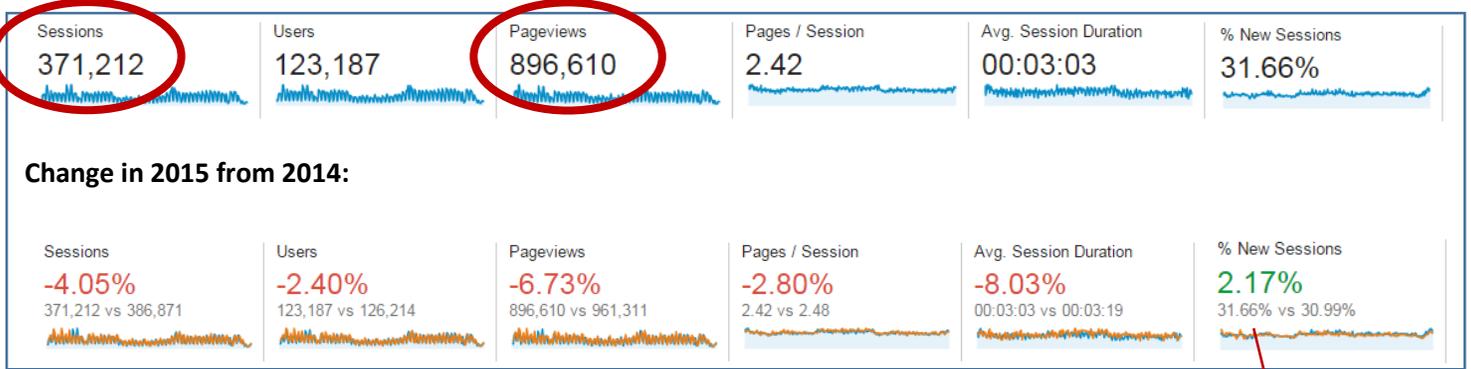


<http://usclancaster.sc.edu>

January – December 2015

(with selected comparisons to 2014)

Indicators of Usage



Location of Visitors (Change in 2015 from 2014)

City	Sessions	% Sessions
1. Lancaster		
Jan 1, 2015 - Dec 31, 2015	180,744	48.69%
Jan 1, 2014 - Dec 31, 2014	196,791	50.87%
% Change	-8.15%	-4.28%

**117,577
New Sessions**

Followed by Charlotte, Rock Hill, Columbia, Fort Mill, and Chester.

The Browsers they used...

Browser	Sessions	% Sessions
1. Chrome		
Jan 1, 2015 - Dec 31, 2015	160,324	43.19%
Jan 1, 2014 - Dec 31, 2014	126,444	32.68%
% Change	26.79%	32.14%

Followed by Internet Explorer and Safari.

and their Operating Systems
Followed by iOS and Android.

OS	Sessions	% Sessions
1. Windows		
Jan 1, 2015 - Dec 31, 2015	226,628	61.05%
Jan 1, 2014 - Dec 31, 2014	253,704	65.58%
% Change	-10.67%	-6.90%

Service Providers

Identification of visitors' Internet service providers provides an Indication of on-campus vs. off-campus usage of the USCL web site. The one-quarter of access provided via University computers or the wireless network would include users at USCL or at other USC campuses.

ISP	Sessions	% Sessions
1. university of south carolina		
Jan 1, 2015 - Dec 31, 2015	97,724	26.33%
Jan 1, 2014 - Dec 31, 2014	103,866	26.85%
% Change	-5.91%	-1.94%

Followed by Comporium and the Rock Hill Telephone Company.

Sources of Traffic

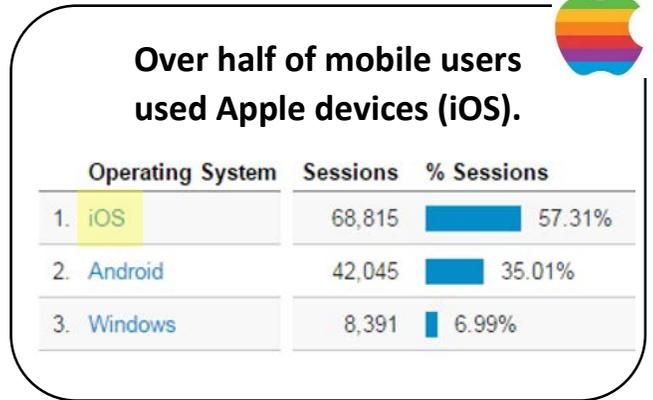
Over 50% of visitors to the USCL Web Site get there from Google.

1. google	193,440 (52.11%)
2. (direct)	98,429 (26.52%)

Website Visitors and their Devices

Mobile access to the USCL web site increased nearly 21%, but two-thirds of visitors still used computers or laptops.

1. desktop	
Jan 1, 2015 - Dec 31, 2015	249,010 (67.10%)
Jan 1, 2014 - Dec 31, 2014	280,856 (72.60%)
% Change	-11.31%
2. mobile	
Jan 1, 2015 - Dec 31, 2015	103,416 (27.86%)
Jan 1, 2014 - Dec 31, 2014	85,524 (22.11%)
% Change	20.92%



Popular Single Pages

Measured by "Pageview" (the number of times a single page was viewed).

1. USC Lancaster	402,055 (44.84%)
2. Resources for Faculty & Staff (ITAMS)	33,573 (3.74%)
3. USCL Course Listings	32,180 (3.59%)
4. Admissions & Records	29,782 (3.32%)
5. Academic Affairs	28,717 (3.20%)
6. USCL Faculty	23,803 (2.65%)
7. Apply for Admission	19,139 (2.13%)
8. Medford Library	17,155 (1.91%)
9. Academic Calendar	13,678 (1.53%)
10. Academic Degrees	13,452 (1.50%)

Department/Area Sites with Most Traffic

Impacted by number of local pages that department maintains.

/admissions/	94,171 (10.50%)
/academics/	85,679 (9.56%)
/faculty/	64,438 (7.19%)
/library/	19,445 (2.17%)
/busoffic/	18,325 (2.04%)
/greg_ctr/	14,691 (1.64%)
/finaid/	14,112 (1.57%)

Top 10 Busiest Days (by pageviews)

Year	Date	Pageviews
2015	1/12/2015	6,227
	1/13/2015	5,993
	2/16/2015	5,695
	2/24/2015	5,492
	2/25/2015	5,409
	8/17/2015	5,356
	8/20/2015	5,295
	8/24/2015	4,768
	1/14/2015	4,598
	8/18/2015	4,523
2014	1/13/2014	6,166
	8/25/2014	5,931
	1/28/2014	5,841
	1/27/2014	5,693
	1/14/2014	5,579
	8/21/2014	5,490
	1/8/2014	5,236
	8/12/2014	5,162
	3/19/2014	5,142
	1/16/2014	5,045

Site Speed

Avg. Page Load Time (sec)
1.63

The average page load time for nearly 900,000 pageviews at the USCL Web Site was 1.63 seconds. Large and/or multiple images on a page can hinder page load speed. A user's Internet connection speed is a factor. **Note:** The top 20% of pages on the web load in less than 1.5 seconds. "Desktop users expect a site to load within a second or two in 2016." (From "How Fast Should A Website Load?" by Shaun Anderson, updated 1/7/2016 (<http://www.hobo-web.co.uk/your-website-design-should-load-in-4-seconds/>))

**PCCFS Executive Committee
Report to the USCL Faculty Organization
2-5-2016**

Chris Bundrick
At Large, Executive Committee

Executive committee met January 22, 2016 and discussed several items including, but not limited to

- The Chancellor's office is considering funding through stipend an overhaul of the senate handbook—details to follow.
- Efforts to improve communication within Palmetto College are ongoing. The new [PC website](#) has launched and the first PC newsletter is out.
- Chancellor's Innovation Grant program will continue; Alice Taylor-Colbert (Director, Innovation) will administer and the emphasis will be on collaborative proposals)
- Work on clarifying approaches to the two-year curriculum is ongoing. Bundrick hopes to have an announcement regarding this before the end of the semester.
- Steve Lowe is now handling two-way video and online course scheduling
- The Course Development Grant program is under review (the Chancellor's office is considering the value of course revision versus course invention, among other things).
- PC is doing a soft rollout of Brainfuse as our online tutor service (available to all PC and regional campus students) starting spring II 2016.
- Rights and Responsibilities is about to announce a the formation of a mid-year T&P process for faculty hires in January.
- System Affairs is continuing to look into issue of adding minuses to the grading scale.

Columbia Senate Report

From the 2/3/2016 Columbia Senate meeting; reporting to the 2/5/2016 USCL Faculty Organization meeting.

Senators: Alhaddad, Bohonak, Campbell

GUEST SPEAKER: REPRESENTATIVE OF PEBA

Susan Brantley, a representative from PEBA, explained the changes to our health insurance. The video is available here:

mms://ms3.deis.sc.edu/allaccess/FACULTY_SENATE_02_03_16.wmv. Her portion starts 3 minutes and 20 seconds into the meeting. The segment lasts for around 18 minutes.

OMBUDSMAN ANNUAL REPORT

The report is available here: <http://www.sc.edu/faculty/senate/16/agenda/2014-2015NinthAnnualReportUniversityOmbudsUSC.pdf>

"It is worth reminding our colleagues on the four-year campuses and on the Palmetto college campuses that the services of the University ombudsman are available to all tenured, tenure track and non-tenure track faculty members on all USC system-wide campuses."

REPORT: COMMITTEE ON CURRICULA AND COURSES

These changes were proposed but were not voted on because there wasn't a quorum.

The vote was postponed to the March meeting. Detail is available here:

<http://www.sc.edu/faculty/senate/16/agenda/0203.cc.pdf>

Change in Major/Degree Program:

- Mechanical Engineering BSE
- Music BM

New Courses (effective 2016-2017 bulletin)

- HIST 103: Intro to South Asian History
- PHYS 180: Physics Concepts, Calculations, and Context

Carolina Core Designations (effective 2016-2017 bulletin)

- HIST 103 (GHS)
- PHIL 111 (ARP)
- RELG 101 (GSS)

Change in Title, Prerequisite, Description or Number (Effective 2016-2017 bulletin).

- PHIL 111: Inductive Logic. (3) Philosophical foundations of inductive inference, including probability, statistics, and decision theory; application of the methods and results of inductive inference to philosophical problems such as the problem of rationality, epistemology, theory confirmation, social and political philosophy. Prereq: At least one of the following: PSYC 227; SOCY 220; STAT 110, 112, 201, 205, or 206; MGSC 291
- RELG 101: Exploring Religion. (3) Beliefs and practices of the world's religions and the methods scholars use to study them

Delete Course

ASTR 111, 111A, 211, 211A

Appendix #8: Student Affairs Report

USCL Student Affairs Committee Report to the USCL Faculty Organization 2-5-2016

Chris Bundrick
Chair, Student Affairs

Student Affairs continues to work on revisions to the web site aimed at making it easier and more intuitive for all members of the USCL community to properly respond to Title IX issues regarding sexual harassment or sexual assault.

Student affairs has also begun to look into options regarding creating additional student lounge space and hopes to bring a proposal to the faculty and dean before too long.

Two Student Affairs deadline are approaching:

- Submissions to the Elliott White Springs Writing Contest are due March 11, 2016. Submission details are available through the [link](#) on the homepage.
- The deadline for submission for travel study course proposals is March 1, 2016 and details are available through the student affairs [web page](#).