

Faculty Organization Meeting

September 16, 201

Present:

Shemsi Alhaddad
Brooke Bauer
Marybeth Berry
Adam Biggs
Noni Bohonak
Michael Bonner
Dwayne Brown
Christopher Bundrick
Fernanda Burke
Jill Castiglia
Walter Collins
Kimberly Covington
Ron Cox
Stephen Criswell
Susan Cruise
Liz Easley
Frances Gardner
Annette Duker-Golonka
Lisa Hammond
Darris Hassell
Kate Holland
Jason Holt
Sarah Hunt-Sellhorst
Ernest Jenkins
Kaetrena Kendrick
Dana Lawrence
Nick Lawrence
Patrick Lawrence
Lynnette Martek
Angela Neal
Bettie Obi-Johnson
Allan Pangburn
Suzanne Penuel
Kim Richardson
David Roberts
John Rutledge
Mike Sherrill
Tania Wolochwianski
Andy Yingst
Laura Carnes
Blake Faulkenberry
Tracey Mobley-Chavous
Erin Moon-Kelly, John Jones

Not Present:

Bob Bundy
Brent Burgin
Steven Campbell
Courtney Catledge
Mark Coe
Robert Collins
Arthur Currence
Stan Emanuel
Rebecca Freeman
Garane Garane
Claudia Heinmann-Priest
Claudine Jones
Chris Judge
Howard Kingkade
Godfrey Ndubuisi
Bruce Nims
Phillip Parker
Leigh Pate
Babette Protz
Denise Roberts
Todd Scarlett
Ann Scott
Brittany Taylor-Driggers
Richard Van Hall
Amber Williams
Megan Catoe
Ken Cole

1. Call to Order

II. Correction/ Approval of Minutes

Andy Yingst Moved; No Opposed.

Minutes Approved.

III. Reports of Officers

a) Dean of the Campus--- Dr. Walter Collins



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Dr. Walter P. Collins, III
Palmetto College Campus Dean

Report to the Faculty Organization of USC Lancaster September 16, 2016

Sincere thanks for all of your contributions to getting the 2016-2017 academic year off to a great start. Your work with students during the summer orientation sessions and at late registration is critical to our success in meeting their needs. Please accept my expression of gratitude for those efforts. I would like to thank the Executive Committee of the Faculty Organization for their idea of the campus lunches before the monthly faculty meetings. I am happy to support four of the seven with discretionary funding. I believe that these will be great opportunities for faculty and staff fellowship, catching up, and connecting each month.

The campus continues to lead the way in Palmetto College online degree completion enrollment and has shown improvement this year in the number of continuing students re-enrolling for a second year. We continue to successfully engage students in USC Connect and Graduation with Leadership Distinction opportunities, to support the innovative proposals of faculty through our local Research and Productive Scholarship funding and travel support, and to host the events and activities of our community on our campus.

Thank you for being an integral part of all we are able to accomplish. I look forward to all we will do together this academic year and beyond.

People

Enrollment

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New faculty at USC Lancaster. We welcome the following new full-time faculty:

Dr. Patrick Lawrence, Assistant Professor of English, comes from the University of Connecticut

Dr. Brooke Bauer, Visiting Assistant Professor of History and Native American Studies, a recent graduate of the University of North Carolina at Chapel Hill

Prof. Mike Sherrill, Instructor of Economics, going from part-time to full-time

Staff updates:

Ms. Elaine Conner returns as administrative assistant in the Academic Success Center. Ms Conner has also agreed to be the data steward for the Palmetto College Common Calendar located at <http://pc.sc.edu/calendar/>

Mr. Don Gardner is taking on more duties and will serve as Director of Auxiliary Services which includes managing the Gregory Center and serving as point of contact for the bookstore and campus vending.

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The Dean's Budget Advisory group will be meeting soon. Additionally, I will schedule and announce a **campus budget update in October** after the first quarter of the fiscal year has ended.

Facilities

Campus renovation and construction projects:

- Starr 123 and 124 were renovated and combined for the new location of the Office of Admissions and Records.
- Starr Hall Student Center renovations are partially complete: new flooring and paint. Still to come: new furniture should be in by late Sept. or early Oct.
- Starr Hall public restrooms have been renovated and are now complete and ready to serve students this fall.

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2. Facilities staff applied a roll-on white board coating on all white boards in Founders Hall
3. Performed annual HVAC preventative maintenance routines across the campus
4. Did annual deep cleaning on floors to include carpet spot/floor cleaning in Bradley and Founders
5. Isolated painting in the Gregory gymnasium

Other items...

- The USC Lancaster bookstore operated by Follett Higher Education has expanded its offerings of prepared foods in what is called **Lancer's Café**. With a location in the Starr Hall Student Center, the Café is currently open from 7:30-2:30, M-Th and will offer "grab and go" items.
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- **Dr. Dwayne Brown** organized the Summer 2016 Arts and Sciences Camp for middle schoolers in June and July. The camp hosted approximately 32 students. **Dr. Fernanda Burke** assisted with the science instruction.
- **Potential Donor visits** with corporate and industry partners continued over the summer with a visit on May 5 with Comporium Communications, Red Ventures and Haile Gold Mine and a visit on June 20 with Red Heritage Media, Nestlé Waters, and CrossRidge/INSP Network. Proposals for funding of two separate projects have been submitted to both Comporium and Haile Gold Mine.
- **Congratulations to Prof. Marybeth Berry** who wrote and performed a one-woman theatrical piece in Spoleto, Italy last month.
- The spendable proceeds from the **Medford Fund** have purchased furniture for expanded and new seating on both floors of the library. The first floor is being updated with tables/ partitions to seat six (up from four seats). The second floor is gaining a new seating area, with tables/partitions to seat 12. Both areas are also getting new seats.
- Sincere thanks to the members of the **Hiring Priorities Committee** who submitted their report on May 2, 2016. Dean Cox and I continue to use this important report and recommendations in making requests to the Palmetto College Administration for new faculty and staff positions.

- **Security camera upgrades and additions:** Over the summer we were able to upgrade select security cameras around campus. In addition to new replacement cameras we were able to add a total of 8 new cameras including some parking lot and exterior coverage. More cameras will be added in the future as funding is available.

b) Associate Dean for Academic and Student Affairs—Dr. Ron Cox



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

REPORT TO THE FACULTY

16 September, A.D. 2016

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

PLEASE continue to check your course rolls for accuracy. If students are attending your class who are not on the roll, ask them to check with the Admissions Office to determine the issue at hand. It will save much time and effort (yours, the Admissions Office’s, and the student’s) if these issues are handled at the beginning of the semester and not after grades have been assigned.

Please continue the “Excessive Absences Referral Form” online to report students who have stopped attending but who may still be on your roll. The last dates for students to withdraw from courses without a grade of “WF” was September 13 (Fall I); and is October 10 (16-week courses); and November 13 (Fall II). (<https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>)

Please note also that Tuesday, November 08 is a holiday this year (federal elections). There are no classes, but all campus offices will operate on a normal schedule.

2016 Academic Schedules. Thank you for your assistance in providing proposals for your teaching schedules in SPRING and SUMMER 2017. The division chairs and our office are working right now to have develop the draft schedules. Our goal is to begin pre-registration on Monday, October 17 (after Fall Break).

FALL 2016 COURSE EVALUATIONS (16-week and Fall II). Please notify Pam Ellis by SEPTEMBER 23 if you wish to use online course evaluations. Otherwise, you will get the old timey (time honored) paper version.

FACULTY SEARCHES for FALL 2017: Two faculty searches (both to replace retired or retiring faculty members) have been approved – Chemistry (Assistant Professor or Instructor) and Philosophy (Assistant Professor or Instructor), and search committees have been formed:

Chemistry

F. Burke

J. Castiglia

K. Holland

B. Taylor-Driggers

D. Waller

T. Mobley-Chavous

Philosophy

T. Scarlett

M. Sherrill

D. Roberts

C. Bundrick

L. Carnes

T. Mobley-Chavous

The request to renew the searches for faculty members in Speech/Communication and in Computer Science are still under review, but the hope is that they, too, will be approved, and we can move forward with these as well. (Committees have been nominated, but not formally assembled yet.)

On the subject of new hires, **PLEASE JOIN ME IN WELCOMING** our new Assistant Professor of English, Dr. Patrick Lawrence, and our new (but not-so-new) Instructor of Economics & Business, Professor Mike Sherrill. Dr. Brooke Bauer has joined us as Visiting Assistant Professor of History & Native American Studies, and we are also pleased to have a new instructor in our cooperative A.D.N. program, Professor Denise Roberts. (I will ask that this Faculty Organization consider extending membership and voting privileges within the body to Dr. Bauer and Professor Roberts.)

We have received approval to proceed with a search for a **Director of TRiO Programs**, and will be assembling a search committee shortly. The goal will be to have a director in place by January 2017. Many thanks to Mr. Matt Williamson, who has served valiantly as Interim director, and to the entire TRiO staff for working diligently to carry on the work of the program and further solidify the amazing legacy of the late Thelathia Barnes Bailey.

As I announced at the divisional meetings, we had a number of changes to offices/positions/duties during the Summer months of 2016:

- Ms. Laura Carnes – Director of Student Engagement & Success (will be located in Academic & Student Affairs Office after we move to Starr Hall – hopefully over winter break)
- Ms. Annette Horton – Disabilities Coordinator; will continue to assist with testing for students with disabilities as well as Palmetto College courses (backup)
- Ms. Danelle Faulkenberry – newly appointed Palmetto College coordinator
- Ms. Crystal Knight – working with Dual Credit programs
- Mr. Brandon Newton – part-time director of Student Life
- Dr. Lisa Hammond – Director of Institutional Research & Planning

REMINDER: IF YOU HAVE TO CANCEL A CLASS, it is very important to notify both your Division Chair and the Office of Academic Affairs, preferably with both an e-mail and a phone call. When e-mailing, please include your division chair, me, and Pam Ellis.

I also encourage you to send out a notification e-mail (or announcement) to your students utilizing Blackboard. We will try to get signs posted for you prior to the start of your class. **If you know in advance that you will be canceling class or office hours, please let us know as soon as you can.** There will, of course, be times where notice is “last minute” and we will do our best to accommodate.

ON A RELATED NOTE, if you wish to allow students to have access to your office when you are not present, please notify the Office of Academic & Student Affairs. Specify the student(s) who have your permission to enter, and specify the terms of the access (e.g., Can the student be left alone? Must the student be supervised?). Our office will share this information with Campus Security, Maintenance, etc.

No student will be allowed access to your office unless this notification has been provided.

On the subject of the campus **BUDGET**:

- Numbers are still in flux, and we are not “rolling in dough,” but we are hearing no warning sirens at this point. So there is cautious optimism regarding overall condition of “A” funds.
- By October, we should have some specifics. Please make spending requests thoughtfully through your division chairs. Priority will be given to instructional needs.
- Faculty Travel:
 - We have a Faculty travel budget of \$30,000 for the current fiscal year. (This comes to a little less than \$500 per full-time faculty member for the year.)

- The local RPS budget will be set at \$40,000 for the 2016-17 cycle.
- Division chairs and I will review TA requests as they are submitted. Priority will continue to go to untenured tenure-track faculty who are presenting and tenured faculty seeking promotion who are presenting, with past activity taken into account.

CAROLINA CORE. The Carolina Core continues to wrestle with the issues of transferability, particularly in the realm of overlay courses. It's a sticky issue for a number of reasons.

This week, however, I did find out that PHYS 101 and 101L (The Physics of How Things Work I) has been submitted by the PHYS department for consideration as a Core course in scientific literacy (SCI). This makes perfect sense, and while the courses are under consideration, I will recommend approval of their counting toward the SCI outcome for our associate's degrees. (The same will go for students completing the BLS & BOL degrees.)

At the same time, the PHYS department informed me that while PHYS 102 and 102L (The Physics of How Things Work II) are no longer taught at USC Columbia – and indeed, have not been taught there in many years, even though the course is still in the bulletin. It was suggested that if the Regional campuses faculty wished to have this course considered, they might want to submit a proposal – much like the CHEM faculty did with CHEM 101 (which was pretty much the same issue). I submit this merely for consideration.

WHITE BOARDS IN FOUNDERS HALL. They erase nicely now. I am going to offer a motion that imposes a moratorium on any reference to white boards within F.O. meetings for the next ten years. Thank you to Butch Lucas, for experimenting with a number of different options and came up with one that made Dick Van Hall smile for the first time since the Goldwater nomination of 1964. (I'm just checking to see if you're actually reading this. I'm guessing not. I wouldn't be if I were you.)

On a somewhat related note (which applies not only to Founders but to all buildings & classrooms), please try to leave your classroom in the same (or better) condition as you found it. (This includes simple things like erasing the boards, making sure equipment is restored to its original condition, etc.) This is professional courtesy, and your colleagues who teach after you will be very appreciative.

CONGRATULATIONS to Dr. Michael Bonner. USC Press has recently published *South Carolina in the Civil War and Reconstruction Eras: Essays from the Proceedings of the SC Historical Association*, co-edited by M. Bonner and F. Hamer. Dr. Bonner also serves as webmaster (he prefers the term web-maestro) for the SCHA.

CONGRATULATIONS to Professor Kaetrena Kendrick. Her co-edited work, *The Small and Rural Academic Library: Leveraging Resources and Overcoming Limitations* Paperback (co-edited with Deborah Tritt), was published by the American Library Association in July 2016.

CONGRATULATIONS (again) to Professors Marybeth Berry, Steven Campbell, Nicholas Lawrence, and Suzanne Penuel, all of whom successfully navigated last year's T&P process and now hold tenure, as well as the rank of Associate Professor, at USC Lancaster.

c) Academic Success Center – See report attached

d) Admissions

John Jones spoke to the Faculty at length with various enrollment and admissions information. Betti Obi-Johnson asked about total international students. (8); Allan Pangburn asked about first generation student numbers. (No data yet- Spring 2017 possibly); Mike Bonner asked about FTE (1000-1100-projected to be the same/increase)

Mr. Jones talked about Faculty engagement in recruitment in various ways and requested faculty email/contact him for further information. (Report was requested but has not been received yet.)

e) Computer Services and Information Technology- See Report Attached

Surveillance Equipment Discussion: Suzanne Penuel asked about cost of technology.

10 year project with transparency - \$35,000 for first roll out (\$650/camera & \$200/cable along with switchboard costs to total approximately \$60-70,000 when complete; not inexpensive but protects assets, students, and faculty)

John Rutledge added that footage isn't monitored and records are kept for 2 weeks for examination if necessary; we have had a camera presence for 10 years; we are expanding so is security.

f) Human Resources- See Report Attached

g) Law Enforcement/ Security –See Report Attached

John Rutledge informed faculty about 3 different security issues that had taken place on or in some way involved our campus but due to FERPA and USC policies- details are limited: 1) Indecent Exposure at GH&W, 2) Vandalism off campus (arrest on campus) 3) Cruelty to Animals- Investigation with Dr. Cox and Police. The threat analysis was at a 0 level. Steven Criswell asked what kind of animal. (cat). Tania Wolochwianski asked what type of crime this would be considered.(Felony- must serve time/fines/serious)

h) Student Engagement and Success-See Report Attached

Email Laura with questions about how to make GLD classes qualify. (Kate Holland question)

Shemsi Alhaddad talked about the Math Placement information which has a report included as well. Use the chart when advising and email with any questions. Betti Obi-Johnson also asked about the calculus test which apparently can place students in 111 or 111i. Shemsi also included some massive flow charts that looked something like this:



(Oh wait- that might be mine!)

i) NASC- See Report

IV. Reports of Committees

a) *Palmetto College Campuses System Committees:*

i. Executive Committee

Andy Yingst- met twice since start of semester. Retreat talked about welfare surveys and senate membership which is becoming an issue.(More breaks needed) Andy and Tom Bragg introduced motion to reduce membership which would bring USCL from 9 reps to 6 (1/3 cut distributed across all campuses). Ron reminded everyone that manual required we have at least 3 and is that still in affect; there would be a slight change/tweak with a minimum of 2/possibly 3 if desired. Andy pointed out that the smaller colleges are asking for this reduction. Mike Bonner asked if there is an increase an enrollment here; our senator number goes up but we would never go above 9. Ernest Jenkins presented a report which was summed up in a later email sent to the faculty (see below) where discussion commenced about how to deal with a heavy load and service on this committee with Fran Gardner and Chris Bundrick weighing in.

Dear Colleagues,

I will miss our Faculty Organization meeting this Friday since the next Executive Committee (of the Palmetto College Campuses Faculty Senate) meeting is also on Friday. I thought that I might take this opportunity to give you a quick update on one component of Faculty Senate business.

At our last Faculty Organization meeting we discussed a forthcoming proposal from the Senate Executive Committee. This proposal would reduce the size of our Faculty Senate. It would also reduce the size of the respective campus delegations to the Senate.

This proposal is now available at the following link:

http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/faculty_senate/motions/index.php

You will find it as Motion #5: Reducing the Number of Senators Proportionately by Campus. It was presented at the last Senate meeting on September 23. Please review it and share your thoughts with members of our Senate delegation. I anticipate a vote on this proposal at the next Senate meeting in Union on November 11.

I will be happy to discuss any questions you may have about the proposal.

Sincerely yours,

Ernest

ii. Rights and Responsibilities- Jason Holt (Nothing to share)

iii. System Affairs- Nothing to share (Had not met yet)

iv. Welfare- Columbia Senate Report – See attached

V. Unfinished Business- None

VI. New Business-

Ron Cox made a motion for the new faculty to be granted voting privileges. Adam Biggs seconded. Ruled Non substantive. Discussion. (None) Vote- All in favor. (Yes) Motion passes.

Ron Cox then brought up the challenges the faculty and staff seem to be facing regarding advising especially in the summer months. There was a tremendous amount of robust discussion with many opinions and ideas on the issues and varying ways to tackle these issues. Laura Carnes informed the faculty she would create and send a survey regarding this issue as a solid first step to clearly identifying concerns and problems in order to determine the best and most effective approaches to fix them in the future.

VII. Special Orders-- Duffy, Plyler, and Shaw Award Nominations (Easley)

The following was presented to the Faculty for nominations:

Palmetto College Award Nominees: USC Lancaster

Duffy Teaching Award

Babette Protz (BBCE Division Representative)

Jill Castiglia (MSNPH Division Representative)

Todd Scarlett (At-large nominee)

Shemsi Alhaddad (At-large nominee)

Plyler Service Award

Stephen Criswell (Humanities Division Representative)

Fernanda Burke (MSNPH Division Representative)

Courtney Catledge (At-large nominee)

Andy Yingst (At-large nominee)

Shaw Scholarship Award

Liz Easley (MSNPH Division Representative)

Kate Holland (At-large nominee)

Any other nominations?

Steven Criswell nominated Chris Judge but would email to confirm for the Shaw/Plyler award.

There were no elections now.

VIII. Announcements

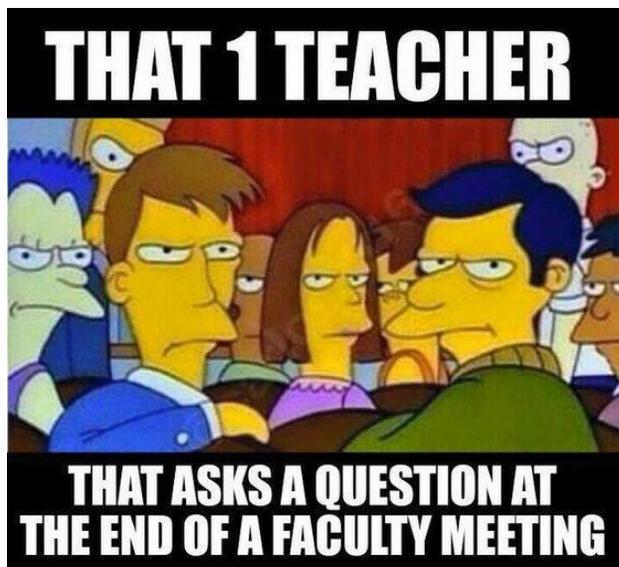
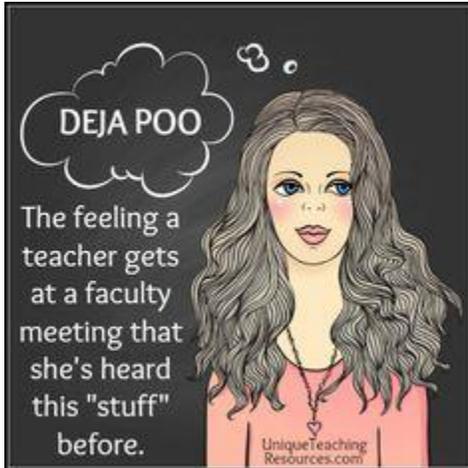
- 1) Noni Bohonak- Mike Sherrill was her advisee years ago and is now on faculty.
- 2) Sarah Hunt-Selhorst announced that the RPS Steering Committee has met and RPS grant information would be put out soon on the website. The deadline is November 30, 2016 at 5pm.
The award allotment total is \$40,000 for this year. She reminded the faculty that all grants MUST BE in a single PDF format.

Steven Criswell asked if someone submits wrong, can they resubmit? Lisa Hammond advised marking FINAL on the last submission. Sarah also reminded faculty that final reports for grants would be due soon and those who received grants would be contacted soon to serve on this year's grant committee as required.

- 3) Blake Faulkenberry reminded everyone they would be down one staff member for a few weeks in early October.
- 4) Fran Gardner- Welcome to the new faculty.
- 5) Walt Collins- Please eat!
- 6) Susan Cruise- reminded faculty about the Travel/Study Abroad meeting on 9/20 at 12:15 in Founders 223. There will be 3 class options for students and scholarship funds. This travel abroad will be to London, Paris, and Amsterdam.
- 7) Lisa Hammond reminded the faculty about a Poetry Reading on September 26 at Sun City in Indian Land where "there will be some poems."
- 8) Liz Easley told the faculty that the Committee assignments were currently online and committees should meet and select chairs for this academic year. Also the Research Club was meeting on 9/19 in Bradley 121 at 12:15.
- 9) Allan Pangburn announced that the Outdoor Club would be meeting on Wednesday 9/21 @ 12:15 in Founders 223.
- 10) Laura Carnes told faculty that the Outdoor Club would be building hammocks for faculty and students to enjoy with the help of Greg Parker so be on the lookout.
- 11) Kate Holland may have some students coming to our classes asking to make announcements at the end of our classes for extra credit so beware.
- 12) Katrina Kendrick would like anyone who would like to share their summer scholarship with her if interested.

IX. Adjournment

Motion to Adjourn. Second. Adjourned at 2:16pm.





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- **Potential Donor visits** with corporate and industry partners continued over the summer with a visit on May 5 with Comporium Communications, Red Ventures and Haile Gold Mine and a visit on June 20 with Red Heritage Media, Nestlé Waters, and CrossRidge/INSP Network. Proposals for funding of two separate projects have been submitted to both Comporium and Haile Gold Mine.
- **Congratulations to Prof. Marybeth Berry** who wrote and performed a one-woman theatrical piece in Spoleto, Italy last month.
- The spendable proceeds from the **Medford Fund** have purchased furniture for expanded and new seating on both floors of the library. The first floor is being updated with tables/ partitions to seat six (up from four seats). The second floor is gaining a new seating area, with tables/partitions to seat 12. Both areas are also getting new seats.
- Sincere thanks to the members of the **Hiring Priorities Committee** who submitted their report on May 2, 2016. Dean Cox and I continue to use this important report and recommendations in making requests to the Palmetto College Administration for new faculty and staff positions.
- **Security camera upgrades and additions:** Over the summer we were able to upgrade select security cameras around campus. In addition to new replacement cameras we were able to add a total of 8 new cameras including some parking lot and exterior coverage. More cameras will be added in the future as funding is available.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

REPORT TO THE FACULTY

16 September, A.D. 2016

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

PLEASE continue to check your course rolls for accuracy. If students are attending your class who are not on the roll, ask them to check with the Admissions Office to determine the issue at hand. It will save much time and effort (yours, the Admissions Office’s, and the student’s) if these issues are handled at the beginning of the semester and not after grades have been assigned.

Please continue the “Excessive Absences Referral Form” online to report students who have stopped attending but who may still be on your roll. The last dates for students to withdraw from courses without a grade of “WF” was September 13 (Fall I); and is October 10 (16-week courses); and November 13 (Fall II). (<https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>)

Please note also that Tuesday, November 08 is a holiday this year (federal elections). There are no classes, but all campus offices will operate on a normal schedule.

2016 Academic Schedules. Thank you for your assistance in providing proposals for your teaching schedules in SPRING and SUMMER 2017. The division chairs and our office are working right now to have develop the draft schedules. Our goal is to begin pre-registration on Monday, October 17 (after Fall Break).

FALL 2016 COURSE EVALUATIONS (16-week and Fall II). Please notify Pam Ellis by SEPTEMBER 23 if you wish to use online course evaluations. Otherwise, you will get the old timey (time honored) paper version.

FACULTY SEARCHES for FALL 2017: Two faculty searches (both to replace retired or retiring faculty members) have been approved – Chemistry (Assistant Professor or Instructor) and Philosophy (Assistant Professor or Instructor), and search committees have been formed:

Chemistry

F. Burke

J. Castiglia

K. Holland

B. Taylor-Driggers

D. Waller

T. Mobley-Chavous

Philosophy

T. Scarlett

M. Sherrill

D. Roberts

C. Bundrick

L. Carnes

T. Mobley-Chavous

The request to renew the searches for faculty members in Speech/Communication and in Computer Science are still under review, but the hope is that they, too, will be approved, and we can move forward with these as well. (Committees have been nominated, but not formally assembled yet.)

On the subject of new hires, **PLEASE JOIN ME IN WELCOMING** our new Assistant Professor of English, Dr. Patrick Lawrence, and our new (but not-so-new) Instructor of Economics & Business, Professor Mike Sherrill. Dr. Brooke Bauer has joined us as Visiting Assistant Professor of History & Native American Studies, and we are also pleased to have a new instructor in our cooperative A.D.N. program, Professor Denise Roberts. (I will ask that this Faculty Organization consider extending membership and voting privileges within the body to Dr. Bauer and Professor Roberts.)

We have received approval to proceed with a search for a **Director of TRiO Programs**, and will be assembling a search committee shortly. The goal will be to have a director in place by January 2017. Many thanks to Mr. Matt Williamson, who has served valiantly as Interim director, and to the entire TRiO staff for working diligently to carry on the work of the program and further solidify the amazing legacy of the late Thelathia Barnes Bailey.

As I announced at the divisional meetings, we had a number of changes to offices/positions/duties during the Summer months of 2016:

- Ms. Laura Carnes – Director of Student Engagement & Success (will be located in Academic & Student Affairs Office after we move to Starr Hall – hopefully over winter break)
- Ms. Annette Horton – Disabilities Coordinator; will continue to assist with testing for students with disabilities as well as Palmetto College courses (backup)
- Ms. Danelle Faulkenberry – newly appointed Palmetto College coordinator
- Ms. Crystal Knight – working with Dual Credit programs
- Mr. Brandon Newton – part-time director of Student Life
- Dr. Lisa Hammond – Director of Institutional Research & Planning

REMINDER: IF YOU HAVE TO CANCEL A CLASS, it is very important to notify both your Division Chair and the Office of Academic Affairs, preferably with both an e-mail and a phone call. When e-mailing, please include your division chair, me, and Pam Ellis.

I also encourage you to send out a notification e-mail (or announcement) to your students utilizing Blackboard. We will try to get signs posted for you prior to the start of your class. **If you know in advance that you will be canceling class or office hours, please let us know as soon as you can.** There will, of course, be times where notice is “last minute” and we will do our best to accommodate.

ON A RELATED NOTE, if you wish to allow students to have access to your office when you are not present, please notify the Office of Academic & Student Affairs. Specify the student(s) who have your permission to enter, and specify the terms of the access (e.g., Can the student be left alone? Must the student be supervised?). Our office will share this information with Campus Security, Maintenance, etc.

No student will be allowed access to your office unless this notification has been provided.

On the subject of the campus **BUDGET**:

- Numbers are still in flux, and we are not “rolling in dough,” but we are hearing no warning sirens at this point. So there is cautious optimism regarding overall condition of “A” funds.
- By October, we should have some specifics. Please make spending requests thoughtfully through your division chairs. Priority will be given to instructional needs.
- Faculty Travel:
 - We have a Faculty travel budget of \$30,000 for the current fiscal year. (This comes to a little less than \$500 per full-time faculty member for the year.)
 - The local RPS budget will be set at \$40,000 for the 2016-17 cycle.
 - Division chairs and I will review TA requests as they are submitted. Priority will continue to go to untenured tenure-track faculty who are presenting and tenured faculty seeking promotion who are presenting, with past activity taken into account.

CAROLINA CORE. The Carolina Core continues to wrestle with the issues of transferability, particularly in the realm of overlay courses. It's a sticky issue for a number of reasons.

This week, however, I did find out that PHYS 101 and 101L (The Physics of How Things Work I) has been submitted by the PHYS department for consideration as a Core course in scientific literacy (SCI). This makes perfect sense, and while the courses are under consideration, I will recommend approval of their counting toward the SCI outcome for our associate's degrees. (The same will go for students completing the BLS & BOL degrees.)

At the same time, the PHYS department informed me that while PHYS 102 and 102L (The Physics of How Things Work II) are no longer taught at USC Columbia - and indeed, have not been taught there in many years, even though the course is still in the bulletin. It was suggested that if the Regional campuses faculty wished to have this course considered, they might want to submit a proposal - much like the CHEM faculty did with CHEM 101 (which was pretty much the same issue). I submit this merely for consideration.

WHITE BOARDS IN FOUNDERS HALL. They erase nicely now. I am going to offer a motion that imposes a moratorium on any reference to white boards within F.O. meetings for the next ten years. Thank you to Butch Lucas, for experimenting with a number of different options and came up with one that made Dick Van Hall smile for the first time since the Goldwater nomination of 1964. (I'm just checking to see if you're actually reading this. I'm guessing not. I wouldn't be if I were you.)

On a somewhat related note (which applies not only to Founders but to all buildings & classrooms), please try to leave your classroom in the same (or better) condition as you found it. (This includes simple things like erasing the boards, making sure equipment is restored to its original condition, etc.) This is professional courtesy, and your colleagues who teach after you will be very appreciative.

CONGRATULATIONS to Dr. Michael Bonner. USC Press has recently published *South Carolina in the Civil War and Reconstruction Eras: Essays from the Proceedings of the SC Historical Association*, co-edited by M. Bonner and F. Hamer. Dr. Bonner also serves as webmaster (he prefers the term web-maestro) for the SCHA.

CONGRATULATIONS to Professor Kaetrena Kendrick. Her co-edited work, *The Small and Rural Academic Library: Leveraging Resources and Overcoming Limitations* Paperback (co-edited with Deborah Tritt), was published by the American Library Association in July 2016.

CONGRATULATIONS (again) to Professors Marybeth Berry, Steven Campbell, Nicholas Lawrence, and Suzanne Penuel, all of whom successfully navigated last year's T&P process and now hold tenure, as well as the rank of Associate Professor, at USC Lancaster.

Academic Success Center Report

For September 16, 2016 Faculty

Meeting Submitted by Dana

Lawrence

Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu or call 313-7023.

Fall Semester

	August 2014	August 2015	August 2016
Number of Tutors	9	10	9
Total Number of Sessions	13	28	42
Tutoring Sessions/Day (avg)	2.6 (5 operating days)	5.6 (5 operating days)	5.25 (8 operating days)
Tutoring Sessions/Tutor (avg)	1.4	2.8	4.7
Appointment	6	16	17
Drop-in	7	12	25

Tutoring Sessions by Area

	August 2016
Biology	2
Chemistry	0
Computer Science/RCAM 151	2
Economics	0
French	0
Italian	0
Math/RCAM 105	18
Spanish	12
Writing	8
	<ul style="list-style-type: none"> • ENGL: 5 • PALM: 1 • PHIL: 1 • Other: 1
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0

REMINDERS about 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!**

USC Lancaster Faculty Meeting

Campus Technology Report September 16.2016

(Amended)

I would like to start by acknowledging the hard work of the Technology Services staff. Antonio, Brian, and Karen are all committed to providing the best service for students, faculty, staff, and guests at USC Lancaster. Very little would be accomplished without their continued commitment to our campus community. Antonio Mackey will be on leave for 2 weeks around the first of October, Randy Rollings with Palmetto College will be his backup for website support.

Highlights

>- **Classroom Technology:** Multimedia Presentation equipment was installed in the

Bradley Chemistry and Physics Labs. The Biology labs are in the Technology spending plan for the current physical year.

> **Media Signage:** Additional Digital/Media Signage was installed at 4 locations around

campus. Those include the NASC front entrance, Bradley 2nd floor, Bradley Arnold Events room area, and Medford Library Circulation area. Please submit media you wish to share to me as a Power Point slide landscape oriented.

Computer Labs: Hubbard 204 and Bradley 113 computer labs were upgraded before Fall 2016. There is continued high demand for computer lab space by students and faculty. Additional capacity is planned for Spring 2017.

> **Faculty and Staff Computers:** Office computers are perpetually being upgraded for

faculty and staff. IT Staff is continuing to push upgraded computer hardware to faculty and staff offices.

> **Surveillance Technology:** Security Cameras in Hubbard and Starr Hall were replaced

and a few camera locations were added in Hubbard Hall. New camera locations were added in Founders Hall and the soccer field. Recording, monitoring hardware and an additional camera covering the Bradley/Starr parking area will be installed in the next week. Camera locations will be added to enhance security of campus assets.

> **BYOD wireless:** Capacity for USCL Guest Wifi was increased to meet demand at peak

times. 600+ devices are connected to the guest wireless at peak demand times.

Near future technology challenges

Upgrade of aging multimedia presentation technology in the Bradley Arts and Sciences

Building (9 classrooms)

> Upgrade of the campus telephone and voicemail servers. Effective 12/1/2016, Avaya can no longer guarantee parts availability for the campus telephone and voicemail system hardware, but an in-state Avaya Partner will provide support for the through 1/30/2017.

Blake Faulcnberr

Director of Computer Services and Information Technology

From: TRACEY MOBLEY CHAVOUS, DIRECTOR OF HUMAN RESOURCES
MEETING: Faculty Meeting
DATE: September 16, 2016
ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) USC Lancaster has received approval to conduct two faculty searches at this time, Assistant Professor or Instructor of Philosophy and Assistant Professor or Instructor of Chemistry. The Division Chairs that these positions fall within were provided with a template to create the advertisements on August 31, 2016. Once the edited template is received I will submit the advertisements on USCJOBS to gain approval from various departments in Columbia. Once the advertisement is approved we will be able to advertise in the Chronicle of Higher Education.

If you would like to have input into the editing of the advertisements please contact the Division Chair(s).

- 2) Please remember that I serve as the Title IX Coordinator for our campus. If you have students, who share information with you, verbally or written, in reference to sexual harassment, sexual misconduct, sexual assault, or sexual violence that has taken place on or off campus please report that to me immediately so that I may respond to the situation on behalf of the university. **Please do not report these incidents to the Behavioral Intervention Team.**

As the Title IX Coordinator one of my major concerns is that students feel safe and are aware of available resources both on and off campus. I also want to ensure that the situation has been handled in a timely manner so that students are able to focus primarily on their academic goals. In addition, if a crime needs to be reported I can assist in helping the student or others in reporting to the proper authorities.

- 3) Medical, Dental, Vision, and Life Insurance premiums for the 2017 calendar year will not increase for employees. Health premiums for the employer will increase 0.8%. The employer contribution for the basic State Dental Plan will increase from \$11.72 to \$13.48 per month.

Open Enrollment for Benefits will take place from October 1- 31, 2016. Changes will take effect on January 1, 2017.

During the 2016 Open Enrollment employees may:

- *Enroll in, change, or refuse health coverage for the employee and/or eligible dependents
- *Enroll in or refuse vision coverage for the employee and/or eligible dependents
- *Enroll in or re-enroll in MoneyPlus spending accounts

Open Enrollment is also a good time to update beneficiaries for Basic Life Insurance, Optional Life Insurance, and for Retirement benefits.

Email reminders will be sent periodically to provide directions and to encourage participation in the open enrollment process.

- 4) Federal Labor Standards Act – New Overtime Rules will be implemented by the University of South Carolina effective October 16, 2016. In order to be exempt most employee's base salary must be a minimum of \$47,476 (\$913 per week). The old threshold was \$23,660 (\$455 per week). Exempt employees only report the hours that they are away from work in the ITAMS system. Non-Exempt employees report all of their working hours in the ITAMS system and are eligible for overtime compensation.

All Faculty members are an exception to these rules and will continue to be exempt.

A limited number of staff members will be affected by the changes, having their exemption status change from Exempt to Non-Exempt. Affected employees will sign an acknowledgement form and be advised of how to report their time in the ITAMS system. Faculty members who supervise state slotted staff members or temporary employees whose exemption status will change will be notified prior to October 16, 2016.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Dr. John E. Rutledge
Director of Law Enforcement and
Security

Report to the Faculty
September 2016

- **Parking and Traffic Safety:** The Hubbard Drive road construction safety initiatives are complete. Please use the crosswalks and yield to pedestrians both on the highway and in our parking lots. Please use the faculty parking spaces. We do not issue faculty parking privileges to part time and student assistants. The objective is to use visitors parking for true visitors.
- **Emergency Planning:** Progress is ongoing on emergency notifications. We received a grant to install an audible siren system on campus. We are awaiting deliver and the system is planned for the roof of Hubbard Hall. Please make sure all of your emergency contact information is correct in Carolina Alert. Also familiarize yourself with the information contained in our campus Emergency Plan located at <http://usclanaster.sc.edu/facilities/EmergencyResponseGuide.pdf> . This document is also constantly revised with revised information.
- **Crime Related:** Our crime rate is low. Property crimes (theft) are the most prevalent. Remember to lock your office doors when you are away from the general vicinity of your office. We did have an indecent exposure incident on our campus during August 2016. The suspect has been arrested for this incident. You should have received an email related to this crime.
- **Other Issues:** Please remember we have a new population on our campus each semester and it is all of our responsibility to not only follow policies it is also our responsibility to educate our students and to remind colleagues and to enforce policies in some cases. Please note the campus policy regarding tobacco products located at <http://usclanaster.sc.edu/facilities/smoking.htm> .

Student Engagement and Success

Retention and Advising: We are currently working to design an academic advising survey for students. The survey will be based upon The Academic Advising Inventory by Roger B. Winston Jr. and Janet A. Sandor. The survey will be developed and ready for dissemination for Spring 2017 pre-registration. We are currently investigating the best platform for collecting survey results.

The advisement survey will be the first in a series of audits performed for student services. These audits will be conducted in an attempt to understand which services students are utilizing and how these services affect student retention.

USC Connect

USC Connect News: Laura Carnes has been working with the USC Connect office to develop USC Connect by Major handouts for all USCL students. The document has been sent to the USC Connect Office in Columbia, and their office will be producing flyers for our campus.

Adam Whetstone and Kristen Hammond have been appointed to the Palmetto College USC Connect Palmetto Campus Student Advisory Council. The purpose is to market and improve USC Connect and GLD for Palmetto College Students.

GLD News: As a reminder, the GLD pathways are: Community Service, Global Learning, Professional and Civic Engagement, and Research. New for Spring 2017 is the Diversity and Social Advocacy pathway. This pathway is a combination of immersion in, or service to, a community that experiences societal challenges documented through community service, internship, peer leadership, and/or other experiences related to social advocacy issues in the United States. Students must also complete a research or advocacy project related to ability, class, ethnicity, gender, sexual identity, race and/or religion. This may be accomplished through development of community services, political activism/policy change, or research.

Any student interested in pursuing Graduation with Leadership Distinction (GLD) should see me or email me at humphrlb@mailbox.sc.edu. I can work with students at any stage in the process. Students who are graduating in the Spring, that meet the requirements for GLD will need to enroll in a UNIV 401 course Spring 2017 to complete their e-portfolio.

Student Organizations: Student Organization budgets were due in the Office of Student Life on September 6, 2016. The Student Organization Budget Committee will meet on September 19 at 10 am to make decisions. This year, we have implemented a funding rubric based upon USC Connect learning outcomes in which to evaluate student organization budget requests.

Psychology Club: The Psychology Club will be submitting research for presentations at the Carolina Women's Health Research Forum in November. Dr. Kate Holland is the advisor and mentor for the Psychology Club. We wish them luck in their research endeavors.

Research Club: The USCL Research Club will best be hosting Ms. Julie Morris from Undergraduate Research and Ms. Theresa Harrison, Assistant Director of USC Connect on Monday, September 19 in Bradley 121 from 12:20-12:50. They will be discussing GLD and USC Connect.

Career Services and a Thank You from Ms. Andrea Campbell

Job Postings: The Fall semester is off to a good start with several new employers posting part-time and full-time jobs for our students to consider. Since a number of students have inquired about application to these positions, it is obvious the students are visiting the web job listings site to learn about these opportunities. I believe this is primarily due to faculty and staff suggesting it to them, and I thank you for this continued support and encouragement for our students and career services. I have also noted a continuous increase in students using services over the past few semesters, and I also attribute much of this to encouragement from faculty and staff. It takes a village to raise a child, and it also takes a village to help our young adults make it to the next level. Thanks for all you do!

Palmetto College Students and BOL/BLS Students: In addition to regular services, I am now in process of making a focused effort to better inform BOL, BLS and other Palmetto College students about options for using Career Services more effectively. An example of this is reaching out to the BOL/BLS Seniors about the upcoming JOBFEST being held at USC Columbia on September 27th. As USC Columbia students, it is a great opportunity for them to connect directly with employers hiring for positions throughout this region and even nationally. Please encourage BOL/BLS Seniors you know to get in touch with me about this opportunity and so I can help ensure their resumes are up to the job search challenge.

Counseling Services

The current licensed personal counselor on staff is Ms. Teresa Ormand. She is serving as a part time personal counselor in the Counseling Center for Fall 2016. Her hours are MW 12-5.

Currently, the search is open for a full time licensed counselor in the Counseling Center. Applicants may apply at USC Jobs. The goal is to have this position filled, in a full time capacity, by Spring 2017.

Disability Services

Registering for Disability Services: As a reminder, the Office of Disability Services requires students with disabilities to officially register in order to receive support services. The registration process is now conducted online via the link: <https://sawebdev.wufoo.com/forms/m50ak2g1xqw1cc/>. Students must also provide official documentation of their disability (letter from a doctor or Individualized Education Plan from high school). Based on law, students must self-identify to receive assistance.

Requesting Accommodations: After a student has officially registered for disability services, Ms. Annette Horton will meet with the student to discuss accommodations that he/she is eligible for. Students must request accommodations each semester. Accommodations may vary from course to course. This process is also completed online via the link:

<https://sawebdev.wufoo.com/forms/rw6x1in1o6i4sx/def/field822=L001&field823=Yes&field824=Lancaster>.

Testing Policy: Students must notify the Office of Disability Service a minimum of four days prior to the scheduled test to receive testing accommodations. Ideally, students will share their testing dates with the Office of Disability Services when the syllabus is distributed each semester.

Vocational Rehabilitation: Mrs. Horton and I have met with Kami Hamlett from Vocational Rehabilitation. Vocational Rehabilitation offers financial and assistive technology opportunities for students with disabilities. We will be working to strengthen our partnership with them for this academic year.

SCAHEAD: Annette Horton will be attending the SCAHEAD Conference at USC Columbia on October 14, 2016. SCAHEAD is the South Carolina regional affiliate of AHEAD. AHEAD is a professional membership organization for individuals involved in the development of policy and in the provision of quality services to meet the needs of persons with disabilities involved in all areas of higher education.

Student Life

Back to School Blast: Held on August 23rd-, this was a successful event. All clubs were offered the chance to set up a recruitment table and all students were provided with lunch from Hwy 55. All food was eaten which indicates a higher turnout than the previous year.

Outdoor Movie Series: September 13th: Captain America Civil War; October 4: Jungle Book; October 25: Nightmare on Elm Street. All movies are free to USCL faculty, staff, and students.

Schmoozing and Smoothies: A new monthly series (4th Tuesday of every month) will feature a USCL faculty and staff member, but we encourage all faculty and staff to attend and “hang out” with our students in the Student Center. The event will be held from 12:30-1:30. Sept 27: Dr. Walt Collins and Dr. Nick Lawrence; October 25: Dr. Ron Cox and Dr. Susan Cruise; November 22: Dr. Courtney Catledge and Ms. Danelle Faulkenberry. Student Life will provide free smoothies for faculty, staff, and students. Featured guests will give a quick talk about themselves (research interests, campus programs they would like to promote, hobbies, etc.). Our hope is to create a casual environment that will allow faculty, staff, and students to interact in a less formal yet just as meaningful way.

Trick or Treat for UNICEF: The Office of Student Life will be participating in Trick or Treat for UNICEF to prove that Halloween can be about more than candy. Trick or Treat for UNICEF began 66 years ago as a way to help kids still affected by World War II. Materials will be delivered shortly and more information will be available soon.

Voter Registration Drive: The Student Government Association along with the Office of Student Life and TRIO will host a Voter Registration Drive on Tuesday September 27th in front of Founders Hall. Students may also visit the TRIO Learning Resource Center to fill out a voter registration application. All unregistered students are encouraged to come and register to vote.

Veterans Day: A Veterans Day event will be held on November 10th with more details to come about the time and order of ceremonies.

Student Center: Student Center renovations were completed this summer. The student center has a fresh coat of paint and new floors. New furniture has been ordered, and it should arrive soon. Another new edition to the student center is the Lancer Café. The Lancer Café is open M-R during peak times, and it is operated in the student center as a function of Follett bookstore.

Football Tickets: Home USC football games are now upon us and therefore tickets to the events will be handed out at various campus events.

P.A.L Applications: Applications to be new P.A.L.s will be available October 17th.

SGA Senate Elections: SGA Senate elections will be held October 10 from 11-1 in the Starr Hall Lobby. Applications will be available online and in the Office of Student Life. Applications are due October 7 by 5pm.

Orientation: Summer 2017 Orientation schedule has been set with the following dates. June 20th and 21st, July 11th and 12th, July 25th and 26th, and August 8th and 9th.

Updated Math Placement/ARP Information:

The Math Placement Test/ARP informational handout for advisors has been updated. It is available through the Advisement Resources webpage, or can be accessed directly through this link: <http://usclancaster.sc.edu/academics/advisement/ARPMathAdvisement.pdf>

The updates are based on observations from advisors and the math faculty, as well as updates to the Carolina Core. The changes include the following:

- Changed the name of PHIL 110 to PHIL 114. Added STAT 206.
- Added a list of optional lower-level math courses that students are allowed to take, if they are not comfortable taking the recommended course.
- Added emphasis that students are allowed to retake the algebra math placement test to attempt to place into a MATH course. (Restrictions: Must wait seven days before retaking

the same test. May retake a test up to three times.)

- Added emphasis that students who don't place into MATH 115 with the Precalculus MPT should attempt the Algebra MPT.
- Two simplified flow charts, one for each math placement test, to show that students can take MATH 122 or 141 (based on their major) regardless of which placement test they take.

Notes to Advisors

- The handout for advisors is based on USCL course offerings only. Columbia offers some courses we don't and vice versa.
- Students are not provided with enough information (from USCL or Columbia) to interpret their own scores.
- The information given on the test results page (given to students) is not comprehensive.
- Advisors should refer to the handout for advisors in order to find a complete list of courses available at USCL for their students.
- The information provided to advisors differs from information provided to students.
- Some recommendations in the handout to USCL advisors differ from those in Columbia. These recommendations are based on trends in student enrollments. For example, see the graphs on the next page illustrating some differences between Lancaster and Columbia enrollments in Fall 2016.
- Some non-math courses use math placement information to determine student preparedness for those courses.
- I typically update the handout annually and post the updates online. I may not remember to notify advisors of the updates. I recommend that advisors check the website before advising students, instead of relying on a printed copy of the handout, as the information may have changed.

Other items that may be added

- Students who have AP, transfer or dual credit aren't required to take the math placement test. However, since many freshman come to orientation before their credit is available, the math placement test can be used as a back-up in case their credit isn't accepted or their AP score is below 3. Credit supersedes math placement test scores, and so there is no harm in taking the math placement test. Higher level math courses tend to not fill up as quickly as lower-level courses. If a student's credit allows them to take a higher level

course, they can adjust their schedule before the semester starts.

- Students who have never had trigonometry but need MATH 141 are encouraged to take MATH 112 or 115 before MATH 141, even if they place into MATH 141.

[Graphs comparing USCL and USC](#) are attached in a separate document entitled ARP and MATH overview handout.

ARP and MATH Advisement

How to access students' Math Placement scores

Sign in to <http://my.sc.edu>. Go to Faculty Services. In the **Student Information Menu**, choose **View Test Scores**. Banner only lists the raw score.

ARP courses with no prerequisite or placement procedure

- CSCE 101
- CSCE 102
- PHIL 114 (Formerly PHIL 110)
- STAT 110

ARP courses with prerequisites or a placement procedure

The appropriate math placement scores are listed in the table on the next page.

ARP courses with prerequisites or a placement procedure

Course	Requirement
CSCE 145	Appropriate math placement score or a grade of C or better in MATH 115 or higher.
MATH 122	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
MATH 141	Appropriate math placement score or a grade of C or better in MATH 115 or higher.
MATH 142	A grade of C or better in MATH 141.
MATH 170	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
MATH 172	A grade of C or better in MATH 122 or MATH 141 or MATH 142.
MATH 174	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
STAT 201	Appropriate math placement score or a grade of D or better in MATH 111i or higher or a grade of D or better in STAT 110.
STAT 206	Appropriate math placement score or a grade of D or better in MATH 111i or higher.

Non-ARP MATH courses with prerequisites or a placement procedure

The appropriate math placement scores are listed in the table on the next page.

Course	Requirement
MATH 111i	Appropriate math placement score.
MATH 111	Appropriate math placement score.
MATH 112	Appropriate math placement score or a grade of C or better in MATH 111i or MATH 111.
MATH 115	Appropriate math placement score.
MATH 221	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
MATH 222	A grade of C or better in MATH 221 or instructor's consent.
MATH 241	A grade of C or better in MATH 142.
MATH 242	A grade of C or better in MATH 142
MATH 374	A grade of C or better in MATH 142 and a grade of C or better in CSCE 146.

A flow chart of all ARP courses offered at USCL as well as MATH courses can be found in the attached handout.

Columbia Precalculus Placement

Raw Score	Placement Test Score	Appropriate Course	Optional Lower-Level Courses
0-6	MA0	Take Columbia Algebra Placement	RCAM 105
7-18	MA2	MATH 112, 115	MATH 111i , 111
19-33	MA4	CSCE 145; MATH 122, 170, 174, 221, 141; STAT 201, 206.	MATH 111i , 111, 112, 115

Updated 9/6/2016 by Alhaddad

Columbia Algebra Placement

Raw Score	Placement Test Score	Appropriate Course	Optional Lower-Level Courses
0-3	MBO	RCAM 105 or retake Columbia Algebra Placement*	
4-7	MB1	MATH 111i	RCAM 105
8-13	MB2	MATH 111	MATH 111i
14-26	MB4	MATH 112, 122, 170, 174, 221; STAT 201, 206.	MATH 111i , 111

*Must wait 7 days before retaking the same test. May take each test (Algebra and Precalculus) 3 times for a total of 6 attempts.

Updated Math Placement/ARP Information

The Math Placement Test/ARP informational handout for advisors has been updated. It is available through the Advisement Resources webpage, or can be accessed directly through this link:

<http://usclancaster.sc.edu/academics/advisement/ARPMathAdvisement.pdf>

The updates are based on observations from advisors and the math faculty, as well as updates to the Carolina Core. The changes include the following:

- Changed the name of PHIL 110 to PHIL 114. Added STAT 206.
- Added a list of optional lower-level math courses that students are allowed to take, if they are not comfortable taking the recommended course.
- Added emphasis that students are allowed to retake the algebra math placement test to attempt to place into a MATH course. (Restrictions: Must wait seven days before retaking the same test. May retake a test up to three times.)
- Added emphasis that students who don't place into MATH 115 with the Precalculus MPT should attempt the Algebra MPT.
- Two simplified flow charts, one for each math placement test, to show that students can take MATH 122 or 141 (based on their major) regardless of which placement test they take.

Notes to Advisors

- The handout for advisors is based on USCL course offerings only. Columbia offers some courses we don't and vice versa.
- Students are not provided with enough information (from USCL or Columbia) to interpret their own scores.
- The information given on the test results page (given to students) is not comprehensive.
- Advisors should refer to the handout for advisors in order to find a complete list of courses available at USCL for their students.
- The information provided to advisors differs from information provided to students.
- Some recommendations in the handout to USCL advisors differ from those in Columbia.

These recommendations are based on trends in student enrollments. For example, see the graphs on the next page illustrating some differences between Lancaster and Columbia enrollments in Fall 2016.

- Some non-math courses use math placement information to determine student preparedness

for those courses.

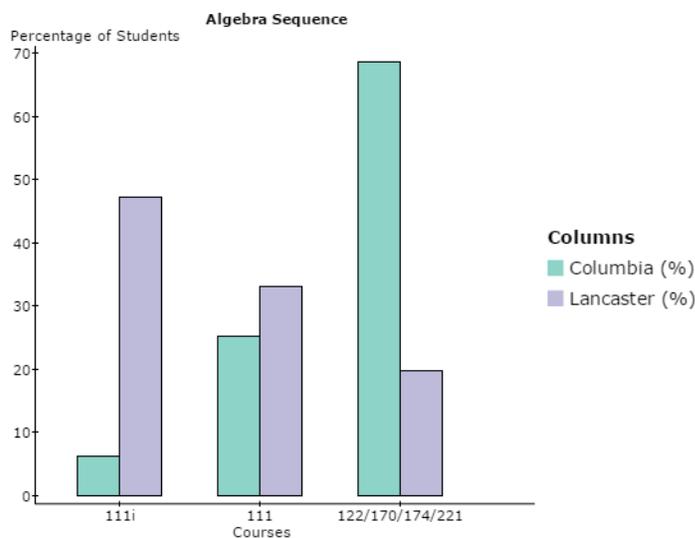
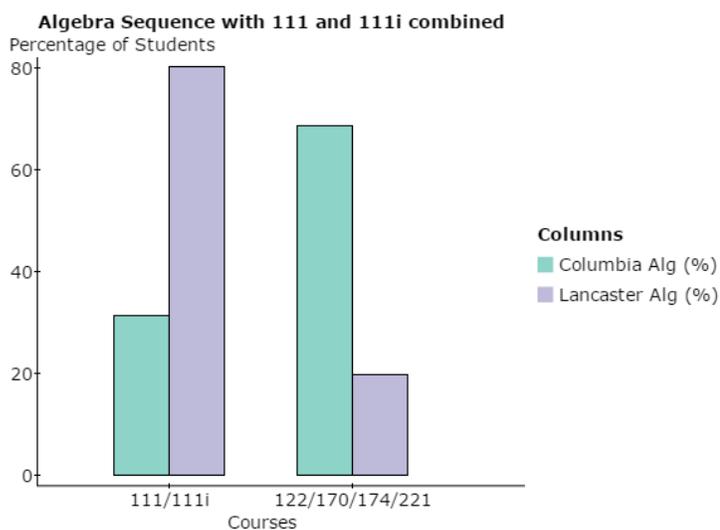
- I typically update the handout annually and post the updates online. I may not remember to notify advisors of the updates. I recommend that advisors check the website before advising students, instead of relying on a printed copy of the handout, as the information may have changed.

Other items that may be added

- Students who have AP, transfer or dual credit aren't required to take the math placement test. However, since many freshman come to orientation before their credit is available, the math placement test can be used as a back-up in case their credit isn't accepted or their AP score is below 3. Credit supersedes math placement test scores, and so there is no harm in taking the math placement test. Higher level math courses tend to not fill up as quickly as lower-level courses. If a student's credit allows them to take a higher level course, they can adjust their schedule before the semester starts.
- Students who have never had trigonometry but need MATH 141 are encouraged to take MATH 112 or 115 before MATH 141, even if they place into MATH 141.

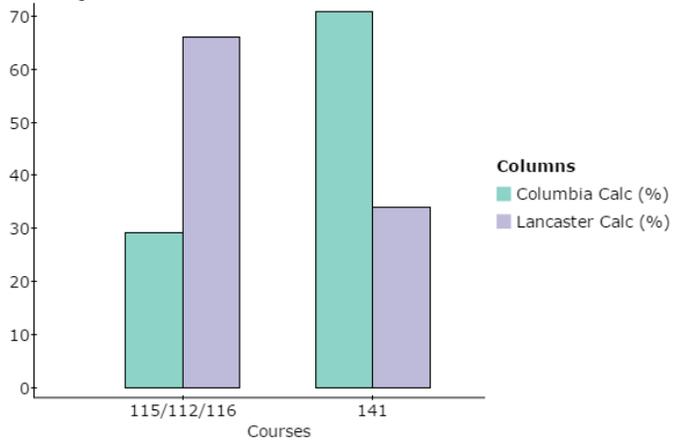
Graphs comparing USCL and USC

The following graphs show the proportion of students enrolled in each group of courses, separated by pathway, at USCL and the Columbia campus in Fall 2016. This illustrates that MATH 111/111i/112/115 is the most popular group of courses at USCL while MATH 122/141/170/174/221 is the most popular group of courses in Columbia.



Calculus Sequence

Percentage of Students



ARP and MATH Advisement

This document includes information about Analytical Reasoning and Problem Solving (ARP) courses in CSCE, PHIL, MATH and STAT. It also includes math placement test information for ARP and non-ARP courses.

How to access students' Math Placement scores

Sign in to <http://my.sc.edu>. Go to **Faculty Services**. In the **Student Information Menu**, choose **View Test Scores**. Banner only lists the raw score.

ARP courses with no prerequisite or placement procedure

- CSCE 101
- CSCE 102
- PHIL 114 (Formerly PHIL 110)
- STAT 110

ARP courses with prerequisites or a placement procedure

The appropriate math placement scores are listed in the table on the next page.

Course	Requirement
CSCE 145	Appropriate math placement score or a grade of C or better in MATH 115 or higher.
MATH 122	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
MATH 141	Appropriate math placement score or a grade of C or better in MATH 115 or higher.
MATH 142	A grade of C or better in MATH 141.
MATH 170	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
MATH 172	A grade of C or better in MATH 122 or MATH 141 or MATH 142.
MATH 174	Appropriate math placement score or a grade of C or better in MATH 111i or higher.

STAT 201	Appropriate math placement score or a grade of D or better in MATH 111i or higher or a grade of D or better in STAT 110.
STAT 206	Appropriate math placement score or a grade of D or better in MATH 111i or higher.

Non-ARP MATH courses with prerequisites or a placement procedure

The appropriate math placement scores are listed in the table on the next page.

Course	Requirement
MATH 111i	Appropriate math placement score.
MATH 111	Appropriate math placement score.
MATH 112	Appropriate math placement score or a grade of C or better in MATH 111i or MATH 111.
MATH 115	Appropriate math placement score.
MATH 221	Appropriate math placement score or a grade of C or better in MATH 111i or higher.
MATH 222	A grade of C or better in MATH 221 or instructor's consent.
MATH 241	A grade of C or better in MATH 142.
MATH 242	A grade of C or better in MATH 142
MATH 374	A grade of C or better in MATH 142 and a grade of C or better in CSCE 146.

Columbia Algebra Placement

Raw Score	Placement Test Score	Appropriate Course	Optional Lower-Level Courses
0-3	MB0	RCAM 105 or retake Columbia Algebra Placement*	
4-7	MB1	MATH 111i	RCAM 105
8-13	MB2	MATH 111	MATH 111i
14-26	MB4	MATH 112, 122, 170, 174, 221; STAT 201, 206.	MATH 111i , 111

*Must wait 7 days before retaking the same test. May take each test (Algebra and Precalculus) 3 times for a total of 6 attempts.

Columbia Precalculus Placement

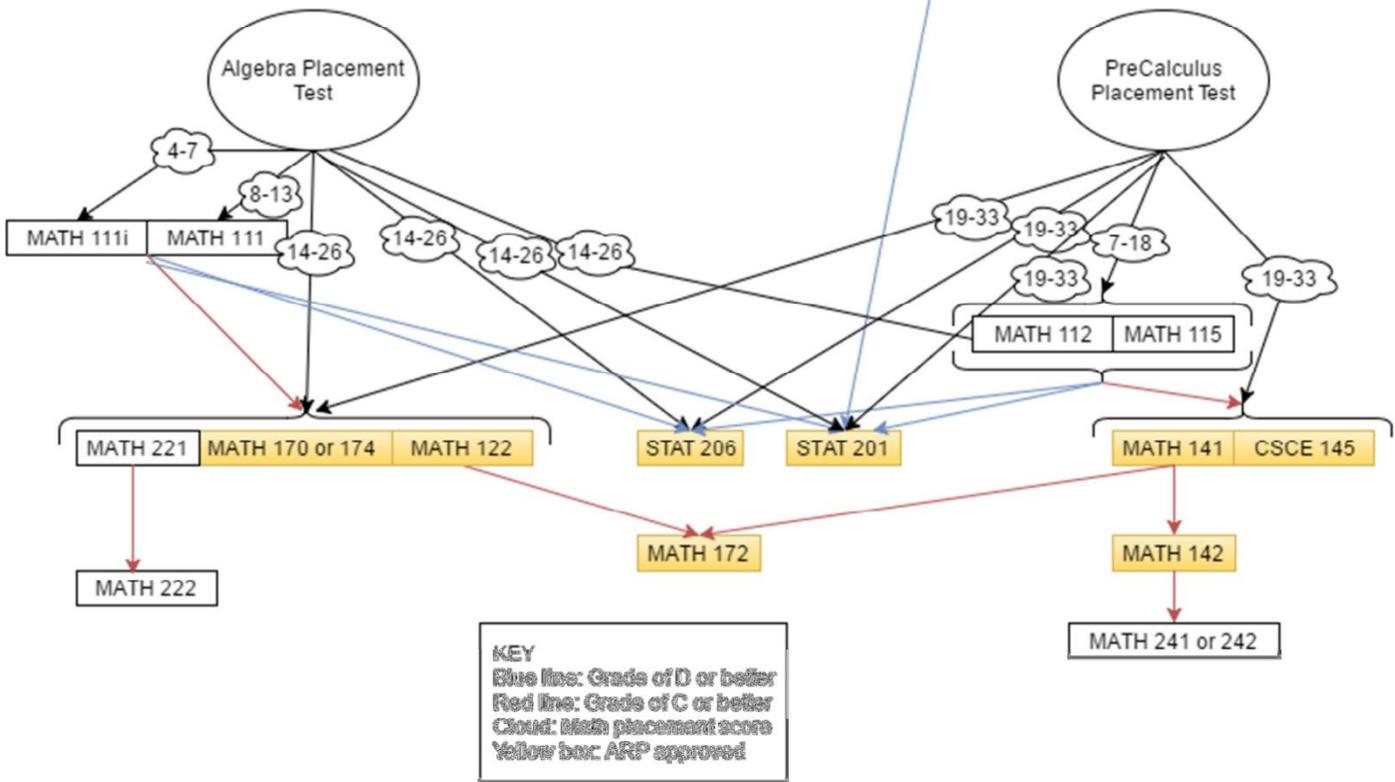
Raw Score	Placement Test Score	Appropriate Course	Optional Lower-Level Courses
0-6	MA0	Take Columbia Algebra Placement	RCAM 105
7-18	MA2	MATH 112, 115	MATH 111i , 111
19-33	MA4	CSCE 145; MATH 122, 170, 174, 221, 141; STAT 201, 206.	MATH 111i , 111, 112, 115

Flow chart of all ARP courses offered at USCL as well as all MATH courses

ARP courses with no prerequisite or placement test

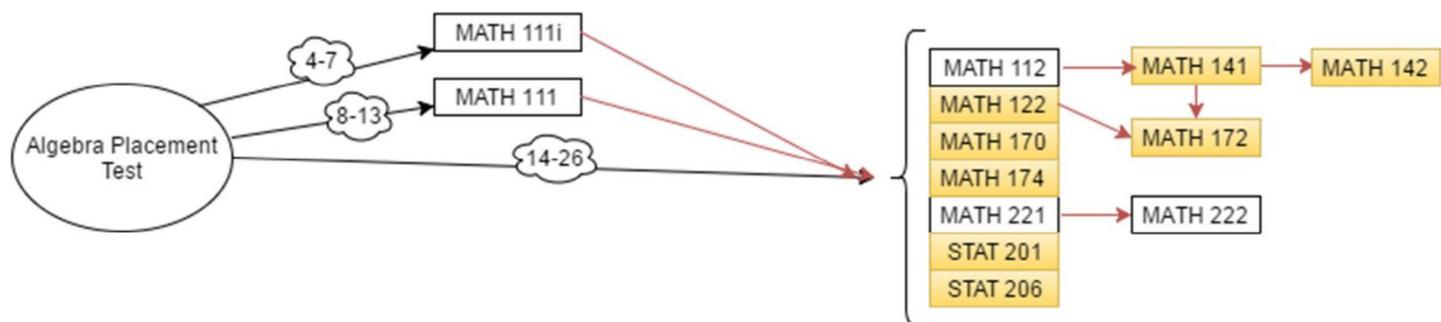
- CSCE 101
- CSCE 102
- PHIL 114 (formerly 110)
- STAT 110

ARP courses and non-ARP MATH courses that have prerequisites or placement requirements



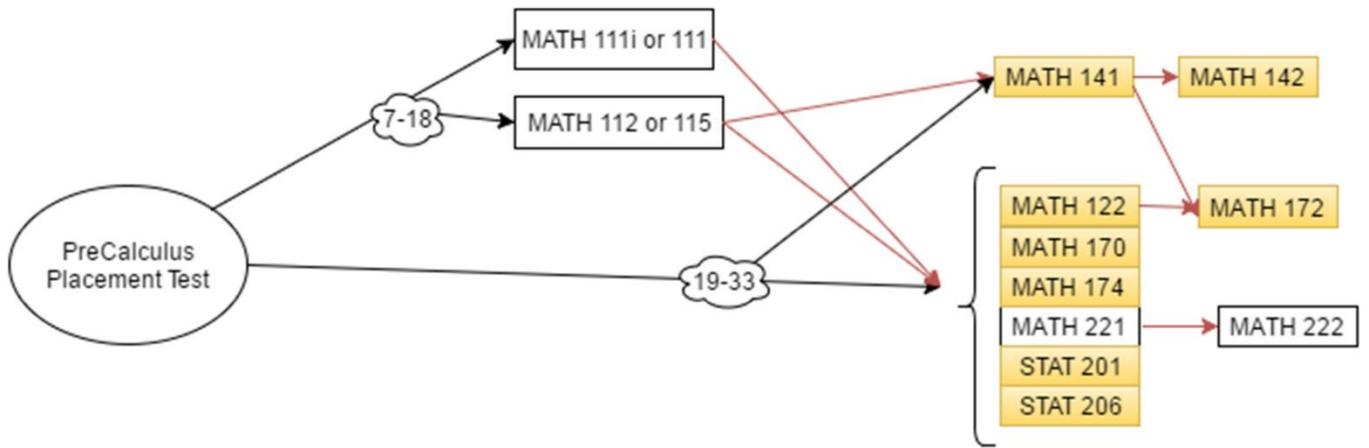
Simplified Flow Chart for Algebra MPT

To advance in MATH courses, students are required to earn a grade of C or better.



Simplified Flow Chart for Precalculus MPT

To advance in MATH courses, students are required to earn a grade of C or better.



Native American Studies/Native American Studies Center

Report to the USC Lancaster Faculty Organization

External and Internal Grant Funding:

In the 2015-2016 academic year, NAS faculty members were awarded 11 grants totaling over \$140,000, including a \$95,267 ASPIRE grant for a project led by Brent Burgin and Chris Judge, \$10,400 from the City of Lancaster for Center upgrades, and \$6000 in corporate contributions.

Visiting Assistant Professor:

We welcome Dr. Brooke Bauer to our faculty. Her office is in the Native American Studies Center. She'll be teaching a Contemporary Cultures of SC in Fall II. The class is GLD:PCE Leadership course. Dr. Bauer will also be the speaker for November's Lunch and Learn

Artist-In-Residence:

Catawba potter Keith "Little Bear" Brown is our Native American Artist-in-Residence this semester. He will be making pottery at the NASC Thursdays, Fridays, and every other Saturday through December. Little Bear's residency is supported through a grant from the SC Arts Commission.

NAS Week 2017:

This year's Native American Studies Week will be held the week of March 15th. This year's theme is South Carolina Prehistory.

Upcoming Events:

A listing of upcoming events at the Native American Studies Center is on the USCL website. Additional details about NAS activities and events can be found in our upcoming newsletter.

Columbia Senate Report

From the 3/2/2016 Columbia Senate meeting; reporting to the 3/4/2016 USCL Faculty Organization meeting.

Senators: Alhaddad, Bohonak, Campbell (term ended 6/2016), Easley (term began 9/2016)

Full meeting minutes and details are available online at

<http://www.sc.edu/faculty/senate/indexarchive.shtml>

Guest Speakers

Amie Freeman (University Libraries) and Michael Parks (President – Student Government)

- See attached handout for more information about Open Education Resources (OER).
- Presentation slides available at <http://goo.gl/5xtx9q>
- OER guide available through University Libraries at <http://guides.library.sc.edu/OER>
- There is a SC OER grant program through University Libraries to assist faculty in using OER. <http://library.sc.edu/p/research/SCoer>

Committee on Curricula and Courses

New Concentration, Degree or Minor

- Graduation with Leadership Distinction in Diversity and Social Advocacy.
- Minor in Audio Recording (School of Music)

Change in Major/Degree Program

- Art Studio BFA
- RN-BSN
- BSBA Accounting
- BLS

- BOL
- Geophysics BS
- Electrical Engineering BSE

Terminate Degree Programs

- European Studies BA
- Latin American Studies BA

- Athletic Training BS

Delete Course

ARTS 100; ARTS 400

New Course

- PHIL 213 = SPCH 213
- MKTG 445; 446; 447
- RETL 216
- ENGL 393; 441; 468
- HIST 367
- ENFS 094 (for international students)

Add Carolina Core Designator

- PHIL 324 (VSR)
- ANTH 213 (GSS)

Change in Credit Hours

- MGSC 495 (was 3; now 4 hours)
- MGSC 497 (was 3; now 4 hours)

Change in Course Number, Title, Description or Prerequisite

- Seventeen ANTH courses changed numbers.
- ENGL 446 (description)
- RELG 360 (to RELG 260)
- CSCE 330, 350, 522, 548 (prereqs)
- NURS 318 (prereq)

Committee on Instructional Development

The following courses have been approved for distributed education delivery

- BIOL 244
- ENGL 285
- RETL 485; 662
- EXCS 563

Committee on Admissions

Correct and simplify policy language with regard to foreign language and mathematics placement testing in the “Advanced Placement by Examination” section of the Undergraduate Bulletin. [Full text is available here](#)

<http://www.sc.edu/faculty/senate/16/agenda/bulletin.change.request.4.pdf>

Family-Friendly Policies

Overall Objectives

- Enhance USC's ability to recruit and retain excellent and diverse faculty
- Foster a flexible and supportive work environment where all faculty can thrive
- Promote an academic culture that is supportive of faculty and their families

Review and Approval Process

All notifications and requests for extension of a faculty member's probationary period or of a scheduled post-tenure review must be submitted on the Tenure Clock/Post Tenure Review Extension Form (ACAF 1.05 and 1.31); all notifications and requests for modified duties for a faculty member must be submitted on the Faculty Modified Duties Semester Form (ACAF 1.60).

*Extension of the Tenure Clock and Third Year Review***

Purpose: To provide additional flexibility for tenure-track faculty members and to acknowledge that anticipated or unanticipated life events may hinder faculty members from fully demonstrating their professional qualifications for tenure.

Eligibility: All full-time tenure-track faculty members who have been reappointed for the following year. Eligibility begins on date of hire.

Option A: Automatic one-year extension of maximum probationary period

- In cases of birth or adoption of child; or death of spouse/partner or child
- Notification and documentation required

Option B: Requested one-year extension of maximum probationary period

- In cases of serious illness of the faculty member or the faculty member's family member; death of parent; placement of foster child; or other relevant circumstances
- Request, justification, and documentation required. (Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.)

Option C: Provost approved one- to three-year extension of maximum probationary period

- In exceptional circumstances as deemed appropriate and necessary

Basic Principles

- Notification or request for tenure clock extension must be within 12 months of event

- The maximum probationary period may not be extended more than three times. Faculty members' probationary term of appointment may not exceed 10 years.
- Faculty may still be considered for tenure prior to the penultimate year; faculty with tenure clock extensions are evaluated as if their probationary period were the normal length
- Faculty may appeal a denial of a requested extension to the Provost
- Third year review may also be extended if tenure clock extension occurs in first three years
- Full policy and required forms are available on web at www.sc.edu/provost/policies/familyfriendly

University Policies ACAF 1.05 & ACAF 1.31



<http://www.sc.edu/provost/policies/familyfriendly>

*Extension of Scheduled Post-Tenure Review***

Purpose: To provide additional flexibility for tenured faculty members and to acknowledge that anticipated or unanticipated life events may hinder faculty members from fully demonstrating their professional qualifications for post-tenure review.

Eligibility: All full-time tenured faculty members scheduled for post-tenure review.

Option A: Requested one-year extension of a scheduled-post tenure review

- In cases of birth or adoption of child; or placement of a foster child
- In cases of serious illness of the faculty member or serious illness or death of the faculty member's spouse/partner, child or parent
- Other relevant circumstances, as approved
- Request, justification, and documentation required. (Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.)

Option B: Provost approved one- to three-year extension of scheduled post-tenure review

- In exceptional circumstances as deemed appropriate and necessary

Basic Principles

- Notification or request for scheduled post-tenure review extension must be within 12 months of event
- A scheduled post-tenure review may not be extended more than three times. Faculty members' probationary term of appointment may not exceed 10 years.
- Form will normally be submitted prior to the beginning of the year of the scheduled post-tenure review
- Faculty may appeal a denial of a requested extension to the Provost
- Full policy and required forms are available on web at www.sc.edu/provost/policies/familyfriendly

Modified Duties for Faculty

University Policy ACAF 1.60

Purpose: To provide full-time faculty with some relief from academic duties and the opportunity to respond to anticipated or unanticipated life events or situations when needed.

Eligibility: All full-time tenured, tenure-track, clinical or research faculty members, librarians, instructors and lecturers of either gender. Eligibility begins on date of hire.

Full-time faculty members are eligible for a modified duties semester which may occur during the fall or spring semester of an academic year. Alternatively, the equivalent of one semester of modified duties may be distributed over two semesters.

Option A: Automatic in cases of childbirth or adoption

- Birth/adoptive mother or primary caregiver is released from onsite duties such as classroom teaching, clinical field placement, teaching, research or clinical laboratory duties, on-site librarian duties, student advising and committee work. **(Faculty member not required to take modified duties semester)**

<http://www.sc.edu/provost/policies/familyfriendly>



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- Birth/adoptive father or secondary caregiver duties defined in consultation with academic unit head; may include partial or complete release from onsite duties

<http://www.sc.edu/provost/policies/familyfriendly>



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Modified Duties for Faculty (continued)

Option B: Requested in other circumstances

- Request, justification and documentation required. (Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.)
- Modified duties defined in consultation with academic unit head with the expectation that the needs of the faculty member will be met

Basic Principles

- Modified duties designed to provide sufficient time and flexibility for faculty to respond to his/her personal or family circumstances as necessary
- In case of birth or adoption, modified duties must be concluded within 12 months of life event.
Faculty members are still eligible if life event occurs during summer months
- Faculty not required to “bank” duties: courses, advising, committee work, etc.
- Unit should provide reasonable resources to facilitate modified duties
- Faculty should notify the department chair or dean as appropriate four months prior to modified semester or as early as possible
- Faculty should not be penalized for using this policy
- Faculty may appeal denial of modified duties semester request to the Provost
- Policy does not replace FMLA, other leave or long-term disability
- Full policy and required forms are available on web at www.sc.edu/provost/policies/familyfriendly

Faculty Dual Career Accommodations

University Policy ACAF 1.61

Purpose: To enhance USC’s ability to recruit and retain outstanding faculty and academic personnel. To create a framework for exploring employment opportunities for candidate’s spouses or partners across departments, divisions and schools.

Eligibility: Applies to the spouse or partner of any potential faculty or academic administrator being recruited by USC if the spouse is in an academic field. If the spouse is not in an academic field, the Office of Dual Career Employment Services in Human Resources can assist with possible placement within USC or in the community (see <http://hr.sc.edu/employ/dualcareer.html>).

USC commits to making every effort to assist with the employment search for spouses and partners of recruited candidates.

- Policy designed to assist department chairs, program directors and deans attempting to explore a spouse or partner hire
- Helps USC recruit and retain talented scholars in situations where employment of the spouse or partner is a significant factor in a candidate’s decision to accept an offer

<http://www.sc.edu/provost/policies/familyfriendly>



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- Policy does not create any entitlement or contractual rights to employment

<http://www.sc.edu/provost/policies/familyfriendly>



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Faculty Dual Career Accommodations (continued)

Process

- Deans' offices should inform all department chairs, program directors and search committees chairs of this policy
- All candidates should be notified of the existence of this policy as early as possible in the search process
- Language can be included in advertisement for position: "The University of South Carolina is responsive to the needs of dual career couples."
- Primary dean is responsible for coordinating process and contacting other units or schools and the designated individual in the Provost Office
- Under circumstances defined by the Provost, the Provost will provide funding for a spousal/partner hire if the hire is in the tenure-track or instructor position, if the hire meets the unit criteria, and if the unit faculty are in agreement with the hire
- 'Bridge' funding of a position for a preliminary period may be possible if relevant Deans provide necessary support

Basic Principles

- Must be an appropriate fit between spouse/partner's qualifications and position
- Offer extended only if strong support exists in target unit or department
- Spouse/partner hire must comply with USC policies and receive all appropriate approvals
- Full policy is available on web at www.sc.edu/provost/policies/familyfriendly

Other Family-Friendly Policies

Extension of sick leave beyond Family and Medical Leave (FMLA)

- For physician-certified illnesses, USC employees are allowed up to 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. (See University Policy HR 1.06)
- Authorized leave may extend to 365 days in extenuating circumstances and at the discretion of the President (See University Policy HR 1.06 and USC Columbia Faculty Manual, p. 41)
- Leave transfer program is available (HR 1.10)

Part-time status is allowed for full-time USC faculty and staff if approved

- See Faculty and Staff Summary of Benefits http://hr.sc.edu/benefits/benefits_summary.pdf
- Salary and accrued leave (if eligible) are prorated to the number of hours as a percent of FTE

Questions?

<http://www.sc.edu/provost/policies/familyfriendly>

August 2013

The University of South Carolina is an equal opportunity institution.



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Contact the Provost Office at 803-777-
2930 or provost@sc.edu

www.sc.edu/provost/policies/familyfriendly

<http://www.sc.edu/provost/policies/familyfriendly>

August 2013

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Open Education

What is Open Education?

Open Education is the critical link between teaching, learning, and the collaborative culture of the Internet. SPARC supports policies and practices that advance the creation and use of Open Educational Resources (OERs) — academic materials that everyone can use, adapt, and share freely.

What are Open Educational Resources?

Open Educational Resources (OERs) are teaching, learning, and research resources released under an open license that permits their free use and repurposing by others. OERs can be textbooks, full courses, lesson plans, videos, tests, software, or any other tool, material, or technique that supports access to knowledge.

Why are Open Educational Resources important?

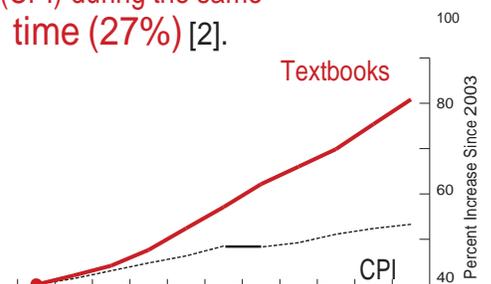
Technology creates an unprecedented opportunity to expand access to knowledge. Yet, our systems for communicating knowledge still have many of the same cost barriers and use limitations present in the pre-Internet, print-based world. This is especially true for educational resources. *The cost of college textbooks has risen rapidly, forcing many students to forgo required materials due to the expense.* Digital alternatives have offered little financial relief, and are typically sold on a subscription basis with heavy restrictions on access. Moreover, traditional publishing systems too often discourage, rather than enable, the adaptation or improvement of content for the classroom.

Educational materials are both an important output of the scholarly research process and, in turn, an essential part of educating tomorrow's scholars. SPARC believes that OERs are the ideal model to leverage the digital environment to unlock the full potential for education.

65% of students report not purchasing a textbook because of its high price [1].



College textbook prices rose 82% between 2003 and 2013, approximately triple the rate of inflation in overall consumer prices (CPI) during the same time (27%) [2].



Case studies: What does the data show?

Studies conducted at Virginia State University and Houston Community College found that students who used open textbooks tended to have *higher grade* and *lower withdrawal rate* than their peers



who used traditional textbooks [3][4].

the Scholarly Publishing & Academic
Resources Coalition

21 Dupont Circle NW, Suite 800

Washington, DC 20036

tel: +12022962296

email: sparc@arl.org

web: sparc.arl.org



How Are Open Educational Resources Created?

OER publishing efforts mirror the traditional publishing process, including author compensation and peer review, and release the output under an open license.

OpenCourseWare (OCW) are OERs created by educators and presented in course format, often including both course planning materials and instructional materials.

Publicly-funded initiatives support the development of OER and ensure that taxpayer-funded educational resources are openly licensed.

Individual authors who receive support from their institution or write on their own time can share their work freely through OER repositories.

How Are Open Educational Resources Used?

Students can access OERs online for zero cost, download and keep a digital copy, and print or purchase a low-cost hardcopy.

Educators can curate, tailor, and share OERs to perfectly suit their curriculum, and share their innovations freely.

Authors can disseminate their work to a worldwide audience while still receiving attribution.

Institutions can leverage OERs to reduce student out-of-pocket costs.

Entrepreneurs can build businesses around OER by offering value-added products.

How Can You Support Open Education?

SPARC supports the creation and adoption of OERs to be used in teaching, along with collaborative new approaches to learning, where knowledge is created and shaped openly, and promotes practices and policies that advance this vision. You can help support OERs by:

Increasing OER awareness and adoption. Students, professors, librarians, and administrators can help raise awareness, increase discoverability, and advocate adoption of OERs whenever appropriate.

Supporting OER development. Institutions, foundations, authors, and researchers can support or participate in frameworks for creating, vetting, and evaluating the efficacy of OERs.

Advocating effective policies. Policymakers can fund programs that support OER creation and adoption, ensure that publicly-funded educational resources are openly licensed, and remove policy barriers that hinder OER.

[1] U.S. PIRG Education Fund and the Student PIRGs. 2014. Fixing the Broken Textbook Market. <http://www.studentpirgs.org/reports/sp/fixing-broken-textbook-market>

[2] Bureau of Labor Statistics. 2014. Consumer Price Index Databases. <http://www.bls.gov/cpi/data.htm> [3] Hilton III, J., & Laman, C. 2012. One college's use of an open psychology textbook. *Open Learning: The*

Journal of Open, Distance and e-Learning, 27(3), 265-272.

[4] Feldstein, A., Martin, M., Hudson, A., Warren, K., Hilton III, J., & Wiley, D. 2012. Open Textbooks and Increased Student Access and Outcomes. *European Journal of Open, Distance and E-Learning*

