

Faculty Meeting Minutes
December 1, 2017

PRESENT: Shemsi Alhaddad, Adam Biggs, Chris Bundrick, Li Cai, Jill Castiglia, Courtney Catledge, Tracey Mobley Chavous, Walt Collins, Ron Cox, Susan Cruise, Liz Easley, Stan Emanuel, Annette Golonka, Lisa Hammond, Kate Holland, Jason Holt, Ernest Jenkins, Chris Judge, Kaetrena Kendrick, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Erin Moon-Kelly, Godfrey Ndubuisi, Bettie Obi-Johnson, Allan Pangburn, Suzanne Penuel, John Rutledge, Ann Scott, Peter Seipel, Sarah Sellhorst, Brittany Taylor-Driggers, Andy Yingst

ABSENT: Brooke Bauer, Marybeth Berry, Noni Bohonak, Dwayne Brown, Brent Burgin, Fernanda Burke, Steve Campbell, Mark Coe, Kim Covington, Stephen Criswell, Jerry Currence, Rebecca Freeman, Garane Garane, Fran Gardner, Darris Hassell, Claudia Heinemann-Priest, Claudine Jones, Pernell Lewis, Angela Neal, Phillip Parker, Leigh Pate, Babette Protz, Kim Richardson, David Roberts, Denise Roberts, Todd Scarlett, Mike Sherrill, Dick Van Hall, Tania Wolochwianski

CALL TO ORDER: 1:00 PM

CORRECTION/APPROVAL OF MINUTES: November minutes approved

REPORTS OF OFFICERS AND SPECIAL GUESTS

Dean of Campus—Walt Collins:

Good afternoon. My report's submitted [page 7]. I'll add that we're in the very early stages of planning an Indian Land site for the campus. Questions?

Erin: Will adjuncts be considered?

Walt: Yes, absolutely.

Lynnette: Where does the USCL two-year ranking come from?

Walt: Niche.com. Academic rigor, student affairs, amenities, reviews. I don't know about the weighting.

Lynnette: Student reviews?

Walt: They're open, I think.

Associate Dean for Academic and Student Affairs—Ron Cox:

My report is submitted [page 9]. If you're teaching an overload this spring, please let your division chair know ASAP. Please also see the due dates for book orders, final grades, and FIFs. Questions? *[None.]*

Office of Undergraduate Research and USC Connect—Julie Morris and Amber Falluca:

Julie: We're here to help you help your students learn what it means to be a professional and to help you share your passion. Students often feel they can't do research. Any way we can help you communicate your passion, let us know. We also have money and can help you with expenses. Discover USC happens every spring. *Caravel*, too. We'd love to talk with you further.

Amber: I serve as Associate Director for USC Connect, which supports beyond-the-classroom experiences. We help you bring those to your students. Our most high-profile efforts for that is Graduation with Leadership Distinction. There are 22 GLD graduates from USCL. I'd like to give a shout-out to Liz Easley and Laura Carnes for that. We also help with the UNIV 401 E-portfolio. I've also got some cards for you to look at after we leave.

Director of Academic Success Center—Dana Lawrence:

My report is submitted [page 23]. Tutoring will be available through December 14th.

Assistant Director of Native American Studies—Chris Judge:

I'd like to introduced you to Ashley Lowrimore, our media coordinator. Come to the Center tomorrow between 9 and 4 for Native American crafts sales.

Director of Human Resources—Tracey Mobley Chavous:

I sent a report [page 25]. Reminder: if you want to donate annual sick leave, please do that by today. There may not be an extension. People from our campus have used it; it's appreciated.

Student Engagement and Success

Ron: Some people will do anything to get out of a faculty meeting.

REPORTS OF COMMITTEES

System committees—

Palmetto College Faculty Senate Executive Committee—Ernest Jenkins (Chair, PCFS):

I have a copy of the Chancellor's response to the Welfare resolution from April on raise requests. I have a copy of that [page XX]. We had a brief discussion on USCL's proposal for the revised AA—other campuses responded positively. There was no discussion of that on the senate floor, though.

Nick: About the welfare motion—tell us more?

Ernest: The motion was to ask for a plan from administrations for working toward raises to get competitive with peer institutions. What's the current process for talking about raises? I'll make sure that everyone has access to her response. That's step 1.

Andy: There's been a change to the external review process—the deadline to name names was June; it's now April. A line is getting added about course evaluation

summaries to the effect that we only have six years' data and faculty are responsible for other data. Also, we're reorganizing *Manual* appendices so that we spend less time in senate correcting factual information.

PCFS Rights and Responsibilities Committee—Pat Lawrence:

One, we proposed a change to the *Manual* that includes language clarifying when mid-year tenure-track hire terminations are effective. We were advised to use Columbia's dates. That passed. Two, we proposed a change to the *Manual* stipulating that third-year review no longer require the summary of teaching evaluations. Feedback?

Lisa: That's a good change. Does it clarify that the candidate can still seek data from the compiler?

Pat: It doesn't address that and doesn't forbid it.

Lisa: It's important for candidate to have access to comparative data. Implied encouragement doesn't work.

Ron: My major concern with this is that it's been helpful for me when I saw problems with the third-year review to address that before tenure.

Pat: The language in the motion only says it's not required.

Shemsi: The *Manual* also allows each campus to have its own policies. Our compiler policy says third-year-review candidate get data.

Adam: Why the change?

Jason: There was confusion about whether the summary of teaching evaluations should be included. Also, it's only a local part of the process. Most people thought the other requirements were enough. If you require it, it raises the question of why we don't require external review of scholarship.

PCFS System Affairs Committee—Andy Yingst:

We brought forward the motion Lancaster sent about changing the AS in Criminal Justice. It's now on the floor of the senate.

PCFS Welfare Committee

Nick: Howard?

Suzanne: What happened at the meeting? Is there nobody here from Welfare who can report?

Howard: I wasn't there. I had a death in the family.

Local committees—

Athletics Advisory Committee—Liz Easley:

I've submitted a report [page XX]. This semester we were in violation of rules about the maximum number of games for men's soccer. We reported the problem to NJCAA and Kevin Thompson suggested a self-imposed punishment for next time: we'll play three fewer games for playing three extra games.

Adam: Nineteen games next year?

Liz: Yes.

Research and Productive Scholarship Committee—Lisa Hammond:

We received nine RPS applications. The committee will be meeting soon; we'll make recommendations before Christmas, we hope.

Curriculum Committee—Chris Bundrick:

[Report at page XX]. We've stalled. At our meeting with Don Miles and the others from Columbia, I agreed to postpone forwarding our proposed AA to senate because of ongoing issues. Now, these issues seem to be not so interesting to them; they expect us to work the process through the senate and have all campuses approve the degree. Three primary questions:

- How can USC Columbia legally award associate degrees?
- If these are Columbia degrees, what's the proper mechanism for securing the Columbia faculty's approval and what role will regional campus faculty have?
- If the answer is to make regional campus faculty Columbia faculty for the purposes of accreditation, what are the other consequences of this change of status?

UNFINISHED BUSINESS—none

NEW BUSINESS

Assessment Committee—Shemsi Alhaddad:

Motion. The faculty organization shall abolish the Assessment Committee.

Motion seconded.

Nick: Discussion?

Shemsi: This is an administrative function: Ron said he'd do it.

Susan, Chris: What's the description? What does it do? [*Display—“Membership: One representative elected from each academic division for staggered two-year terms, the Academic Dean, and administrative appointments for one-year terms. Purpose: The Assessment Committee develops, recommends, reviews, and implements institutional*

policies and procedures regarding the assessment of student learning for the degree programs available at the University of South Carolina Lancaster.”]

Shemsi: The committee is just for the AS in Criminal Justice and the two-year degrees in business and in nursing. It used to be for the general degrees.

Allan: We could rename it instead of abolishing it.

Nick: But why have one for the entire faculty if it's just for specialized programs?

Adam: It takes a long time to get up to speed on assessment, and our rotating chair and membership system doesn't work for that. Given our current understanding of where our degrees come from, you're asking people to duplicate work with our current system.

Nick: We'll have a chance to have a full discussion on it in February.

Compiler—Shemsi Alhaddad:

I've submitted a report and motions [page XX]. I'm proposing more procedures so people will know who contacts whom, for example, and understand when they need to do things.

Nick: Let's do them one at a time. Motion 1—is there a second?

Lisa: Second.

Nick: We won't vote until February. Discussion?

Adam: Can you say more about AS4?

Shemsi: Anybody on campus can request data, but some procedures are required for T and P candidates.

Adam: “Most” is generic. Which?

Shemsi: The ones that use the word “candidate.”

Nick: Motion 2, adding timeline. Second?

Lisa, Suzanne: Second.

Nick: Motion 3: Second?

Lisa: Second.

Bettie: “Names used”?

Shemsi: If they got married, for example.

Andy: But it doesn't just mean that.

Nick: Motion 4, on anonymity. Second?

Several second.

Nick: Motion 5, on disciplinarity. Second?

Lisa, Chris Judge: Second.

Nick: Motion 6 on any other info.

Lisa, Suzanne: Second

Nick: Motion 7, language that's obsolete with timeline.

Several second.

Lisa: Todd Scarlett and I did the original version; Shemsi has done a great job on this.

Plyler Service Award—Nick Lawrence:

I withdrew my candidacy for the Plyler Service Award. The second highest vote-getter is Andy.

ANNOUNCEMENTS

John: I'll have somebody here between ten and nine if you need to get into your office during winter break. This Doesn't include the Native American Studies Center or Gregory. The phone number is listed on the door—the cell number is the best one to call. On January 1st and December 25th, there won't be people here except for checking the plumbing.

Erin: We're having a reception for Tim Smith of Christ Episcopal, 534 Plantation Road. It's December 14th, 7:00 p.m., a concert.

Lisa: The Evaluation Committee is meeting after this, in our usual spot.

Susan: Please email me or my student assistant Nathan if you want to sponsor a student for a holiday gift for children who otherwise couldn't afford it.

Kate: Thanks to faculty, including Lynnette, who helped with a research project.

Walt: Thanks to Liz and Sarah for the food today.

Adjourn 1:52.



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

Report to the Faculty Organization of USC Lancaster
December 1, 2017

People

Enrollment

Pre-registration numbers for Spring 2018 are at 1088 as of November 30. Please continue to encourage students in your courses to see their advisors and register if they haven't already.

Thanks to all academic advisors for your work in helping students register for classes for next semester.

Staff search updates:

Dual Credit Coordinator: Interviews with Deans to take place on Tuesday, Dec. 5, offer to follow shortly thereafter.

Director of Enrollment Management: Checking references, interviews very soon.

Athletics Trainer: Offer extended, waiting for response.

Many thanks to those who are serving or will serve on the various search committees. We will soon advertise for the following staff search: Fiscal Technician/AR (business office)

Budget

Campus finances are stable as we head from the Fall semester into the Spring semester. As I mentioned last time, enrollment is the number one factor and largest source of funding to our campus representing close to 70% of total funding. If you have ideas for discipline-specific programs for groups of high school students visiting campus, please see our recruiter, Mrs. Meagan Keown, in the Admissions Office. She is organizing high school group visits over the next several months, and they enjoy seeing presentations and demonstrations while interacting with faculty and staff. Participating in on-campus activities and connecting with campus personnel are strong recruiting practices.

The YMCA assumes management and fitness operations at the Gregory Center today, Dec. 1, 2017. Faculty and staff continue to have free access to the Center. New flooring and equipment for the Khoury Fitness Room is scheduled to be installed in mid-December.

Facilities

Renovations continue for the Gregory Center. Work in the gymnasium is set to begin during the second week of December. Work scope includes renovation of the men's and women's showers and locker rooms as well as a new floor, paint and lighting in the gymnasium. Please keep in mind that the renovation project is separate from the transition of operations to the YMCA.

Other items...

- The annual **Big Thursday** scholarship fundraising event took place on the evening of November 16 on campus with many of you participating in and supporting the event. Big Thursday, Inc. contributed \$20,000 to their USCL Scholarship Fund last year. Each year Big Thursday Scholarships are awarded to students from each of the four Lancaster County high schools.
- Recently we were notified that **USC Lancaster was ranked number one in SC among two-year campuses and number four nationally**. Niche.com published the rankings. I attribute this great news to faculty and staff devotion to student success and achievement and to an unwavering dedication by our team to the betterment of our community through access to high quality higher education opportunities. This is the link to the rankings: <https://www.niche.com/colleges/search/best-community-colleges/s/south-carolina/>
- The next **Lunch and Learn at the NASC** is December 15, 2017 at noon. Topic: "Challenging the Narrative of Extinction: Reclaiming Taíno Heritage and Activism in Puerto Rico" by Dr. Sherina Feliciano-Santos.

The Winter edition of the *Native American Studies Quarterly* can be found at the following link:

http://www.sc.edu/about/system_and_campuses/lancaster/documents/native_american_studies/newsletter/v7_i4.pdf

- I begin my visits and presentations to area county councils across our service area on Wednesday, December 6 in Chesterfield County. I give a campus update and answer questions council members might have.
- The **USC Lancaster Board of Visitors** met on Nov. 8. The group elected officers and determined committees on which they are to serve.
- **Laps for Lancers**, the annual fundraiser for the Educational Foundation of USC Lancaster, has been scheduled for Saturday, March 24, 2018.
- We wish our **mid-year retirees**—Mrs. Cathy McGriff, TRiO and Ms. Anne Small, Aquatics—well and extend to them heartfelt congratulations for jobs well done. Ms. Small will be working for the Gregory Family YMCA.

Best wishes for a happy, safe, and relaxing holiday season ahead.



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

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

REPORT TO THE FACULTY

01 December, A.D. 2017

Spring 2018 Course Overloads. Please make sure that your Academic Division chair is aware if you are teaching an overload in Spring 2018. We need to get this paperwork submitted in order to help ensure timely payment of stipends.

Please also make sure that you have notified your Academic Division chair if you are teaching an off-campus section of a course, either as a part of your regular teaching load or as an overload.

Book Orders for Spring 2018. Elizabeth in the bookstore indicates that she has about 20 faculty members (full-time and adjunct) for whom she has no book orders for Spring 2018. If you are among that group, please get her your book orders (or let her know that you will not be using a book) as soon as possible. Many thanks.

Final Exams for Fall 2017 begin on Monday, December 11. Per USC policy:

- No final examination may be held outside of the stated time without the special permission of the dean of the college concerned.
- In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period.
- In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period.
- If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.

- Students who are absent from any final examination will be given the grade of **F** on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of **I** (see "I" entry under "Grading System"), and may complete the course through a deferred examination (see below).
- Re-examinations for the purpose of removing an **F** or raising a grade are not permitted.

As you record final grades, please remember:

- A grade of "F" means that a student completed the course, including the final exam, but did not pass the course.
- A grade of "FN" means that a student stopped attending class, and due to the absences, failed the course. This includes students who fail simply because they do not attend the final exam. The student's last day of attendance in class must be reported with this grade.

The USC Lancaster campus will close for Winter break at 5:00 p.m. on Wednesday, December 20 and will re-open on Tuesday, January 02.

As has been our custom for many years, the Academic & Student Affairs Office will host a breakfast on Wednesday, December 20 beginning at 9:00 a.m. for any and all on campus who wish to partake. All are welcome.

Late Advisement/Course Adjustment for Spring 2018:

- Will be held January 10 & 11, 2018; 8:30 am – 12:00 pm and 1:00 pm – 6:00 pm
- Offices in Starr Hall will close 12:00 pm – 1:00 pm for lunch, but the building will NOT be locked down.
- Simple breakfast items/drinks will be available throughout the day.
- On both days, 12:00 – 1:00 pm, a catered lunch will be provided for faculty and staff working registration. Staying in for lunch is optional (i.e., you're free to go out to lunch on your own).
- USCL Security Guards will be on campus throughout the day, but no uniformed officer will be stationed in Starr Hall.
- Division Chairs are working with faculty in their respective divisions to provide advisement coverage for both days. Primary advisors will be stationed in the Student Center, and back-up advisors will be available in their offices. Division Chairs have been asked to stress the importance of advisors being available during the time(s) in which they have volunteered to serve.
- Tables & chairs will be set up in the Starr Hall lobby to provide a reception area. PALs will be on hand to provide basic directions and to answer questions.
- Chairs will be set up in the Student Center for students waiting for advisement.
- Kristen Hammond is working with offices that may require the assistance of PALs.
- Campus IT personnel will set up laptops and printers in the lobby area of Starr Hall and in the Student Center.
- Classes begin Tuesday, January 16, 2017.

Dates for the semester (including Spring I and Spring II) are online at

http://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/admissions_records/academic_calendars/academic_calendar_17_18/index.php.

Faculty Searches. The faculty search committees are making progress in the faculty searches for ART, CSCE, and SOCY positions. Committees are convening (or have convened) to receive their initial charge and for committee members to be introduced to the new online job application system, through which candidates are reviewed.

The CSCE and SOCY searches are being conducted as a result of the recommendation/report of the Faculty Hiring Priorities Committee. The ART search is being conducted as a result of a vote by the tenured and tenure-track faculty in Spring 2017 to change the current instructor of art position to a tenure track assistant professor position. The change in position requires USCL to conduct a search.

The **Director of Enrollment Management** search committee began round two of its task, with fifteen candidates being considered. After initial review, semi-finalists have been identified and committee members are calling references. Finalists will be invited to campus and hopefully, an offer can be made (and accepted) prior to Winter break.

The **Dual Credit Coordinator** search committee has submitted its recommendations to Dean Collins. He and I will be meeting with and interviewing the finalists on Tuesday, December 05.

My deep and sincere thanks to all members of these search committees for their work, and a special debt of thanks to HR Director Tracey Mobley-Chavous for her endeavors in coordinating these multiple searches, and special thanks for her patience with instructing all of us in how to use the online system.

MEDFORD LIBRARY. Professors Kendrick and Freeman have developed a proposed Vision Statement for the Medford Library, as well as a revised mission statement. Dean Collins and I have discussed these with them, and welcome constructive feedback and comments before we go forth with making them public:

Current Vision Statement:	N/A
Proposed Vision Statement:	Medford Library is the center of USC Lancaster’s scholarly and teaching culture, originating and supporting curiosity, discovery, and creativity while engaging and promoting inclusive communities centered on academic success, global citizenship, and lifelong learning.

<p>Current Mission Statement:</p>	<p>Our mission is to support the teaching and scholarship endeavors of USC Lancaster; to acquire, organize, make accessible, maintain and preserve information resources; and to educate users about the library's services, resources, and access.</p>
<p>Proposed Mission Statement:</p>	<p>The Medford Library of the University of South Carolina Lancaster supports the curricular, scholarly, and pedagogical needs of USC Lancaster students, faculty, and staff. The Library acquires, organizes, and maintains information resources in traditional and contemporary formats and strives to utilize technological and pedagogical innovations to educate users about information services, resources, or access. In addition to providing access to information and services required for intellectual, professional, and personal development, the Library offers an environment conducive to learning, reading, and collaborative community building. The Library promotes these efforts with a commitment to excellent and ethical service to all users.</p>

APPLICATIONS FOR REDEFINED TEACHING LOAD FOR 2018-2019 are due to your division chairs by 15 January 2018. A copy of the application is attached to this report.

OUTSIDE PROFESSIONAL ACTIVITIES REPORT. As you may recall, USC has switched to online reporting of Outside Professional Activities. As soon as the link for this report is shared with us, it will be distributed to all faculty.

LEADERSHIP LANCASTER will visit USCL as a part of its Education Day activities on Wednesday, December 13. They should arrive on campus around 1:30 pm.

FACULTY INFORMATION FORMS for 2017 are due no later than 31 January 2018. A copy of the form is attached to this report. If you have any questions about this form, do not hesitate to contact our office or a representative on the Peer Review Committee.

Once again, we are asking for the FIFs to be submitted electronically. Supporting documentation is optional, but may also be submitted electronically. (Luddites who prefer to submit documentation in physical form may bring items to the Academic & Student Affairs Office.) The links for submitting the FIFs will be available on the USCL webpage, but are also included below. Please make sure you submit using the correct link:

BBC&E Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#).

Instructors who wish to be reviewed on teaching and service only, click [here](#)

Humanities Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service only, click [here](#)

Librarians

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service only, click [here](#)

MSN Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service only, click [here](#)

For **newly-hired tenure track assistant professors**, your first-year review is due for submission by January 15. Information about this process can be found online at http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty/first_year_review.pdf.

Guidelines for preparation of the Faculty Information form are also available online:

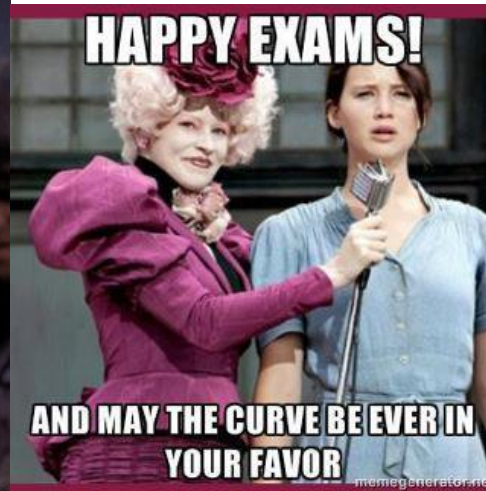
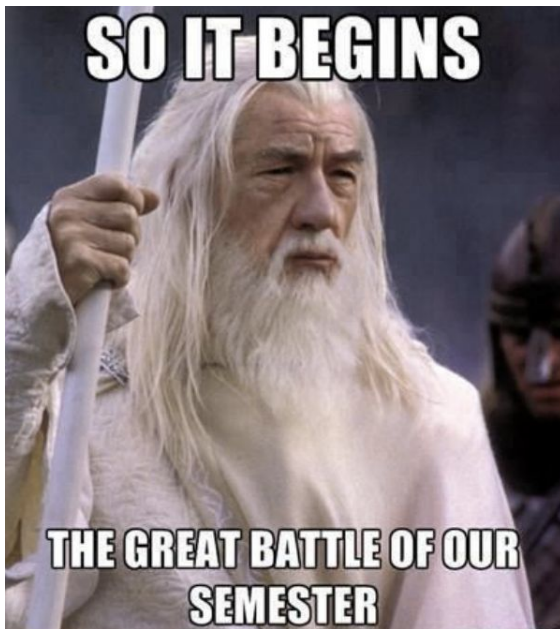
http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty/fif_guide.pdf.

Pam Ellis, the Academic Division Chairs, and I recently held a video conference with Bob Dyer regarding the **25LIVE Program**, an online room scheduling system that we hope will help our campus improve the efficiency of course and room scheduling.

FINAL GRADES for FALL 2017 (16 week and Fall II courses) **must** be submitted no later than **9:00 AM on Monday, December 18.**

Remember that Blackboard and Self-Service Carolina will be taken off-line after as USC does its end-of-semester processing.

It is EXTREMELY IMPORTANT that final grades be submitted on time. USC does a “grade run” only once, and if a student’s grades haven’t been submitted, it can affect graduation, dean’s list recognition, probation or suspension status, and financial aid eligibility.





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Faculty Information Form 2017

This information is requested of each faculty member at USCL in order to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, a process which includes both a peer and an administrative review (as mandated by University Policy). Information included in the Scholarship and Service (but NOT Teaching/Librarian Effectiveness) sections may be pulled and compiled for campus and Palmetto College reporting purposes, unless requested otherwise in writing by the faculty member.

Name of Faculty _____

Academic division of faculty member _____

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

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

PROFESSIONAL ACTIVITIES

January 1, 2017 - December 31, 2017

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

Effectiveness as a Teacher and/or Librarian:

Scholarship:

Service:

Optional Personal Statement:



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

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

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

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

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

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

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

APPLICATION PROCEDURES

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



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**APPLICATION FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
2018 – 2019 Academic Year**

Name:

Date:

Academic Division:

Academic Discipline:

Academic Rank:

Tenured?

Request for Academic Year: Fall 2018 and Spring 2019

New Request

Renewal of Request

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

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

Fall Semester

Spring Semester

Title of Proposed Research Project:

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

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

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

(initials)

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

(initials)

Faculty Member Signature		Date

This document must be submitted to the Faculty member’s Division Chair no later than January 15, 2018.

If no form has been received, the Faculty member will be assumed to be performing a normal (full) load in 2018-2019.

ADMINISTRATIVE REVIEW OF REQUEST

		___ Approved	___ Not Approved
Division Chair/Library Director	Date		

		___ Approved	___ Not Approved
Associate Dean for Academic & Student Affairs	Date		

**Academic Success Center Report
For December 1, 2017 Faculty Meeting
Submitted by Dana Lawrence**

**Please send all ASC-related questions and requests to
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REMINDERS about the ASC's booking system:

- **Students can now book appointments as late as ONE hour 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, and to cut down on no-shows).
- 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 work with tutors on a drop-in basis!**
- **The ASC will offer fall tutoring through Thursday, December 14**

FALL 2017

	August 2016	August 2017	Sept. 2016	Sept. 2017	Oct. 2016	Oct. 2017	Nov. 2016	Nov. 2017
Number of Tutors	9	7	9	8	9	10	9	10
Total Number of Sessions	42	17	146	142	121	172	106	124
Tutoring Sessions/Day (avg)	5.25 (8 operating days)	3.4 (5 operating days)	9.1 (16 operating days)	10.1 (14 operating days)	7.1 (17 operating days)	9.6 (18 operating days)	6.2 (17 operating days)	7.8 (16 operating days)
Tutoring Sessions/Tutor (avg)	4.7	2.4	16.2	17.8	13.4	17.2	11.7	12.4
# of tutor hours per week	112	77	112	85	112	96	106	89
Appointment	17	9	114	120	76	156	90	114
Drop-in	25	8	31	22	55	16	16	7

Tutoring Sessions by Area

	August 2017	September 2017	October 2017	November 2017
Accounting	n/a	3	2	0
Biology	1	9	12	6
Chemistry	2	16	8	7
Computer Science/PCAM 151	1	17	15	27
Economics	0	0	0	0
French	0	1	0	2
Italian	0	1	0	0
Math/PCAM 105	8	53	51 • Review for math placement test: 1	43 • Review for MATH placement test: 3
Spanish	0	6	5	2
Statistics	0	1	0	0
Writing	5 • CRJU: 1 • ITEC: 1 • PHIL: 1 • SOCY: 1 • Other (non-course-related writing help): 1	35 • AFAM: 1 • ARTE: 2 • ENGL: 15 • ENVR: 1 • HIST: 1 • ITEC: 3 • MKTG: 2 • MUSC: 2 • PHIL: 1 • SOCY: 5 • UNIV: 2	79 • ENGL: 25 • ENVR: 1 • HIST: 1 • PALM: 4 • PHIL: 3 • POLI: 40 • PSYC: 2 • SOCY: 2 • Revise SAP appeal letter: 1	37 • ARTE: 1 • BIOL: 1 • CRJU: 1 • ENGL: 22 • HIST: 1 • MUSC: 2 • PHIL: 2 • POLI: 3 • SOCY: 2 • UNIV: 1 • Scholarship letter: 1
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0	0
TOTAL # OF SESSIONS:	17	142	172	124

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	8	2	1	0	11
# of individual students (SEPT)	45	10	14	4	73
# of individual students (OCT)	52	18	7	7	84
# of individual students (NOV)	25	10	10	6	51
# of individual students (DEC)					
# of individual students (SEMESTER)					