

Faculty Meeting Minutes
April 6, 2018

PRESENT: Brooke Bauer, Adam Biggs, Li Cai, Jill Castiglia, Walt Collins, Ron Cox, Liz Easley, Garane Garane, Fran Gardner, Annette Golonka, Lisa Hammond, Claudia Heinemann-Priest, Claudine Jones, Dana Lawrence, Nick Lawrence, Pat Lawrence, Pernell Lewis, Lynnette Martek, Erin Moon-Kelly, Godfrey Ndubuisi, Allan Pangburn, Suzanne Penuel, Denise Roberts, Todd Scarlett, Peter Seipel, Sarah Hunt Sellhorst, Brittany Taylor-Driggers, Dick Van Hall, Tania Wolochwianski

ABSENT: Shemsi Alhaddad, Marybeth Berry, Noni Bohonak, Dwayne Brown, Chris Bundrick, Brent Burgin, Fernanda Burke, Steve Campbell, Courtney Catledge, Mark Coe, Kim Covington, Stephen Criswell, Susan Cruise, Jerry Currence, Stan Emanuel, Rebeca Freeman, Darris Hassell, Chris Judge, Kaetrena Kendrick, Howard Kingkade, Angela Neal, Bettie Obi-Johnson, Phillip Parker, Leigh Pate, Babette Protz, Kim Richardson, David Roberts, John Rutledge, Ann Scott, Mike Sherrill, Andy Yingst

CALL TO ORDER: 1:00 PM

CORRECTION/APPROVAL OF MINUTES: March minutes approved

REPORTS OF OFFICERS

Dean of Campus—Walt Collins:

Good afternoon, everyone, I hope you're doing well. I've submitted a report [page 9; Advancement report page 12]. Michelle sent out a message inviting faculty to lunch next Friday. We host Faculty Senate next Friday, April 13. Please let Michelle know by Monday morning about lunch. You're all welcome to join her. Questions?

Fran: The Ways and Means Committee news—how are we feeling about that?

Walt: Good. It's an astonishing figure after recent years. The Senate added to the House fund for maintenance—about \$15K to our IT money that comes from Lottery. There's a good chance that things will stay like they are or increase a little bit. Our local delegation has helped over the last couple of years.

Fran: What kinds of maintenance projects?

Walt: Three roofs need replacing: Gregory, Hubbard, and Bradley, the physics lab needs upfitting for chemistry, the natatorium solarium windows need replacing. Roofs are expensive.

Allan: What classes are you thinking of for the Indian Land campus?

Walt: English, math, social science.

Ron: We'll be asking division chairs for faculty interest in or willingness to offer classes at that site.

Associate Dean for Academic and Student Affairs—Ron Cox:

My report is submitted [page 14]. On the budget: I'm optimistic, like Walt, but remember how South Carolina's budget process works. Many budget deals are made in the last few minutes before a vote. We're cautiously optimistic.

The main thing about my report—please RSVP for commencement. We ask all full-time faculty to attend. We recognize that sometimes you can't do it, but it's the most important event of the year. About seventy so far plan to march, and that number will probably go up.

I think I've gotten all the division award nominations.

Walt: If you hear of a student who needs a robe, or faculty, please let us know.

Ron: Biggs announcing the names is the star.

Director of Academic Success Center—Dana Lawrence: I sent out a report this morning [page 17]. Questions? *[None.]*

Student Engagement and Success

Report submitted [page 19]; TriO report [page 23]

Medford Library

Report submitted [page 24]

Financial Aid

Report submitted [page 33]

REPORTS OF COMMITTEES

Columbia faculty senate—Liz Easley

I sent a report [links below]. We've had two meetings and I included the motions voted on. The April reports include a MATH 122 motion, but the motion was withdrawn—we didn't vote on it.

[Courses and Curricula Report, March, Columbia Faculty Senate](#)

[Development Report, March, Columbia Faculty Senate](#)

[Courses and Curricula Report, April, Columbia Faculty Senate](#)

[Instructional Development Report, March, Columbia Faculty Senate](#)

System committees—

Palmetto College Faculty Senate Executive Committee—Ernest Jenkins:

Four motions are posted online. We've discussed most of them here. They'll be voted on Friday. There was more discussion of the possibility of meeting in Columbia less often for Senate. The money saved would go into funding annual awards.

Nick: Why Columbia at all, since it's expensive?

Ernest: Good question. Some colleagues think one way to maintain links to Columbia is to meet there, even if it's only once a year.

Nick: The link is undercut by their charging us to use their facilities. I hadn't realized we'd had to pay to use their rooms.

Ernest: That was also a surprise for many of us.

Rights and Responsibilities—Jason Holt:

Nothing to report.

Systems Affairs—Dana Lawrence:

Nothing to report. We're meeting next week.

Welfare—Nick:

Stephen's not here. Will awards be given out next Friday?

Ernest: Yes.

Local committees—

Evaluation Committee—Lisa Hammond:

You'll be hearing more about this from Kate. We've been working on creating a policy document describing our local T and P process, as opposed to the system policies. We'd like to meet with Darris and Kate and their committees about this. We've also been looking at the annual peer-review policy. The evaluation committee's recent motions about this have not been successful, and there's been what I would say is legitimate discontent. We'll be sending you a brief survey about the time your annual reviews are back, in about a week.

As a final note, we were consulted on the current peer-review practice. We're making a small change to our faculty-approved documents on the faculty organization webpage. The peer-review procedure document was approved by the organization; the form was approved by administration. Electronic submission is an administrative process. First-year review was approved by faculty. The guidelines document is merely informal, not

approved by faculty. When this webpage was created, I think a footer about who approved the peer-review policy and who maintains it and when got cut off. Footers will be added to the relevant documents. Kate will say more. Questions? *[None.]*

Tenure and Promotion Committee—Kate Holland:

Hey, everybody. I emailed out my report yesterday [page 34]. The rundown: normally, by this meeting we have everybody's peer review done. However, there was a lot of discussion in committee about the process this year. We passed a motion about changing the process, but it turned out our current process had been voted on by faculty, so that any changes would have to be approved by faculty. The motion wasn't valid. So we're sticking with the previous system to be consistent.

Two members resigned this year. We've met three times since to discuss the rankings, and I've been very happy with the way things are going. Our new goal is to have these ready by April 23rd—the deadline for signing forms is April 30. Every faculty member has until May 30 if they want to challenge the form. The date is in the Annual Faculty Peer Review Policy.

Lynnette: I want to point out that what Kate said doesn't apply to the Instructor Committee, but we'll hand them out by April 30.

Dana: We voted on this issue in December 2015.

Kate: Yes, the motion didn't pass. Brent had hard evidence of when it did. I think this issue will come up again.

Annette: The form itself didn't come up in that 2015 meeting; just the process.

Kate: Yes, since there are no online records for FO meeting minutes before 2008. I went to the archives at the NASC and pulled the hardcopy of the meeting minutes for October 1, 2003, which clearly state that the current ranking system in the PRF was voted in unanimously by the FO. Brent scanned these, and I emailed them to the FO

Lisa: I may have already said this, but I think what happened is that these documents got separated online accidentally. There hasn't been a huge change since 2013. If I'm chairing the faculty organization next year, one of the priorities I'll ask of the executive committee is to collect documents that are in the minutes but not necessarily in other spots on the webpage, such as the hardship withdrawal form. If you were responsible for some motion, I would be very grateful to you for letting us know and sharing that with us.

Kate: A shout-out to Brent Burgin. His archives are really well-organized.

Nick: The upshot: faculty must approve the change to how we evaluate ourselves.

Kate: Our job is to take whatever system is voted in by the FO and use that system.

NEW BUSINESS

Curriculum Committee Motion—Nick:

Chris Bundrick sent a motion that's actionable today, since it was sent ten days ago [page 35].

Fran: How would the process work?

Nick: Senate will vote on whether before System Affairs can move to change a degree. Senators would have to get feedback from all campuses and get approval from 75% of the senate. Did I get that right?

Ernest nods.

Annette: My students are usually unable to get the AS because of humanities and languages requirements. It's an added burden on the sciences. I question it.

Nick: Jason and Liz, on the curriculum committee?

Liz: I haven't had that problem with my advisees—they usually score a 2 for the language requirement. The majority are exercise science.

Sarah: Mine too. I haven't run into that problem.

Todd: Foreign language is something they squeeze in.

Sarah: We may be keeping students from a GLD if they can't get the AS in time. They can still do it for their four-year degree.

Annette: A lot of my pre-vet students for Clemson don't need the foreign-language requirement at all.

Nick: We find these requirements valuable for all students. People were getting AS's with the original version.

Annette: Very few biology majors. At USC, they go through the 122 requirement but can take all four years.

Sarah: It's similar with computer science majors.

Lisa: How many elective hours are there? Do they have none?

Annette: Pretty much.

Lisa: An objection I have is that a lot of students are taking foreign language in high school, and you don't want them to take it much later. They'll forget it. If they're going to do the language, they need to do it early.

Garane: They can also test out.

Todd: Most of my majors don't test out.

Ron: When they transfer, then they have to cram in the languages.

Annette: They can do it junior and senior year, when they have more room left over from our science requirements.

Pat: Am I right in guessing that the bio sequence is not designed for overlap with our associate in science degree? I think we have the right to put in our own degree requirements. It seems to me that that's the tension.

Tania: Most of my students in science and nursing are excellent students. I've never had problems with the students majoring in science.

Fran: It sounds to me like perhaps this issue should go back to committee to look at ways courses should be distributed. I think Annette has a good point, and I'm also in favor of languages. I move to refer back to committee.

Motion seconded; move to refer back to curriculum committee passes.

SPECIAL ORDERS

Faculty Organization Election—Andy Yingst:
USCL Faculty Organization Election Winners—

Compiler: Shemsi Alhaddad

Dean's Advisory Council: Fran Gardner, Dana Lawrence, Sarah Sellhorst

Faculty Chair: Lisa Hammond

Faculty Vice-Chair: Fernanda Burke

Faculty Secretary: Suzanne Penuel

Instructor Peer Review Committee: Jill Castiglia, Garane Garane, Lynette Martek, Phillip Parker, John Rutledge, Tania Wolochwianski

Local Tenure and Promotion Committee: Li Cai, Kate Holland, Jason Holt, Nick Lawrence, Dick Van Hall, Andy Yingst

Welfare and Grievance: Annette Golonka, Bettie Obi-Johnson, Brittany Taylor-Driggers

Palmetto College Campuses Faculty Senate—Senators (three-year term, with one of the following a two-year term): Stephen Criswell, Dana Lawrence, Peter Seipel, Brittany Taylor-Driggers

Palmetto College Campuses Faculty Senate—Alternates: Fran Gardner, Susan Cruise, Todd Scarlett

Palmetto College Campuses Grievance Committee: Fran Gardner

Palmetto College Campuses Research and Productive Scholarship Committee (two-year term): Li Cai

Palmetto College Campuses Tenure and Promotion Committee: Shemsi Alhaddad, Lisa Hammond

Provost's Palmetto College Campuses Advisory Committee (two-year term): Fran Gardner

Columbia Faculty Senate: Steven Campbell, Stephen Criswell

ANNOUNCEMENTS

Garane: The Columbia International Festival will be held the 14th and 15th. This year's theme: Chinatown. If you don't want to pay the fee, email me and I'll send you a free ticket.

Lynnette: Earth Day is April 19th in the Bradley multipurpose room. There will be projects, and we typically have food too. It'll be about 1:20 to 2:45.

Liz: The Celebration of Research and Productive Scholarship is happening next week. Our students have planned this event. We'll have interactive displays between 11 and 2. You can learn about how Gatorade was invented and do a taste test. We'll have a pizza fundraiser on Thursday to help support poster printing.

Erin Moon-Kelly: The Charlotte Concert Band Concert is April 29th at the Knight Theater. I'll be performing there. If your advisees in MUSC 110 need extra credit, send them there.

Walt: On behalf of our colleagues, it's my honor to present this to Dr. Nick Lawrence in appreciation of his emotional, rational, intelligent stewardship of our shared governance.

Nick: Thank all of y'all for electing me and putting up with me for last few years. I'm looking forward to the stalwart leadership of Lisa Hammond.

Walt: Sunday: storyteller Donald Davis is coming. He has been on NPR. He doesn't

usually do shows in towns this small. It'll be at the Cultural Arts Center.

Lisa: Because Nick's a fun guy, before entertaining a motion to adjourn, I'm going to ask him to stick his hand in this box. *[Nick pulls out rubber duck.]* Nick, what a great job you've done. *[Nick pulls out more rubber ducks; lobs ducks at faculty. Squeaking noises.]*

Adjourn 1:59 p.m.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Report to the USC Lancaster Faculty Organization
April 6, 2018

People

Enrollment

As of March 22, 2018, 1490 students (headcount) were registered for Spring 2018. This is our official Spring semester freeze number. We are serving approximately 127 BOL/BLS students this semester.

Athletics

Baseball plays at home this weekend hosting Florence-Darlington Technical College. Games on both Saturday and Sunday begin at 1:00.

So far we have four baseball student-athletes who have committed to four year schools for next year:
Chase Coker- Valdosta State University
Josh Evans- Limestone College
Jacob Morrison- UNC Pembroke
Jared Firmstone- North Greenville University

Faculty/Staff searches

We have made an offer for the position in sociology, and I believe we are close to an acceptance of that offer. Our Art position offer has been accepted. Please welcome **Prof. Brittany Taylor-Driggers** to the position of Assistant Professor of Art (tenure track). **Mr. Justin Pearson** will begin duties as our new Executive Director of Enrollment Management on April 16th. He joins our staff after many years in enrollment management work at The Citadel. Sincere thanks to those faculty and staff who served on our search committees this year.

Congratulations to

Dr. Stephen Criswell (English and anthropology) who will be awarded the **Jean Laney Harris Folk Heritage Award** for Folklife and Traditional Arts Advocacy. The ceremony is May 2 at the South Carolina State House.

Prof. Marybeth Berry, Mr. Tyrie Rowell, and Ms. Kristen Hammond on their award of a Horizon Grant from the J. Marion Sims Foundation to support this semester's theatrical production of *The House at Pooh Corner*. The play will be presented on April 27-29 in Stevens Theatre.

Many thanks to Dr. Lisa Hammond for her work to compile data, write, and finalize USC Lancaster's Blueprint for Academic Excellence.

Many thanks to Dr. Nick Lawrence for his dedicated and distinguished service as our Faculty Organization chair for the past two years. Thanks also to Dr. Andy Yingst and Dr. Suzanne Penuel for their service as vice chair and secretary respectively.

Budget

The Dean's Budget Advisory Group is scheduled to meet on Monday, April 16th. We are in the process of building the FY 2018 budget with budget officers in Columbia.

Mr. Buddy Faile has been and will be meeting with various departments and campus areas for budget education and feedback purposes in the development of the campus budget for next fiscal year. Meetings with the division chairs have already taken place and meetings have been scheduled for the near future with athletics, the NASC, and the librarians.

Legislative Update: The Senate Finance Committee has allocated additional funds for USC Lancaster with no changes to funds previously proposed by the House Ways and Means. Currently USC Lancaster stands to see an influx of approximately \$2.2 million in FY 2019. The vast majority of that funding is slated for renovations and capital improvements with only about \$100,000 for recurring funding for operations. However, this is not a done deal, and we won't know for sure for several more weeks.

Facilities

The following offices in Starr Hall will get new carpeting soon: Financial Aid, Counseling Services, the Business Office, and the Student Life Offices. Additionally, we are working on upgrades to the fire alarm system in Starr Hall and are currently in the design phase of that project.

Regular **maintenance work** for several campus areas was completed over Spring Break. Work included:

- Replaced all filters on HVAC equipment
- Cleaned coils on chillers
- Made repairs to HVAC system in Hubbard Hall
- Repaired hot water line in Medford, restoring hot water to TRIO and 2nd floor restrooms
- Resurfaced select white boards in Founders
- Repainted stage floor in Stevens Theatre
- Cleaned carpet and floors in various locations
- Repaired elevator in Hubbard Hall
- Isolated roof repairs at the Gregory Center

Other items...

- You should soon receive an email with a link to my **annual evaluation instrument**. The email will come from the human resources office of Palmetto College. Thanks for your participation and feedback.
- Please visit the **Celebration of Research and Productive Scholarship** events and activities next week, April 9-12th, 2018, inside Medford Library. Thanks to Drs. Sellhorst and Easley as well as Professors Kendrick and Freeman for the organization and coordination of the events and activities.
- A brand new outreach and engagement program for local middle schoolers will launch in May 2018. The **University of Possibilities at USC Lancaster** is a program designed to

introduce a local co-hort of middle schoolers from A. R. Rucker Middle School to higher education with visits, workshops, and support in order to encourage them to see our campus as the first step in continuing their education after high school graduation. The program, replete with activities, events, support mechanisms, and incentives, will involve the students, their parents, and their teachers. It is the brain child of Mr. Derrick Huggins, VP for Facilities and Transportation for USC who is originally from Heath Springs, SC. While the program will eventually be in place in all of the communities where the Palmetto College campuses are located, it will launch here at USC Lancaster next month. Laura Carnes will serve as our “University Coordinator” and contact person for this program. We will share updates on the program in the fall.

- The **Educational Foundation of USC Lancaster** held its annual fundraiser, the 5K and 10K **Laps for Lancers** on Saturday, March 24 here on campus. Thank you to those who participated and attended. The Foundation raised over \$5500.
- **Give Local Lancaster**, a 24 hour online giving event, is scheduled for Tuesday, May 1. Over 40 local non-profits will participate, and again this year the **Educational Foundation of USC Lancaster** will take part. If you're so inclined, please log in that day and support the cause of your choice. Thank you for your consideration. www.givelocallancaster.org
- USC Lancaster BSN student, Molly Melton, and I represented the campus on Friday, March 23 during the **Student-Trustee Liaison Committee** meeting of the USC Board of Trustees in Columbia.
- Next **Lunch and Learn at the NASC**, April 20th at noon. Topic: “The ‘Identified Full-Bloods’ in Mississippi: Race and Choctaw Identity, 1898-1918” by Dr. Katherine Osburn, Arizona State University.
- **Update on the Gregory Family YMCA (GFYMCA):**
 - Membership is ahead of projections with approximately 1900 members in mid-March
 - Plans are underway for a re-dedication ceremony tentatively for May 17th
 - Signage on Hubbard Drive will be going up soon
 - GFYMCA will be participating in the “Give Local Lancaster” promotion on May 1st.
 - New equipment (cardio & resistance) has been installed at the facility
 - Childwatch service and offering of more evening aerobics classes to begin shortly
 - All USCL faculty/staff and students receive a free membership to the GFYMCA
- **Update on USC Lancaster site in Indian Land:** We have identified a site to offer courses in Indian Land. In collaboration with the Lancaster County School District, we will begin offering courses in the evening in the Indian Land High School building in Fall 2018. Currently, we are looking at a limited selection of courses in the Fall with more courses to be added in Spring 2019 and afterward. Dr. Cox and the division chairs will be looking at course selections for the site with a goal of appealing to traditional students, dual credit students in the Indian Land/Fort Mill region, as well as retirees and contract courses for businesses in the area. The site will require a faculty site director and notification to SACSCOC, our academic accrediting body.

Best wishes to all as the semester concludes. Thanks for all you do for our campus and community. Safe and happy summer months ahead.

Office of Advancement

By the numbers...

\$185,000

awarded in scholarship funds in 2017/2018.

Received

\$340,000

in new gifts and grants in 2017.

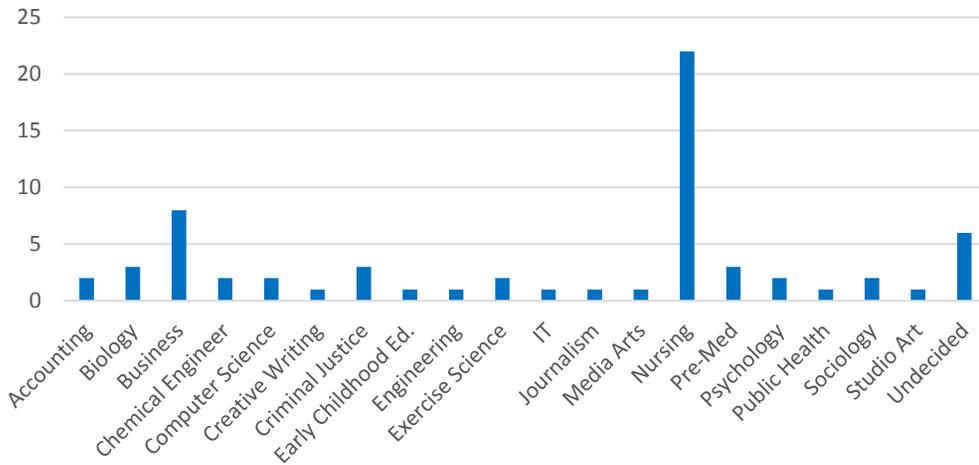
130

Students received scholarships for the 2017/18 academic year.

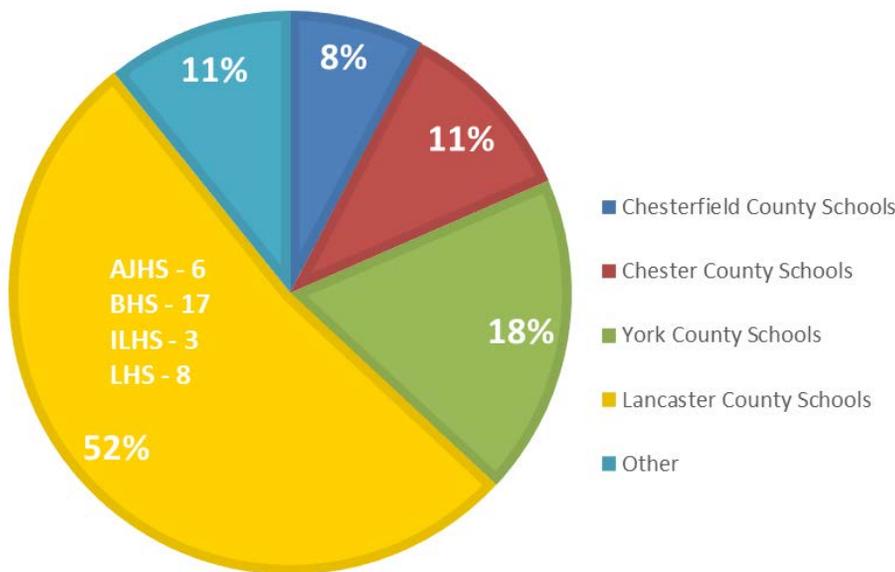
140

Scholarship funds including 3 new funds added in 2017.

2017-2018 Freshman Scholarship Applicants by Intended Major



2017-2018 Freshman Scholarship Applicants by County



For more information contact: Shana Dry or Mary Faile
 Office of Advancement – Hubbard Hall 235
 803-313-7460

Outdoor, Print, and Screen Advertising

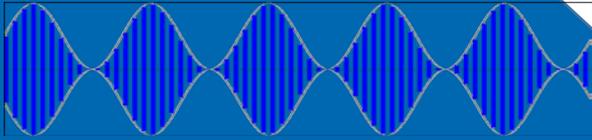
Print and online ads for Fall, Spring, and Summer registrations in various newspapers in our service area along with many community publications such as the Discover Magazine and Chamber Directory.



Digital billboard advertising on Hwy 521 and coming soon on Hwy 9 Bypass in Lancaster.

USC Lancaster is featured on digital screens in 32 locations in 3 territories: Camden/Lugoff, Lancaster/Indian Land and Rock Hill/Tega Cay.

Radio Advertising



Radio advertising with Interstate 107.1 in Rock Hill, SC. Spring, Fall and Summer registration dates along with general campus ads run during Gamecock Football and Basketball. Registration ads feature our students.

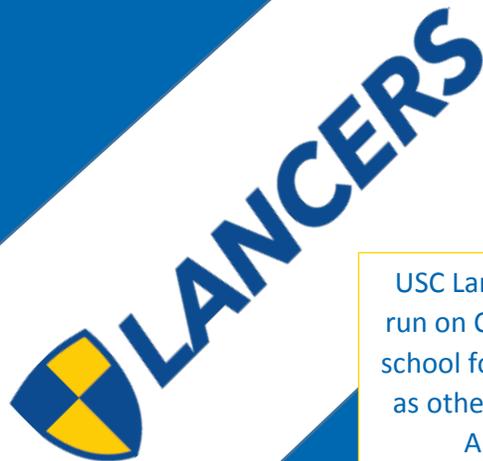
Advertising Infographics for 2017-2018

Internet Advertising



Sponsored ads and boosts are featured on Facebook and Instagram. Ads are targeted by age and local demographics.

USC Lancaster is also featured on Comporium's webmail login page. Current stats as of March: 212,119 impressions and 2,227 clicks.



TV Spots

USC Lancaster commercials run on CN2 news during high school football season as well as other networks including AMC, USA, A&E.

Two new promotional videos were created in 2017 for admissions recruiting and general purpose use. These videos are also promoted on the Lancaster Chamber of Commerce webpage.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

REPORT TO THE FACULTY
06 April, A.D. 2018

2018 USC LANCASTER COMMENCEMENT EXERCISES will be held at 2:30 p.m. on Saturday, May 05 in Bundy Auditorium. Full-time faculty are encouraged to participate, and all adjunct faculty are invited as well. There will be a VIP reception at 1:00 p.m. in the Multipurpose Room prior to the ceremony (faculty are invited), with a reception for graduates and parents following the commencement exercises. **If you have not already done so, please let me know if you are going to be marching. It is very important that we have an accurate count so that we can make sure there are enough chairs on stage.**

FINAL EXAMS will be held May 02 – May 09 (May 07 & 08 for 2nd 8 week classes). The exam schedule is online at http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/academic_student_affairs/exam_schedules/2017-2018/final_exam_schedule_spring_2018.pdf

Please remember that 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 Incomplete, 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.

SUMMER & FALL 2018 PRE-REGISTRATION. Thank you to all faculty & staff who have been working with students for advisement for Summer/Fall 2018. Please continue to reach out and encourage them to get advised before the end of the semester.

FRESHMAN ORIENTATION for FALL 2018. All fully-accepted incoming freshmen will receive an invitation to attend orientation, and they will be asked to register online for one of the four orientation sessions. The dates are:

- Tuesday, June 19 & Wednesday, June 20
- Tuesday, July 10 & Wednesday, July 11
- Tuesday, July 24 & Wednesday, July 25
- Tuesday, August 07 & Wednesday, August 08

Academic advisement will occur on the afternoon of each Wednesday, beginning at approximately 1:15 pm.

If you can be available to assist with advisement on those days, it will be extremely helpful. If you are able or willing to attend or assist, please let Kristen Hammond know.

ORIENTATION & ADVISEMENT FOR ON-CAMPUS DUAL ENROLLMENT STUDENTS for Summer & Fall were/will be held Thursday, April 12, Tuesday, May 01, and Thursday, May 17 at 5:30 PM in BRAD 121.

TENURE & PROMOTION INTENT FORMS have been distributed to all full-time faculty and are due in our office no later than May 01.

If you are scheduled to undergo 3rd year review or post-tenure review, or if you are in your penultimate year on the T&P track, you will be required to submit a file and have been notified of this.

If you plan to pursue Tenure & Promotion, make sure you are working with your Division Chair or with the Office of Academic & Student Affairs to identify external reviewers for your file.

This process is outlined in the *Palmetto College Campuses Faculty Manual*, pp. 23ff. **The list of five potential reviewers is due in Columbia by June 01.**

ANNUAL ADMINISTRATIVE EVALUATIONS. The division chairs and I are working on the annual administrative evaluations. The goal is to have these ready for you by the last week of classes (before final exams begin).

COURSE EVALUATIONS - SPRING 2018. Thank you to those who responded to our request regarding the format for your student course evaluations.

Please remember that unless you notified our office that you preferred online evaluations, you will receive the traditional paper versions to be administered prior to the last day of classes.

Paper evaluations will be distributed (and online evaluations will become available) on Friday, April 13, with a remainder e-mailed to the student's USC e-mail account on a daily basis beginning April 16. (If a student has indicated an e-mail address other than the one assigned by USC, it is unlikely that he/she will receive the reminder notification.)

Paper evaluations are due back to the Office of Academic & Student Affairs (Starr 126) – and the online evaluation link will close – on the last day of classes, Monday, April 30 at 11:00 p.m. **Faculty are encouraged to remind students of the importance of using their regular USC e-mail for all university-related matters.**

FACULTY SEARCH COMMITTEE UPDATES:

- **Sociology:** An offer of employment has been made and we are awaiting the candidate's response.
- **Art/Curator:** The committee has forwarded its recommendation to the Dean.
- **Computer Science:** Two candidates have been invited to campus for tours/interviews/teaching demonstrations. One candidate is on campus today (Friday, April 06) and the other will be on campus on Monday, April 09.

CONGRATULATIONS

- To Dr. Stephen Criswell, who has been awarded the Jean Laney Harris Folk Heritage Advocacy Award by the SC Arts Commission. The award recognizes those who have provided service that helps sustain and promote SC traditions and traditional culture.
- To Dr. Liz Easley and Dr. Sarah Sellhorst, who have been informed that the \$3000 grant proposal written by the USCL Research Club Students to support their upcoming research project, "The Impact of Physical Activity Trackers on Body Composition in Traditional-Age College Students at a Rural Two-Year University Campus," has been awarded. The students will use this research to submit abstracts for an upcoming international conference to be held in Germany.

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

Summer 2018: We plan to offer tutoring services on Tuesdays and Thursdays during each of the three summer session. We will have tutors available for BIOL, CHEM, CSCE, MATH, SPAN, and Writing.

You can take a peek at our online booking system (and list of all of the courses our tutors cover) at the following link:

<https://usclacademicsuccesscenter.setmore.com/>

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as ONE hour in advance.**
- The booking page allows students to book a maximum of ten days 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 still welcome to work with tutors on a drop-in basis.

ALL students can still work with tutors on a drop-in basis!

Spring 2018 Semester

	Jan 2017	Jan 2018	Feb 2017	Feb 2018	March 2017	March 2018	Apr. 2017	Apr. 2018	May 2017	May 2018
Number of Tutors	7	11	7	11	7	9	8		8	
Total Number of Sessions	50	47	111	102	122— including ONE spring break session)	63	153		6	
Tutoring Sessions/Day (avg)	3.8 (13 operating days)	5.8 (8 operating days)	6.9 (16 operating days)	6.4 (16 operating days)	7.6 (16 operating days— open 2 days during spring break)	4.8 (13 operating days)	8.5 (18 operating days)		3 (2 operating days)	
Tutoring Sessions/Tutor (avg)	7.1	4.3	15.8	9.3	17.4	7.6	19.1		0.75	
# of tutor hours per week	95	105	95	105	111.5 (36 during spring break)	82	111.5		111.5	

Appointment	31	45	88	97	103	137	6
Drop-in	19	2	24	8	19	4	0

Tutoring Sessions by Area

	January 2018	February 2018	March 2018	April 2018	May 2018
Accounting	0	0	0		
Biology	3	10	3		
Chemistry	0	4	2		
Computer Science/PCAM 151	5	4	6		
Economics	0	0	0		
French	2	4	2		
Italian	0	0	0		
Math/PCAM 105	24	45	20		
Spanish	0	1	1		
Statistics	0	0	0		
Writing	11 <ul style="list-style-type: none"> • CRJU: 1 • ENGL: 6 • HIST: 1 • POLI: 1 • Other: 2 <ul style="list-style-type: none"> • SAP appeal letter • Scholarship essay 	34 <ul style="list-style-type: none"> • ENGL: 18 • HIST: 3 • MGSC: 1 • MUSC: 2 • PALM: 4 • PCAM: 2 • PSYC: 1 • SOCY: 2 • Other: 1 <ul style="list-style-type: none"> • SAP appeal letter 	29 <ul style="list-style-type: none"> • BIOL: 2 • ENGL: 15 • MGMT: 1 • NURS: 1 • PALM: 3 • PHIL: 2 • SPCH: 1 • UNIV: 2 • Other: 2 <ul style="list-style-type: none"> • Scholarship essay (2) 		
Other	0	0	0		
TOTAL # OF SESSIONS:	45	102	63		

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (JAN)	17	3	6	0	26
# of individual students (FEB)	27	9	8	4	48
# of individual students (MAR)	20	5	8	1	34



A Palmetto College Campus

Student Engagement and Success

Laura Carnes

126 Starr Hall

803-313-7120

Report to Faculty April 6, 2018

humphrlb@mailbox.sc.edu

Section 508 Americans with Disabilities Act (ADA)

A refresh to section 508, the part of the Rehabilitation Act of 1973 that speaks directly to accessibility of information was released last year, and the final rule when into effect March 20, 2017. Here is what you need to know:

- Office of Civil Rights (OCR) ruled in *Dudley v. Miami University* “Accessibility problems arise when a university makes procurement decisions about digital content without considering whether students with disabilities have integrated access to the content. Barriers to access (at Miami U) “were entirely caused by the college’s deliberate decisions to make technology procurement decisions with indifference to the accessibility of the technology in question”
- Section 508 is about access. It speaks to creating and purchase accessible software, web sites, videos, and documents. It is a campus wide responsibility.
- When choosing software that will aid in instruction consider if the software is fully accessible, or if it can be accommodated to meet individual needs in an **equally effective** manner.
- How do I know if my software/online content is accessible?
 - Can the entire program be accessed without a mouse?
 - Do images have alternative text?
 - Do videos have captions?
 - Ask vendor for testing data (on students with disabilities)
 - Build language into the contract that accessibility issues/concerns will be addressed with/by the vendor at no cost
- Faculty and Adjunct Faculty teaching online courses need to ensure (as a best practice) their online courses and requirements meet the Web Content Accessibility Guidelines (WCAG). A quick reference may be found here (<https://www.w3.org/WAI/WCAG20/quickref/>)

- All web content (not just courses) need to adhere to these guidelines as a best practice. This includes online course registration systems, websites, online admissions applications, etc.
- As an institution of higher education, we are not required (yet) to adhere to all of these guidelines. However, I highly recommend we comply the best we can. By complying with Section 508 and WCAG 2.0 AA requirements, we can attract and retain students with disabilities because we are able to provide them with the same experience and access to learning as students without disabilities. We also put ourselves ahead of the changes in law that are on the way, and preclude ourselves from any lawsuits.

National Week of Conversation

- USC Lancaster will be partnering with the J. Marion Simms Foundation to host the National Week of Conversation. USC Lancaster students are encouraged to participate alongside Lancaster community members in the National Week of Conversation. The Conversation will be held on: April 26 from 12:15-1:00 in the Pete Arnold Special Events Room.
- From April 20 to 28, Community Engagement Corps members are asked to participate in the National Week of Conversation, <https://www.revivecivility.org/national-week-conversation>, a nationwide program designed to help people learn from each other, build relationships, and look for ways to reduce the growing polarization in our public life. One-on-one or small group conversations will be held across political divides and offer opportunities for people with different points of view to speak with one another and, more importantly, listen to one another as they answer **5 questions*** that can surface ideas for reducing polarization and improving the tone of the upcoming 2018 elections. During the National Week of Conversation, talks like these will be happening all across the country and social media can be utilized to help spread the message of civility and listening. Following the conversations, the results of the talks will be captured and shared with the larger Initiative to Revive Civility (part of the National Institute for Civil Discourse) to inform policy and create a set of common ideas that can be shared broadly with the media, elected leaders, and candidates seeking office.
- The 5 Questions are:
 1. What do you appreciate most about living in America?
 2. Are you concerned that our country may now be headed in the wrong direction? If so, in what ways?
 3. How do you feel about our deep political divisions and the impact they are having on us as people and as a nation?
 4. What do you think needs to happen for us to heal the divides in our country and work together more effectively?
 5. What specific actions can individuals, candidates, and members of the media take to help create a more positive tone in this year's election?
- To prepare students to led in this conversation J. Marion Simms will provide a Student Leader Training on. This training is open to 25 interested students on campus. If you have students you believe would be interested, please have them contact Laura Carnes or stop by the Office of Academic and Student Affairs to sign up and receive more

information. This event will be held April 23 from 12:15-1:00 in FH 104. Students must pre register.

Palmetto College GLD USC Connect Assessment

I had a conference call with the USC Connect Office on Wednesday. They are interested in learning how GLD works for Palmetto College campuses and what they can do to assist us in graduating more students with leadership distinction. They specifically asked questions surrounding:

- How GLD is marketed
- How aware faculty are of GLD and if they help promote it within course work
- UNIV 401/E portfolio completion
- Faculty Fellows

Travel Study Proposals

Are due by 5:00 pm on April 16 to Laura Carnes (humphrlb@mailbox.sc.edu). This year's trip is a domestic trip, so the student affairs committee will be interested in international trip proposals.

Elliot White Springs Fiction Contest

Elliot White Springs Fiction entries are due April 16 at 5:00 pm. More details may be found at: https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/events/ews_flyer.pdf

Students may submit entries to Laura Carnes (humphrlb@mailbox.sc.edu)

Career Counseling – Andrea Campbell

Thanks for encouraging students to attend the Career & Information Fair on March 1st! Your encouragement and incentives, like providing extra credit, meant a lot and helped ensure the students attended and were able to connect with employers for job opportunities and to learn about options. We grew in number of students attending this year as well as in the number of employers! The feedback has been very positive and hopefully the Fair will continue to grow even more in future years.

I have placed additional Career Services contact cards in advisor's boxes and appreciate you giving them out to students who are in need of help selecting an appropriate major and/or with job search assistance. Most students I see come because a faculty member has encouraged him or her to seek career guidance, and I hope these cards are easy for you to use when making this referral.

Since we are nearing graduation, I also want to encourage you to send graduating students to me for assistance with resumes and other job search needs. Entering the "real" world can be quite intimidating as we all know, and I enjoy being able to make this process go more smoothly and successfully for our graduates. Even those seeking to go to graduate school may need assistance with a resume or other guidance, so please also feel free to give them my contact

cards as well. Be sure to let me know if you need more. Thank you so much for all the support! --Andrea

Counseling Services

As a reminder, Mary To Lee is on extended leave. In her absence, we are contracting with McLaughlin Young Group (provider of our employee assistance program) for their Student Assistance Program. You may continue to refer students to Counseling and Disability Services. We plan to have a private room set up that will allow staff to talk with students about how to utilize the service and make the first phone call.

Students Receiving Services: Please remember any student receiving personal counseling, career counseling, disability services, tutoring services, or participating in student life events MUST be an enrolled student for the current semester (or pre enrolled for fall during the summer). This also includes dual enrolled/credit high school students.

Athletics:

Baseball Games

Baseball game Saturday at home against Florence Darlington Tech at 1:00 pm.

Student Life:

Spring Fling Information

Spring Fling will be held on Monday, April 9, from 11am – 1pm. Leigh-Anne's Restaurant will be catering the event, Kona Ice will have a snow cone truck here, Lightning events will be bringing some yard game activities, and some company representatives will have information tables setup. The location of company representatives will be outside along the sidewalk between Starr Hall and Founders Hall, the activities will be located in the Rose Garden and possibly in front of Founders Hall as well, the food will be located in the Student Center, and the Kona Ice truck will be parked along the sidewalk in front of Founders Hall.

Orientation: Summer 2018 Orientation schedule has been set with the following dates: June 19 and 20, July 10 and 11, July 24 and 25, August 7 and 8.

TRiO Programs (Mr. Matt Williamson)

Report is attached.

TRIO PROGRAM OSP REPORT

TRiO Learning Resource Center
University of South Carolina Lancaster
Wednesday, April 4, 2018

The following report outlines the current status of the OSP enrollment as well as the activities/events the OSP & UB staff and participants have scheduled for the Month of April.

- I. OSP enrollment is currently at 80% - the remaining 20% have received an application and will attend a scheduled mandatory meeting this month. I anticipate reaching full enrollment by May 1.
- II. OSP participants who will graduate this spring, transfer or drop out of college are required to complete the *OSP Exit Survey* starting April 2 through the end of summer school. This survey provides important feedback on vital areas in the program geared to improve student opportunity to achieve an associate degree while attending this institution.
- III. A total of 24 OSP participants were listed on the President's Honor Roll (4) and Dean's Honor Roll (20) for fall 2017.
- IV. OSP participants will participate in the ***Women's Enrichment Center's Baby Bottle Campaign***. Ten participants have volunteered to be lead person for this fundraiser that will end on May 2.
- V. Both the Upward Bound (UB) and OSP staff will present to the high school students visiting USC Lancaster on Thursday and Friday, April 5 & 6.
- VI. A current total of 10 OSP participants have submitted the ***TRiO OSP Summer School Scholarship***. The deadline to submit is Friday, April 6.
- VII. Both the OSPy and UB Pathfinders Awards banquets will be on Wednesday, April 11 in the Arnold Special Events Room. The OSPy banquet will be 12:15pm – 1:00pm and UB Pathfinders banquet will be that evening 6:30pm – 8:00pm.

Respectfully submitted,

Matt Williamson
Director, TRiO Programs

April 4, 2018

Medford Library

FACULTY MEETING REPORT APRIL 6, 2018

SELECTED SERVICE STATISTICS/ ACTIVITIES FOR MARCH 2018

- **3,555** unique visits
- Processed **8** Interlibrary borrowing requests
- Processed **13** Interlibrary loan lending requests
- Fulfilled **25** PASCAL Delivers borrowing requests
- Fulfilled **27** PASCAL Delivers lending requests
- **1,903** LibGuide views
- **62** Community computer uses
- **91** Group Study Room Reservations
- **7** Conference Room reservation
- Answered **35** reference questions
- Hosted Faculty Colloquium: Prof. Kaetrena Davis Kendrick “The Low Morale Trajectory in Academia”
- Presented Memoirs at Medford Exhibit Series, “Books That Reflect”

CIRCULATION STATISTICS

- **195** General collection items circulated
- **15** New Books circulated
- **23** Juvenile items circulated
- **33** Reserve items circulated
- **4** AV items circulated
- **15** Special Collection item circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **212** New Books processed

UPCOMING or ONGOING PROGRAMS & SERVICES

- **April 1- 30** Medford Exhibit Series, “Memoirs @Medford: Books That Will Take You Places”
- **April 1 – 30:** Jazz Appreciation Month USCL Medford Spotify Playlist:
<https://spoti.fi/2Egm6q4>
- **April 9:** “Light Up Spring” Creative Venture. 11A – 2P
- **April 9 – 12:** Along with USCL Research Club, hosting “Celebration of Scholarship & Productive Research” 11A – 2P Mon- Thurs.
- **April 23 – 27:** Study Snacks 10 A – 2P

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

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

HELPFUL LINKS

- Is the Computer Lab available: <http://bit.ly/2zXsVv1>
- Schedule Library Instruction: <http://bit.ly/1MePeQQ>
- Faculty research support (Book A Librarian): <http://bit.ly/2zoHqvE>
- **Document the impact of your scholarly activities:** <http://bit.ly/20Gu02g>
- **Check out tools for teaching and learning support:** <http://bit.ly/1nMHxrm>
- Reserve the conference room : <http://bit.ly/1NsfhEr>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/2ymm6Xm>

FROM: Tracey Mobley Chavous, Director of Human Resources
MEETING: Faculty Organization Meeting- April 6, 2018
TODAY'S DATE: April 4, 2018
ATTACHMENTS: 1

INFORMATION ITEMS:

- 1) Please submit an approved Personnel Request Form to the Human Resources Department to hire or rehire student or temporary employees during the summer months or for Fall 2018. Student employees must be preregistered for either a summer session or for Fall 2018 to be eligible to work during the summer.
- 2) Instructor Contracts that required renewal for the upcoming academic year have been distributed. Please remember that the deadline to return the contract is Friday April 6, 2018. The contracts may be returned to Dr. Collins or me.
- 3) The total compensation that may be earned by a faculty member from state entities during the summer months (beginning May 16 and ending August 15, 2018) is 33.85% of base salary. This percentage includes compensation for instruction and ECOM which includes grants and other duties not related to teaching in summer sessions. If you believe that your summer compensation may exceed this percentage meet with Dr. Cox and Dr. Collins prior to the summer.
- 4) Any faculty member who needs to receive compensation from an internal or external grant source should meet with Mary Faile.
Mary may be contacted via email mfaile2@mailbox.sc.edu, telephone (803) 313-7080 or visit her office located in Hubbard Hall Room 235 B
- 5) A reminder to adjunct faculty members that hire/rehire documents will no longer be distributed via campus mailbox, instead adjunct faculty members will receive several emails from me and from the PeopleAdmin system to complete their hiring documents each semester. It is important for adjunct faculty to read each email and follow the directions to complete each step of the hiring process.
- 6) The University of South Carolina Payroll Department asked that I encourage each employee to review their current tax withholding and make necessary adjustments. Please review the attached email for more information.

MOBLEY-CHAVOUS, TRACEY

From: MOBLEY-CHAVOUS, TRACEY
Sent: Wednesday, April 04, 2018 10:27 AM
To: LANCASTER_Campus
Subject: FW: Review Tax Withholding Amounts to Avoid Surprises at Year End
Attachments: Form W4 2018.pdf

Good Morning Lancers,

New tax legislation was enacted in early 2018. Due to these changes the Internal Revenue Service has updated the withholding calculator and Frequently Asked Questions to help employees determine their proper withholding.

You may view these resources on the University of South Carolina Payroll Department website at http://www.sc.edu/about/offices_and_divisions/payroll/my_payroll/taxes/index.php.

The University of South Carolina Payroll Department asked that I encourage each employee to review their current tax withholding and make necessary adjustments.

- You may review your current withholding and make necessary adjustments in VIP, www.vip.sc.edu. Once you have logged in select Employment on the left side of the screen then choose Show Me that precedes Update W-4 Form, Click Go to Update Form, Make your changes, check the box for confirmation, and Click Update.
- You may also make adjustments by completing a 2018 W-4 Form. After completion return the form to the Human Resources Department located in Hubbard Hall Room 118. (Please See Attachment.)

No one is required to make any changes. If an update is not made in VIP nor a 2018 W-4 Form completed and processed your withholdings will remain as they currently are.

Please be mindful that tax advice cannot be given from employees in the Human Resources Department nor the Payroll Department. Tax advice should be sought from a trusted tax professional.

For more information please view the email below.

Supervisors and Division Chairs please share this information with all employees in your area including student and temporary employees.

Thank You,
Tracey M.C.

Tracey Mobley Chavous,PHR
Director of Human Resources
University of South Carolina Lancaster

From: Human Resources and Business Contacts [mailto:HRCONTACTS@LISTSERV.SC.EDU] **On Behalf Of** HUMAN RESOURCES, HR

Sent: Tuesday, April 03, 2018 9:33 AM

To: HRCONTACTS@LISTSERV.SC.EDU

Subject: Review Tax Withholding Amounts to Avoid Surprises at Year End

Sent on behalf of the Payroll Office.

Please distribute to ALL EMPLOYEES -

The IRS issued the 2018 Form W4 (Employee's Withholding Allowance Certificate) in March 2018 with revised worksheets that apply to the tax legislation enacted in early 2018. In addition, the IRS recently released an updated withholding calculator and an FAQ document on questions related to tax withholdings that are tools to help employees assess the proper withholding amounts for 2018 to avoid unexpected over/under withholding when 2018 tax returns are filed in 2019.

To provide easy access for USC employees to the IRS updated withholding calculator and the FAQ document, the USC Payroll Office has added these links to their website under the My Payroll/Taxes section under the tax withholding question "Should I review my federal tax withholding amounts in lieu of the Tax Cuts and Jobs Act signed into law in December 2017?" http://www.sc.edu/about/offices_and_divisions/payroll/my_payroll/taxes/index.php

All employees are encouraged to review their tax withholdings, but the IRS especially recommends that employees in the following taxpayer groups review their status to determine if a revised Form W4 should be completed:

- * Two-income families
- * Those with two or more jobs at the same time or who only work part of the year
- * Those with children who claim credits such as the Child Tax Credit
- * Those who itemized in 2017
- * Those with high incomes and more complex tax returns
- * Those with older dependents including children age 17 or older
- * Those with large refunds or large tax bills in 2017

Should you require an adjustment to your Form W4 to meet your 2018 tax obligations, please complete the 2018 Form W4 as soon as possible for processing by the Payroll Office. You may update your Form W4 electronically in VIP (recommended for immediate processing) or you may complete a paper Form W4. See the links for Form W4 changes under the My Payroll/Taxes section under the tax withholding question "How do I change my tax withholding allowances?" http://www.sc.edu/about/offices_and_divisions/payroll/my_payroll/taxes/index.php

As a reminder, the Payroll Office is responsible for processing the Form W-4 but is not responsible for giving tax advice to employees. Employees who have tax questions should consult a trusted tax professional. All changes submitted via VIP by noon on April 9th will be included with the April 15th payroll. All changes submitted via VIP after April 9th but before noon on April 24th will be included with the April 30th payroll. 2018 W4 form is also available in PeopleAdmin for new hires.

To unsubscribe from the HRCONTACTS list, click the following link:
<http://listserv.sc.edu/cgi->

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of all federal income tax withheld because you had **no** tax liability, **and**
- For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2018	
▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.					
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."		
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)			9 First date of employment	10 Employer identification number (EIN)	

your wages and other income, including income earned by a spouse, during the year.

Line G. Other credits. You might be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as the earned income tax credit and tax credits for education and child care expenses. If you do so, your paycheck will be larger but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more

than one job at a time or are married filing jointly and have a working spouse. If you don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("0") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are

required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/programs/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself **A** _____

B Enter "1" if you will file as married filing jointly **B** _____

C Enter "1" if you will file as head of household **C** _____

D Enter "1" if:
 { • You're single, or married filing separately, and have only one job; or
 • You're married filing jointly, have only one job, and your spouse doesn't work; or
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. } **D** _____

E Child tax credit. See Pub. 972, Child Tax Credit, for more information.
 • If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child.
 • If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2" for each eligible child.
 • If your total income will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), enter "1" for each eligible child.
 • If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-" **E** _____

F Credit for other dependents.
 • If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible dependent.
 • If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).
 • If your total income will be higher than \$175,550 (\$339,000 if married filing jointly), enter "-0-" **F** _____

G Other credits. If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here . . . **G** _____

H Add lines A through G and enter the total here **H** _____

For accuracy, complete all worksheets that apply.
 { • If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.
 • If you **have more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

1 Enter an estimate of your 2018 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details **1** \$ _____

2 Enter:
 { \$24,000 if you're married filing jointly or qualifying widow(er)
 \$18,000 if you're head of household
 \$12,000 if you're single or married filing separately } **2** \$ _____

3 Subtract line 2 from line 1. If zero or less, enter "-0-" **3** \$ _____

4 Enter an estimate of your 2018 adjustments to income and any additional standard deduction for age or blindness (see Pub. 505 for information about these items) **4** \$ _____

5 Add lines 3 and 4 and enter the total **5** \$ _____

6 Enter an estimate of your 2018 nonwage income (such as dividends or interest) **6** \$ _____

7 Subtract line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses **7** \$ _____

8 Divide the amount on line 7 by \$4,150 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction **8** _____

9 Enter the number from the **Personal Allowances Worksheet**, line H above **9** _____

10 Add lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1, page 4. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 **10** _____

Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet *only* if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

- 1 Enter the number from the **Personal Allowances Worksheet**, line H, page 3 (or, if you used the **Deductions, Adjustments, and Additional Income Worksheet** on page 3, the number from line 10 of that worksheet) **1** _____
 - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3" **2** _____
 - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet **3** _____
- Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet **4** _____
 - 5 Enter the number from line 1 of this worksheet **5** _____
 - 6 **Subtract** line 5 from line 4 **6** _____
 - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here **7** \$ _____
 - 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed **8** \$ _____
 - 9 **Divide** line 8 by the number of pay periods remaining in 2018. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2018. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck **9** \$ _____

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000	0	\$0 - \$7,000	0	\$0 - \$24,375	\$420	\$0 - \$7,000	\$420
5,001 - 9,500	1	7,001 - 12,500	1	24,376 - 82,725	500	7,001 - 36,175	500
9,501 - 19,000	2	12,501 - 24,500	2	82,726 - 170,325	910	36,176 - 79,975	910
19,001 - 26,500	3	24,501 - 31,500	3	170,326 - 320,325	1,000	79,976 - 154,975	1,000
26,501 - 37,000	4	31,501 - 39,000	4	320,326 - 405,325	1,330	154,976 - 197,475	1,330
37,001 - 43,500	5	39,001 - 55,000	5	405,326 - 605,325	1,450	197,476 - 497,475	1,450
43,501 - 55,000	6	55,001 - 70,000	6	605,326 and over	1,540	497,476 and over	1,540
55,001 - 60,000	7	70,001 - 85,000	7				
60,001 - 70,000	8	85,001 - 90,000	8				
70,001 - 75,000	9	90,001 - 100,000	9				
75,001 - 85,000	10	100,001 - 105,000	10				
85,001 - 95,000	11	105,001 - 115,000	11				
95,001 - 130,000	12	115,001 - 120,000	12				
130,001 - 150,000	13	120,001 - 130,000	13				
150,001 - 160,000	14	130,001 - 145,000	14				
160,001 - 170,000	15	145,001 - 155,000	15				
170,001 - 180,000	16	155,001 - 185,000	16				
180,001 - 190,000	17	185,001 and over	17				
190,001 - 200,000	18						
200,001 and over	19						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and

U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be

retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Family Educational Rights and Privacy Act

Request to Release Personally Identifiable and Confidential Information

Student's Name _____

VIP ID _____

The Family Educational Rights and Privacy Act (FERPA) prevents the University of South Carolina Lancaster from releasing Personally Identifiable Information regarding a student to anyone not authorized by that student. The student may voluntarily waive their privacy rights in regards to a specific individual. By completing this form, the student grants the named person(s) access to information in the student's educational records.

However, under the Higher Education Act Section 483(a)(3)(E), information from the Free Application for Federal Student Aid (FAFSA) is specifically restricted and can only be released to the applicant (student), or to federal, state, or eligible institutions for the awarding and administration of financial aid. A student cannot provide a privacy release to allow an individual (such as a parent) to have access to FAFSA data. This includes the parent or spouse, even if their information was provided on the FAFSA. Only the student can choose to disclose this information to 3rd parties that haven't been designated by the U.S. Department of Education. As such, even if you complete this form, we cannot speak with anyone but you, the student, about your FAFSA information, Financial Need, or financial aid awards made based upon that information.

I hereby waive my rights under the Family Educational Rights and Privacy Act (FERPA) by authorizing the University of South Carolina Lancaster to release the information I have indicated below with my initials to the following individuals:

(First and last name of the person(s) authorized to obtain information.) Please print legibly

Initial beside all information you authorize for release:

_____ All Information requested, as allowable by law (no restrictions).

_____ Personal Demographic Information and Admissions Records, as allowable by law.

_____ Academic Records, such as Registration, Grades and Degrees, as allowable by law.

_____ Scholarships, Private Loans and awards that do not require FAFSA information to award, as allowable by law.

Expiration Date: _____ (Date this Release will expire, or no expiration if blank)

Student's Signature _____ Date: _____

For University of South Carolina Lancaster use only

Witness Name:

_____ Last First MI

I hereby state that I am either an employee of USC-Lancaster or an active Notary of Public, and I have personally witnessed the above student signature.

Witness's Signature _____ Date: _____



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

The Local Tenure and Promotion Committee Report to Faculty

Friday, April 6th, 2018

The Local Tenure and Promotion Committee met at the beginning of March to begin discussions of the Annual Faculty Peer Review of the Faculty Information Forms (FIFs). During this meeting, a motion was made that the rating system as proposed in the current Peer Review Form (PRF) be changed from the current 5-point ranking system to the categories of “Unsatisfactory,” “Satisfactory,” and “Outstanding.” It was later discovered that the current PRF, with its current ranking system and categories, was formally proposed on March 28th, 2003. It was officially voted in by the Faculty Organization (FO) on October 1st, 2003, establishing that any changes to the current PRF must be formally voted in by the FO. In accordance with the approvals and decisions made by the FO in 2003, the Local Tenure and Promotion committee is using the established 5-point numerical scale with the corresponding categorical designations for effectiveness (in teaching, scholarship, and service) that were formally approved by the FO in 2003.

The original and current members of the Local Tenure and Promotion committee care greatly about and are committed to the way in which we fairly and accurately evaluate our colleagues. Discourse resulting from this commitment to accomplish this goal ultimately lead to 2 members submitting their resignation. The 4 remaining members of the Local Tenure and Promotion committee have since held 3 productive meetings to discuss each faculty members’ FIFs. Originally, our goal was to have the PRFs completed by this FO meeting and ready to be given to each faculty member that submitted a FIF. Our new goal is to have the PRFs completed and delivered to each faculty member on or before April 23rd, which is before the date specified in the Faculty Manual (April 30th).

Thank you,

A handwritten signature in black ink that reads "Kate Holland".

Kate Holland, Ph.D.

Chair of the Local Tenure and Promotion Committee

The Curriculum Committee offers the following motion:

The USC Lancaster Curriculum Committee moves that the USC Lancaster Faculty Organization recommend that the Palmetto College Campuses Faculty Senate adopt the following curriculum for the shared A.S. degree.

The changes in this degree plan are:

- Added a note at the top explaining how to find courses by Carolina Core attribute
- Removed the list of courses (which means requiring only Columbia-approved ARP courses)
- Raised the GFL requirement to “110 level or higher” to line up the A.S. with the A.A. that the USCL faculty recently approved



UNIVERSITY OF
SOUTH CAROLINA
PALMETTO COLLEGE

ASSOCIATE IN Science DEGREE PLAN

Course Requirements

Note: approved courses in each Carolina Core category may be found with the scheduling planner available through Self-Service Carolina

ENGL 101	3	
ENGL 102	3	
6 hours of Math, Computer Science, Statistics, or Logic, chosen from among approved ARP courses:		
	3	
	3	
8 hours total of lab science, (including at least one associated laboratory course) chosen from among approved SCI courses:		
	4	
	4	
Foreign Language course at the 110 level or higher, or a score of 2 on any foreign language placement test:		
3 hours chosen from among approved GHS courses:		
	3	
6 hours chosen from among approved GSS courses:		
	3	
3 hours chosen from among approved AIU courses:		
	3	
3 hours chosen from CMS, INF or VSR courses (may not be a course used above):		
	3	

Additional elective credit to meet 60 hours total.

