

Faculty Meeting Minutes
November 2, 2018

PRESENT: Adam Biggs, Noni Bohonak, Chris Bundrick, Fernanda Burke, Li Cai, Laura Carnes, Jill Castiglia, Courtney Catledge, Karlee Christian, Mark Coe, Walt Collins, Ron Cox, Stephen Criswell, Susan Cruise, Annette Golonka, Lisa Hammond, Darris Hassell, Chris Judge, Kaetrena Kendrick, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley Chavous, Angela Neal, Allan Pangburn, Phillip Parker, Justin Pearson (speaker), Suzanne Penuel, David Roberts, John Rutledge, Peter Seipel, Dick Van Hall, Andy Yingst

ABSENT: Shemsi Alhaddad, Brooke Bauer, Marybeth Berry, Brent Burgin, Steven Campbell, Kim Covington, Jerry Currence, Liz Easley, Stan Emanuel, Rebecca Freeman, Garane Garane, Fran Gardner, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Howard Kingkade, Pernell Lewis, Bettie Obi-Johnson, Leigh Pate, Babette Protz, Kim Richardson, Denise Roberts, Todd Scarlett, Ann Scott, Sarah Hunt Sellhorst, Mike Sherrill, Malerie Taylor, Brittany Taylor-Driggers, Tania Wolochwianski

CALL TO ORDER: 1:02 PM

CORRECTION/APPROVAL OF MINUTES: October minutes approved.

REPORTS OF OFFICERS

Dean of Campus—W. Collins. See report starting page 8. Also, welcomed Karlee Christian (Student Life).

Associate Dean for Academic and Student Affairs—Cox. See report starting page 10. Reminder of final exam policies. Discussion of hardship withdrawal policies—partial withdrawal approvals up to committee. Retroactive requests possible but also subject to committee approval.

Director of Academic Success Center—D. Lawrence. See report starting page 15. Requests that we email Elaine Connor about possible additions to common calendar.

Enrollment Management—Pearson. Noted enrollment decreases (dual enrollment) and increases (returning students). New communications plans for next year. Phone recruiting, as well as other kinds. Requested that we greet campus visitors. Announced open house Saturday, November 10 and requested participation. Of students surveyed, 65% said campus visit important. Fall 2019 application numbers up.

Human Resources—Mobley-Chavous. See report starting page 17. Requested donations to leave transfer pool. Deadline: December 3.

Student Engagement and Success—Carnes. See report starting page 20. Recognized Karlee Christian, new Student Life Director and USCL BOL graduate. Addressed ping-pong table situation.

Medford Library—Kendrick. See report starting page 23.

Native American Studies—Criswell. See report on page 25.

REPORTS OF COMMITTEES

USC System committees—

Palmetto College Faculty Senate Committees

Executive Committee—Hammond reporting for Jenkins. Will provide updates on salary study committee's progress. Question from N. Lawrence about redirection of savings from using Columbia facilities less frequently and request to use the money for students, e.g., study abroad. Yingst on money set aside to address salary inequity: not significant amount.

Rights and Responsibilities—P. Lawrence. Coming charges, e.g., revisiting third-year review teaching summary motion, on provost's request. Developing new forms for evaluating teaching for online sections.

System Affairs—D. Lawrence. Noted Nov. 9 meeting.

Welfare—Seipel. Noted Nov. 9 meeting.

Columbia Faculty Senate—no report

Provost's Palmetto College Campuses Advisory Council—Neal. Waiting until previous meeting's minutes are finalized to report.

Local committees—

Evaluation Committee—Hammond. Overview of attempts to improve the faculty peer-review process, past and especially future. New proposals: feedback from small cohort, reading groups. Reminder that we cannot change administrative review schedule. New proposals **optional** alternatives. Two motions coming, one about making peer review less frequent (though no less frequent than every three years) and one about numbers.

Discussion of procedures, including responsibility for keeping track of review timetables for individual faculty. First-Year Review will be unchanged. Also, discussion of "recommended" versus "required" annual peer review for faculty with fewer than five years of service and possibility of separate policies for instructors and tenure-track faculty.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Cox moves to adopt the change in red below to our current Hardship Withdrawal Policy:

Hardship Withdrawal Policy & Form (2018)

During and after the Withdrawal Fail period, it may be necessary for a student to withdraw from all courses for the semester due to a significant personal hardship (e.g., medical, family, or other emergency, prolonged illness, other traumatic event).

In these situations, students may petition for a Hardship Withdrawal from courses through the Office of the Associate Dean for Academic & Student Affairs or the USC Lancaster Admissions, Petitions, and Grade Change Committee.

Hardship Withdrawal petitions, including verified documentation of hardship, **submitted during the Withdrawal Fail period until the last day of courses for the semester** will be reviewed by the Office of the Associate Dean.

Approved petitions will be submitted to the Campus Records Officer for grade assignments of **W** for all courses that semester on the student's transcript. The Office of the Associate Dean will notify the student's instructors of the withdrawal.

Hardship Withdrawal petitions, including verified documentation of hardship, **submitted after the last day of courses for the semester** will be reviewed by the USC Lancaster Admissions, Petitions, and Grade Change Committee, which includes faculty representation.

Retroactive requests for hardship withdrawal must be made within two years of the semester of request.

Approved petitions will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the student's transcript, and the Office of the Associate Dean will notify the student's instructors of the withdrawal.

Prior to a Hardship Withdrawal decision being made, all documentation is subject to verification by the Office of the Associate Dean and/or the USC Lancaster Admissions, Petitions, and Grade Change Committee, including but not limited to class attendance, class participation, or supporting documentation.

If false documentation or misrepresented information is submitted, students may be charged with violation of the USC Lancaster Code of Student Conduct, and the withdrawal request will be denied.

A Hardship Withdrawal to selectively withdraw from some courses, while remaining enrolled in others, will be permitted only under exceptional circumstances and must be reviewed and approved by the Office of the Associate Dean for Academic & Student Affairs and the USC Lancaster Admissions, Petitions, and Grade Change Committee.

The Office of the Associate Dean will notify all affected instructors of a student's selective withdrawal, and will submit a report of selective withdrawal decisions to the USCL Faculty Organization at the final faculty organization meeting of each major semester.

Information regarding the University's Withdrawal Refund Appeals procedures can be found in the Fees and Refunds section of the bulletin.



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Today's Date:	
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REQUEST FOR ASSIGNMENT OF W GRADE FOR HARDSHIP AFTER PENALTY DATE

If a student drops a course or withdraws from the University for medical reasons or other acceptable major causes after the penalty date (last date to receive a W), the grade of W may still be assigned.

This form must be returned by the Office of the Associate Dean to the Office of the Campus Records Officer for processing.

Student Name:	
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Student ID:	
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Term & Year:	
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This request is made for the following course(s):

Department	Course Number	Section	Part of Term	Instructor's Name

1. I have been provided with a copy of the USC Lancaster policy regarding requests for course withdrawal due to hardship.
2. I have attached to this form a letter explaining the reason for this request and have included any relevant documentation for consideration by the Dean and/or Committee.
3. I understand that if I received financial aid for this term, I am responsible for contacting the Office of Financial Aid & Scholarships regarding this request.
4. I understand that if I make any fraudulent or misleading claims regarding this request, I may be charged under the USC Lancaster Code of Student Conduct and my withdrawal request will be denied.

Student's Signature:	
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Approved	Disapproved		
		Dean's Signature	Date

If Approved, Effective Date of Withdrawal:	
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Motion seconded by N. Lawrence.

Discussion. Motion to suspend rules (Bundrick). Seconded by Cox.

Motion to suspend rules passes.

Discussion and clarification: Two-year deadline is from end of semester.

Yingst moves to amend to specify that end of the semester is the exam day for the relevant course.

Yingst withdraws motion.

Cox motion to change current policy to include two-year deadline passes. Standing vote in favor: 13-10.

2. Hammond for Evaluation Committee. Pre-motion on timetable for peer review. Show of hands favoring version of timetable motion with “required” language.

Yingst moves to insert language about not penalizing faculty for choosing less-frequent review option.

Yingst motion passes.

Discussion about purpose and value of timetable change and rationale for five-year timeline for instructors. Hammond: vote on substantive motion in December.

SPECIAL ORDERS

Announcement of and congratulations to the following:

Duffy Award campus nominee: Li Cai

Plyler Award campus nominee: Fernanda Burke

Shaw Award campus nominee: Liz Easley

Nominations and election for replacement USC Lancaster member, Palmetto College Campuses Grievance Committee. Penuel self-nomination. Motion to nominate by acclamation (Rutledge). Motion passes.

ANNOUNCEMENTS

Rutledge: presentations on response to active shooters

Criswell: National American Indian events

Rutledge: possible workshop on handling disturbances in classroom

Castiglia: Boy Scout merit badge event

Bohonak: Computer Science search committee meeting immediately after faculty meeting

ADJOURNMENT: 2:21 PM

Submitted by Suzanne Penuel, Faculty Organization Secretary. Faculty chair: Lisa Hammond



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

Report to the Faculty Organization of USC Lancaster
November 2, 2018

People

Enrollment

We have 1523 students (headcount) registered for Fall 2018. This is our Fall 2018 enrollment freeze number. The decline over Fall 2017 is in the category of dual credit students. The new freshman headcount and the BOL/BLS headcount are both up over last fall. We are currently serving 118 BOL/BLS students and 49 BSN students. Recall that these last numbers do not officially count in our campus enrollment numbers.

Athletics

Fall sports have concluded competition.

On Saturday, Nov. 10, the baseball program will be hosting an alumni game beginning at noon.

Faculty/Staff

We welcome the following staff member to USC Lancaster:

Our new student life director, Karlee Christian, began her duties yesterday, November 1. Please welcome Karlee back to USCL as she was a student here just a few years ago.

New positions: In addition to computer science and sociology faculty searches that are in progress, we have submitted requests to Palmetto College to hire for faculty positions in biology/chemistry, in physics, and in psychology.

Congratulations to the following faculty members for their respective accomplishments:

Dr. Bettie Obi Johnson and **Prof. Jill Castiglia** received a Horizon Grant for lab support and enhancements to the chemistry program at Andrew Jackson High School in Spring 2019.

Budget and Finance

Salary and Compensation: UPDATE: This committee has held its first meeting. Committee members met 2 weeks ago to begin their work. Representatives serving on the committee from USCL include Dr. Ernest Jenkins and Mr. Buddy Faile. Last month, the Chancellor announced the appointment of USC Palmetto College Campuses 2018-19 Salary Study Steering Committee. The committee will be responsible for making recommendations on the allocation of the funds committed for salary increases this year and help develop a plan in conjunction with the new Palmetto College Campuses Strategic Plan that is currently being developed, Focus Carolina 2023. I have provided the list of committee members at the end of my report which represents a diverse and representative team, with two members from each campus to represent key stakeholders from the Faculty Senate and the Senate Welfare Committee, along with various staff members including a Staff Organization Chair and leaders in Finance and Human Resources, since those two areas are integrally involved with salaries. Dr. Lloyd Dawe, Director of Institutional Effectiveness, from USC Aiken has been hired by the Chancellor to facilitate the

process. Dr. Dawe has vast knowledge and experience in efforts such as this, both at USC Aiken and in previous positions. He is a neutral party who has no previous ties to Palmetto College in any way. The work of the committee will be done between October 2018 - April 2019, with three to four meetings in Columbia and via videoconference, along with electronic correspondence between meetings. I will keep you up to date as we go through this process.

Facilities

Buddy Faile and I met with the facilities project coordinator earlier this week to begin the process of planning for expending FY 2019 deferred maintenance funds on the anticipated USCL projects in Gregory, Hubbard, and Bradley as well as the parking lot from Starr, across in front of Hubbard, and over to the maintenance building.

If you notice facilities issues that need to be addressed, please report them to Butch Lucas or to me.

Other items...

- Dr. Cox, the Division Chairs and I have met once regarding **the senior instructor policy**, but we are seeking further clarification on some wording of the policy. Once we have some of these questions answered, the discussion will come back before the faculty.
- The next **Lunch and Learn at the NASC** is November 16 at noon. Topic: “To Keep the Indians in Awe’: The Conundrum of Cherokee Violence during the California Gold Rush.” by Dr. Rose Stremlau of Davidson College.
- The **Town-Gown Advisory Council** held its second meeting on Thursday, November 1.
- **The Lancaster Players’ production of *Clue*** will be presented on November 16-18, 2018 in Stevens Theatre.
- **USC Lancaster Research and Productive Scholarship Grant applications** will be due by 5:00 p.m. on Friday, November 30, 2018.
- The **holiday luncheon** for all USCL employees will be held on Monday, December 10, noon to 2:00 in the Arnold Room. More information to come.
- Please send any **calendar items** (activities/events) to Ms. Elaine Connor for posting on our campus/PC calendar. To view the calendar pages, click on the link in the top right section of the main page of our website.
- Thank you to the members of the ***ad hoc* 60th Anniversary Committee** which is planning the events and activities associated with USC Lancaster’s 60th Anniversary Celebration to take place during the 2019-2020 academic year. If you have ideas about ways to mark our anniversary next year, please be in touch. Your input is welcome. Committee members include: Walter Collins, Ron Cox, Michelle Mellichamp, Shana Dry, Buddy Faile, Justin Pearson, Brittany Taylor-Driggers, Tyrie Rowell, Matt Williamson, and Brent Burgin. The committee will meet again on Nov. 13th.
- Funding was allocated to the USC system in the FY19 budget to hire a **Palmetto College-wide safety and security coordinator**. The position will report to the USC Police Department and will be based in Columbia but will work exclusively with the four PC campuses on security and law enforcement matters and concerns. The PC Deans had a chance to meet and interview the finalists at a recent meeting in Columbia, and the announcement of the new coordinator will be shared soon.



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

REPORT TO THE FACULTY
02 November, A.D. 2018

COURSE SYLLABI AND OFFICE HOURS. If you are teaching a FALL II course and have not yet done so, please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. For Information about what needs to be included, see the CTE's "Teaching Resources" page online at http://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/index.php.

CAROLINA CORE. The Carolina Core Committee is scheduled to hold its next meeting on Tuesday, November 13 at USC Columbia. The focus continues to be assessment and the refining of learning outcomes into broader (but more manageable) categories.

FACULTY SEARCHES:

- A) Computer Science – The committee has continued to review applicants and we will be sending credentials for potential finalists to the CSCE department for initial review.
- B) Sociology – The committee has identified three finalists who have been initially reviewed by the SOCY department. Campus visits and teaching presentations are being scheduled.
- C) Other potential searches for faculty (to begin in 2019-2020) will be in the areas of BIOL/CHEM, PHYS, and PSYC. We are awaiting approval to commence with these searches, based on the recommendations of the faculty hiring priorities committee.

OTHER SEARCHES: Please join me in welcoming Ms. Karlee Christian, who assumed the Director of Student Life's position on November 01. Thank you to the search committee for its diligent work.

COURSE EVALUATIONS. Our office is working on the traditional paper course evaluations, and they should be distributed sometime around Monday, November 26. The online evaluations will be activated at the same time, and will close the last day of classes (Friday, December 07).

For those using online evaluations, your students should still receive periodic e-mail reminders, but I encourage you to make announcements regularly in class as well during the period in which the evaluations are available.

FINAL EXAM SCHEDULE. The final exam schedule for courses offered in FALL 2018 (16-week and 2nd 8 week sessions) is online at:

https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/academic_student_affairs/exam_schedules/final_exam_schedule_fall.pdf

Please remember that all final exams must be given on the assigned date and time unless permission has been received from the Office of Academic & Student Affairs to administer them at different days/times.

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.**

In any course or laboratory which meets more than three times per week, **no quiz, test, or examination may be given during the last three class meetings prior to the regular examination period.** Self-paced courses are exempt from this regulation.

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, and may complete the course under the conditions specified by the instructor in the "Assignment of Incomplete Grade" form. Re-examinations for the purpose of removing an F or raising a grade are not permitted.

FINAL GRADES for FALL 2018 (both 16 week and Fall II courses) **must be submitted no later than 9:00 a.m. on Tuesday, December 18 (unless this is altered by the Registrar's Office – which is a distinct possibility)**. Remember that Blackboard and Self-Service Carolina will probably be taken off-line after this time as USC Columbia does its end-of-semester processing.

I cannot stress enough how important it is that 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.

OVERLOAD NOTIFICATION & COMPENSATION. The Division Chairs and I met with Dr. Collins and with HR Director Tracey Mobley-Chavous on Tuesday, October 30, to discuss the impending effect of HR/Salary Admin's move to PeopleSoft. While most everything is subject to change (sometimes without notice), here's what I think I understand:

- Overload compensation reports go through about nine different steps (on this campus and at USC Columbia) before a faculty member can actually get paid.
- In order to try to make the process more efficient and to ensure timely payment of overload stipends to the faculty, we will need to observe the following deadlines:
 - For FALL semester, the overload list (including faculty member name, course information, etc.) must be received by the USCL Human Resources office no later than the first Monday in August.
 - For the SPRING semester, the overload list and all required information must be received in the USCL HR Office no later than the first Monday in December.
 - For summer sessions (not technically overloads, but the process for getting faculty paid is similar), the list and required information must be received three weeks prior to the first class meeting (for each session)
- So when your division chair asks for your overload schedule for a semester, it is extremely important that you respond promptly.

- The “magic” number for an overload or summer course to make is still THREE registered/paid students. However, when the initial list is received (by the early deadline date), only those courses with FIVE or more students registered will be sent forward.
- Faculty whose paperwork is not forwarded at this time will be notified by e-mail that their payment may be delayed.
- Division Chairs and the Office of Academic & Student Affairs will monitor enrollments in the remaining courses, up until the last day for a student to add classes. At that point, the paperwork for courses with 3 or more enrolled students will be forwarded and processed (but it is highly unlikely that the faculty member would receive payment on the first payday of the term). All remaining courses will be canceled (unless the faculty member has requested this at an earlier point in the process.)
- The Summer Schedule, as it will run in 2019, will go as such:

Session	Starting & Ending Dates	Pay Issued On
A	5/13 – 6/05	May 15 May 31 June 15
B	6/10 – 7/01	June 15 June 30 July 15
C	7/08 – 8/02	July 15 July 31 August 15
D	5/13 – 7/03	May 15 May 31 June 15 June 30 July 15
E	6/10 – 8/01	June 15 June 30 July 15 July 31 August 15

The number of paydays for each session is determined by the starting and ending date of the session. These dates listed above apply to USC Lancaster classes only. Faculty teaching PC courses (which use a different calendar) may have overlapping time periods.

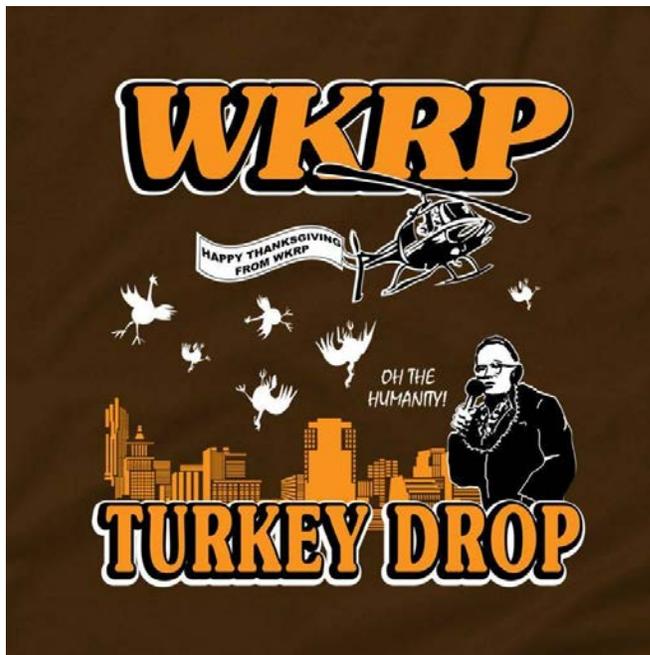
THANK YOU to all who participated in the Olde English Junior Scholars Day (October 18). We hosted around 75 of the area's best and brightest, and I received nothing but compliments from Consortium members about the campus, and how impressed they were with the folks we have working here – faculty, staff, and administration.

CONGRATULATIONS

- To Professor Brent Burgin, who has been honored and recognized by the SC Archival Association through the establishment of “The Brent Burgin Endowment,” a fund designed to help new archivists learn their craft.
- To Dr. Stephen Criswell, who has been awarded a \$3000 “Virtual Environments” grant from the Center for Teaching Excellence. The grants are designed to invest in faculty who integrate virtual environments technologies into their courses through innovative pedagogical methods.

UPCOMING EVENTS:

- November 06 – Election Day; no classes but offices are open
- November 07 – USCL Scholarship Luncheon @ noon in the Arnold Multipurpose Room
- November 09 – PC Faculty Senate Meets @ USC Salkehatchie (Allendale)
- November 10 – Fall Open House at USC Lancaster; 9 AM – 12 noon
- November 21-23 – Thanksgiving break; no classes on 11/21; campus closed 11/22 and 11/23



“As God is my witness, I thought turkeys could fly.” – Arthur Carlson, general manager, WKRP Radio, 11/22/1978

**Academic Success Center Report
For November 2, 2018 Faculty Meeting
Submitted by Dana Lawrence**

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

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!

FALL 2018

	August 2017	August 2018	Sept. 2017	Sept. 2018	Oct. 2017	Oct. 2018	Nov. 2017	Nov. 2018	Dec. 2017	Dec. 2018
Number of Tutors	7	9	8	9	10	9				
Total Number of Sessions	17	24	142	111	172	139				
Tutoring Sessions/Day (avg)	3.4 (5 operating days)	4.8 (5 operating days)	10.1 (14 operating days)	7.4 (15 operating days)	9.6 (18 operating days)	7.7 (18 operating days)				
Tutoring Sessions/Tutor (avg)	2.4	2.7	17.8	12.3	17.2	15.4				
# of tutor hours per week	77	85	85	85	96	85				
Appointment	9	24	120	98	156	128				
Drop-in	8	0	22	13	16	11				

Tutoring Sessions by Area

	August 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018
Accounting	0	0	0		
Biology	0	7	10		
Chemistry	0	6	7		
Computer Science	1	4	11		
French	0	0	1		
Management	0	0	0		
Math/PCAM 105	18	54	64		
Spanish	1	9	2		
Statistics	2	2	2		
Writing	2 <ul style="list-style-type: none"> • CRJU: 1 • ENGL: 1 	29 <ul style="list-style-type: none"> • AFAM: 3 • ENGL: 18 • PALM: 3 • PHIL: 1 • SPCH: 1 • UNIV: 1 • Other: 2 	42 <ul style="list-style-type: none"> • AFAM: 9 • ENGL: 22 • HPEB: 1 • PALM: 4 • PHIL: 1 • PSYC: 1 • Other: 4 		
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0		
TOTAL # OF SESSIONS:	24	111			

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	13	4	1	0	18
# of individual students (SEPT)	27	10	9	3	49
# of individual students (OCT)	40	11	13	3	67
# of individual students (NOV/DEC)					

FROM: Tracey Mobley Chavous, PHR - Director of Human Resources
MEETING: Faculty Organization Meeting- November 2, 2018
DATE: November 1, 2018
ATTACHMENTS: 1

INFORMATION ITEMS:

- 1) Please consider donating annual and sick leave time to the USC Leave Pool. The leave pool is used by USC employees who need additional leave due to unforeseen and/or emergency circumstances. Leave must be donated no later than December 3, 2018. You may request to donate sick or annual leave to an employee on any USC campus, however your request is subject to approval. You will be notified of the approval or denial of your request to transfer leave to a specific employee by the University of South Carolina Benefits Department.

You may donate your annual and/or sick leave in one of three ways:

A) You may complete the needed form online by going to http://sc.edu/about/offices_and_divisions/human_resources/toolbox/ electing Time Away from Work under the Benefits Heading and choosing Leave Donation Request (P-71). Print, Complete, and Sign the form and deliver it to the Human Resources Department campus mailbox or office.

B) Print, Complete, Sign and return the attached Leave Donation Request (P-71) to the Human Resources Department campus mailbox or office.

C) Come to the Human Resources Department (Hubbard Hall 118) to complete the Leave Donation Request (P-71) form.

Remember the maximum number of annual leave days that may be carried forward to a new calendar year is 45 (337.5 hours) and you must maintain at least 15 days of sick leave (112.5 hours) after making a sick leave donation.

- 2) Please remember to complete your Illegal Discrimination and Harassment Training. The training must be completed by December 15, 2018. The training is designed to educate the Carolina community about issues related to Title IX, which prohibits sex discrimination (including sexual harassment and assault) in education programs or activities that receive federal funding.

Illegal Discrimination and Harassment training, including follow-up videos on How to File Complaints and Am I a Mandatory Reporter is mandatory.

Diversity and inclusion training and Clery training is recommended.

For more information about the Harassment and Discrimination Prevention Training and to access the link for the training please view the Training FAQs on the Office of Equal Opportunity Programs website.

https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/faculty_staff_training/index.php

- 3) The NEW Go Live date for Phase I of a significant change to Human Resources and Payroll processes is April 1, 2019. Phase I includes Human Resources, Payroll, Benefits and associated Self-Service functions. For additional information please view Frequently Asked Questions at:

https://www.sc.edu/about/offices_and_divisions/human_resources_and_payroll_project/internal/index.php

- 4) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student and temporary employees for the Spring semester if necessary. Submitting these prior to the December/Christmas Holiday break is most helpful.
- 5) The University of South Carolina recognizes November 22 and November 23, 2018 as holidays in honor of Thanksgiving.

The December/Christmas Holiday begins on December 24, 2018 and ends on January 1, 2019.

Please be sure that student and temporary employees do not report working hours in the ITAMS system on the dates mentioned above unless they actually work.

Campus will officially reopen on January 2, 2019.

Reset Form



USC System Leave Transfer Pool Leave Donation Request

Instructions and Guidelines	
<p>Employees should complete the top portion of this form and submit it to the Human Resources' Benefits Office. Please refer to the following guidelines or HR Policy 1.10 for more information.</p> <ol style="list-style-type: none"> 1) Any donations to the Leave Pool must be made prior to the established deadline in December each calendar year. 2) No more than one-half of the sick or annual leave earned during a calendar year may be donated during the calendar year. 3) Employees must maintain at least 15 days of sick leave after making a sick leave donation. 4) July 1, 2017 – June 30, 2018, employees may request to designate leave to a specific employee (subject to approval). 5) After leave is transferred, it may not be returned or restored to the donor. 	
To Be Completed by Employee	
Name (Last, First, Middle):	
SSN:	Department Name:
Department Number:	Campus:
I wish to donate _____ hours of annual leave.	I wish to donate _____ hours of sick leave.
If you are donating leave to a specific employee, please list the employee's full name:	
I am scheduled to work _____ hours a day, _____ days a week, _____ months a year.	
Faculty <input type="radio"/> Staff <input type="radio"/>	
Employee Signature:	Date:
To Be Completed by Human Resources/Payroll	
Class/Slot:	Hourly Rate:
Leave Balance Prior to Donation: Annual: _____ Sick: _____	
Leave Balance After Donation: Annual: _____ Sick: _____	
If donating sick leave, is the donor left with 15 days of sick leave balance? Yes <input type="radio"/> No <input type="radio"/>	
Is leave allowed to be designated to a specific employee? Yes <input type="radio"/> No <input type="radio"/>	
Donation: <input type="radio"/> Approved <input type="radio"/> Disapproved	
Reason: <input type="radio"/> Error in Completing the Form <input type="radio"/> Insufficient Leave <input type="radio"/> Other	
Comments:	
Division of Human Resources Signature:	Date:
Route to: Payroll, Human Resources, Employee, Campus/Department	



A Palmetto College Campus

Student Engagement and Success

Laura Carnes

126 Starr Hall

803-313-7120

humphrlb@mailbox.sc.edu

Retention

I am currently working through a strategic plan with Mickey Baines at Kennedy and Company to enhance retention efforts which will require revamping and rethinking a few processes we currently have in place. Additionally, I will be attending the National Symposium on Student Retention.

Advising

Advisement is now open for Spring 2019. We have identified the following pattern in our Spring continuing students:

26% register before Thanksgiving break

15% register after Thanksgiving but before grades are posted

54% register after grades are posted

5% register last minute (after holiday break)

*We are attempting to survey a small number of students to determine why they are choosing to register during these time frames.

Our goal is to move the majority of these registrations to before Thanksgiving or between Thanksgiving and grades. To do so, we have planned to following for this semester.

1. A text message was sent to students enrolled in Fall 2018 who had mobile numbers associated with their SSC accounts.
2. #sockswag campaign. Students may register for classes, print out their schedule, bring it to Starr 126, and receive a pair of USCL socks.
3. After hours walk in advisement in Starr Hall 126 from 5-7 pm on November 12, 13, 14, 15. No appointment necessary.
4. December 6 registration lunch. On December 6, we will provide lunch to all students who print off a valid Spring 2019 schedule. The lunch will be the student center. Summer Harmon and I will be on site registering students who have not been registered by this date

Off Site Testing Procedures

Non-USC students needing an exam proctored are now required to pay a \$30.00 fee. We are working with the business office to have the payment set up online. Students may also register online, at time of payment, for their exam date and time. The testing center is located in Starr 125.

University of Possibilities

A.R. Rucker will be on campus November 30 for their University of Possibilities visit on November 30. I will be reaching out to individuals to see if they are able to help us host the 6th graders. Additionally, if you would like to be part of the experience on that date, let me know.

Travel Study

Students interested in this year's travel study program should contact Drs. Sarah Sellhorst or Liz Easley. The trip will be in Summer 2019 to Germany as part of the World Congress on Undergraduate Research.

Welcome Ms. Karlee Christian:

Director, Student Life: She will be located in Starr Hall 123 (beside the bookstore). Drop in and say hello. She joins us from Copper Mountain Community College and is a BOL graduate from USCL.

OSP (Opportunity Scholars Program) Project Coordinator: Phone interviews scheduled.

UP (Upward Bound) Administrative Assistant: Phone interviews scheduled.

Upward Bound Cultural/Career Specialist: A search will be conducted as soon as all paperwork has been submitted to Human Resources.

Disability Services:

As a reminder, please be sure all videos are closed captioned for the deaf and hearing impaired. If you need assistance converting or transcribing, please let Ms. Annette Horton know. Some videos can now be found on YouTube with closed captioning.

Student Life

PAL Applications: Now available online; due December 10 in the Student Life office; Interviews are December 19.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

USC Connect Database Entry Form

RETURN COMPLETED FORM TO LAURA CARNES – humphrlb@email.sc.edu

Title of the Activity:

Web Link (if applicable):

Description of the Activity:

Expiration Date:

Type of Opportunity (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Community/Service Engagement | <input type="checkbox"/> International/Domestic Experience |
| <input type="checkbox"/> Internships or Professional Experience | |
| <input type="checkbox"/> Research/Inquiry | <input type="checkbox"/> Leadership Development and Experience |
| <input type="checkbox"/> Student Organization | |
| <input type="checkbox"/> Diversity/Social Advocacy | <input type="checkbox"/> Integrative Learning |

When will the activity occur?

Participation Instructions:

Contact Email Address:

Contact Phone:

Medford Library

FACULTY MEETING REPORT NOVEMBER 2, 2018

SERVICE STATISTICS AND PROGRAMS

- **5,843** unique visits
- Processed **5** Interlibrary borrowing requests
- Processed **12** Interlibrary loan lending requests
- Fulfilled **32** PASCAL Delivers borrowing requests
- Fulfilled **26** PASCAL Delivers lending requests
- **66** Community computer uses
- **12** Conference Room reservations
- **160** Study Room Reservations
- **10** Computer Lab Reservations
- Answered **23** reference questions (*recorded)
- Hosted Continental Medford Exhibit Series, “Asia” (all month)
- Hosted Data Equity Walk event (October 29; faculty: Prof. Lauren Thomas)
- Hosted “Dia de Los Muertos” event (October 31)

CIRCULATION STATISTICS

- **209** General collection items circulated
- **9** New Books circulated
- **51** reserve items circulated
- **11** Juvenile Collection items circulated
- **7** AV items circulated
- **4** Special Collection items circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **114** New books processed

UPCOMING or ONGOING PROGRAMS & SERVICES

- **October 2017 - March 2018:** Pop-Up Tea Shop, 10A – 7P Monday – Thursday.
- **November 1- 30:** Continental Medford Exhibit Series, “South America”
- **Pop Up Tabletop Games:** follow @usclmedford on Instagram for date and time
- **December 3 – 7:** Study Snacks

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

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

PUBLISHED DURING THE FALL? LET US KNOW SO WE CAN BUY YOUR BOOK:

- Contact Rebecca Freeman x67062; rfreeman@mailbox.sc.edu

PRESENTED LATELY? PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:

- Submit your content here: <http://bit.ly/2hueZlh>
- Contact Kaetrena Davis Kendrick, x67061; kaetrena@mailbox.sc.edu

HELPFUL LINKS:

- Is the Computer Lab available: <http://bit.ly/2zXsVv1>
- Request Library Instruction: <http://bit.ly/2h1Twjr>
- 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 Library conference room : <http://bit.ly/2xLdMwj>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/2ymm6Xm>

Native American Studies Faculty Organization November Meeting Report

Artist-In –Residence Beckee Garris will be demonstrating her work Nov. 9th, 10th, 16th, 17th, and 30th at the NAS Center.

December 1st, the Center will host an art and crafts sale in conjunction with the city's holiday events. Catawba potters and other Native American artists will be on hand to sell and display their work.

Nov. 16th's Lunch and Learn Speaker will be Dr. Rose Stremlau from Davidson College. She will be speaking on "The Conundrum of Cherokee Violence during the California Gold Rush. December's speaker will be our own Prof. Chris Judge.

Please join us at the Catawba Reservation's Fall Harvest Fest Nov. 17th and/or the Charlotte History Museum's Family day on Nov. 18th.

The SC Archival Association has honored our colleague by creating the Brent Burgin Endowment to support archivists who are new to the field acquire professional resources.

Work created by students from the NAS-supported travel study this past may will be on display this month at the Springs House downtown.

NAS faculty will be teaching a number of Native American Studies-related courses in Spring and Summer 2019. We would be grateful for any help with recruiting students for these classes.