

Faculty Meeting Minutes

April 3, 2020

PRESENT: Mark Ammons, Shemsi Alhaddad, Adam Biggs, Brooke Bauer, Albert Blackmon, Chris Bundrick, Brent Burgin, Fernanda Burke, Li Cai, Andrea Campbell, Jill Castiglia, Mark Coe, Walter Collins, Stephen Criswell, Susan Cruise, Deborah Cureton, Todd Day, Annette Duker-Golonka, Pam Ellis, Courtney Catledge, Liz Easley, Stan Emanuel, Blake Faulkenberry, Rebecca Freeman, Lisa Hammond, Darris Hassell, Kate Holland, Jason Holt, Chris Judge, Kaetrena Kendrick, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Bettie Obi-Johnson, Sandra Ovalles, Allan Pangburn, Leigh Pate, Suzanne Penuel, Kim ?, David Roberts, John Rutledge, Ann Scott, Peter Seipel, Sarah Sellhorst, Mike Sherrill, Nahid Swails, Brittany Taylor-Driggers, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst

ABSENT: Marybeth Berry, Noni Bohonak, Dwayne Brown, Steven Campbell, Jerry Currence, Garane Garane, Claudia Heinemann-Priest, Ernest Jenkins, Howard Kingkade, Pernell Lewis, Phillip Parker, Babette Protz, Denise Roberts, Todd Scarlett, Suzette Taylor, Dick Van Hall, Kim ?

CALL TO ORDER: 1:00 PM. Hammond: Welcome and introduction to online meeting format.

CORRECTION/APPROVAL OF MINUTES: Previous minutes approved.

REPORTS OF OFFICERS

Dean of Campus—Collins [report starts page 13]. Greetings and thanks to all.

Summer school moved online for all sessions. Highlights of report: remember sc.edu Keep Teaching site. Covid-19 relief fund—initial report that our students can apply for the Columbia-based fund. When we get confirmation, point students there.

Spring 2020 enrollment increased 4% from spring 2019.

News of faculty accomplishments—Kendrick, Bauer.

Legislature voting on continuing resolution; expectation that legislative funding for us will be unchanged for next year. Caveat: another meeting in October may involve allocation changes. Allocation will be monthly or quarterly instead of lump sum.

Thirty-three people have been notified of salary changes based on salary study. Further changes will take place over five years.

Moon-Kelly: If summer classes make, how will contract communications work?

Collins: Electronically if possible. Watch email. Trying to reduce paperwork. Will send update, probably later this month.

Kendrick: Will online delivery involve complete campus closure?

Collins: Will try to find out.

N. Lawrence: Summer pay problems addressed?

Collins: As far as I know. If not, I need to know about that.

Collins: Again, thanks to everyone.

Interim Associate Dean—Cureton [report starts page 18]. Thanks to all.

Course evals will be online. Please send your syllabi; helps in emergencies.

Question: Is there a plan to disseminate pass-fail policy to students?

Answer: Yes.

Director of Academic Success Center—D. Lawrence [report starts page 19]. Sent report. Offering video tutoring now and this summer. If you want report copies, request through link. If you're already getting reports, that will continue without a new request.

REPORTS OF COMMITTEES

USC System Committees

Palmetto College Faculty Senate

Executive Committee—Hammond for Jenkins (in EC meeting): EC meeting will discuss plans for short remote senate meeting April 10.

Addressing question from previous USCL faculty meeting: revised PC Academic Advisory Committee will limit number of associate deans serving at one time to two. BLS and BOL program director will also serve. On newly proposed PC Policy, Advisory Committee, seven administrative members and eight non-administrative faculty members. Please email any questions about this to Ernest.

Rights and Responsibilities—P. Lawrence. We haven't met. Motion later today to continue discussion of transfer of tenure between campuses.

System Affairs—D. Lawrence. Developing centralized webpage for faculty/staff advising resources [draft online]. Advising worksheets being linked. Degree sheets for two-year, Palmetto, and non-Palmetto Columbia degrees.

Welfare—Seipel. No updates. Survey email sent out March 31.

Columbia Faculty Senate—Alhaddad [report starts page 29]. Report sent. Pass-fail policy: students will be able to choose after they get grades. Doesn't affect faculty grade reporting.

If you're teaching online in summer and course hasn't been approved for online delivery, submit copy of syllabus for unit chair (our academic dean). My understanding: the syllabi will be for reference, not for approval or denial.

Pangburn: Why pass-fail?

Alhaddad: To give students who did badly because not prepared for format they didn't choose not to have that problem affect g.p.a.

Students who choose pass-fail will have to talk to Financial Aid about how this affects them.

I emailed link to a searchable list of courses approved for online delivery.

Martek: How long will pass-fail option last?

Alhaddad: Just for spring.

Hammond: I think that's right; after spring, students will know what they're signing up for.

Biggs: Process for approving new online courses suspended for summer?

Alhaddad: No need to submit materials other than the syllabus; not an approval process.

Local committees

Welfare Committee—D. Lawrence. Sent out updated campus description [starts page 33]; several changes including mention of Indian Land campus, statistical updates, funding allocated for fiscal year 2020. Major revisions to library and theater sections by librarians and Marybeth.

Hammond: report has been circulating since February and people have weighed in; ruling this non-substantive. Objections? [*No objections.*] Since no objections, we'll vote on that later.

Tenure and Promotion Committee—Holland. Will probably have your FIFs out by April 30; will email your narrative. Figuring out how to get electronic signatures. Just an acknowledge of receipt, not agreement or disagreement.

Cruise: Will this year's T and P process be delayed?

Holland: No. FIFs are the last thing we do; other things are complete.

Collins: Campus-level T and P activity done before virus; Chancellor says process moving along as usual off campus.

Martek: Instructor peer review comments will also be out, I hope, before the end of the semester.

D. Lawrence: Walt, will notifications be emailed or snail-mailed?

Collins: Haven't heard about delivery method. We check campus mail every two or three days, so if we get hard copies, I'll make sure candidates know. Will also get answer to your question.

UNFINISHED BUSINESS

A. PCC Faculty Senate Rights and Responsibilities Committee Appendix Motion: Transfer of Tenure (below)

2.14.2020

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*

Palmetto College Campuses Faculty Senate

University of South Carolina

| | |
|--------------------------------|--|
| Brief Title of Proposed Change | Inclusion of New Subsection Referring to the Appendix Page for Transfer of Tenure and Rank for Palmetto Colleges Faculty |
| Committee Proposing Revision | Rights and Responsibilities |
| Date of Presentation to Senate | Feb 14, 2020 |
| Senate Approval Date | |

Rationale for Proposed Revisions

- To direct readers to the appendix section describing transfer of tenure and rank within Palmetto College Campuses.

Summary of Proposed Revisions

- Adding a new subsection to the PCC Manual directing the reader to the appendix section describing transfer of tenure and rank within Palmetto College Campuses.

Section and page numbers of the current *Manual* for proposed revisions

| Current | Proposed |
|---------|--|
| None | <p>Page 32</p> <p>Transfer of Tenure and Rank for Palmetto College Faculty</p> <p>An agreement for transfer of tenure and rank for Palmetto College Faculty, approved by all Palmetto College Faculty Organizations, can be found on appendix page XXX.</p> |

Transfer of Tenure and Rank for Palmetto College Faculty

The process described below has been approved by the Faculty Organizations of the Palmetto College Campuses.

Changes to this process require the approval of the Faculty Organizations of all of the Palmetto College Campuses.

Transfer of tenure and rank for Palmetto College Faculty may occur when:

- Faculty FTE request has been approved by the Chancellor’s Office the Palmetto College Regional Campus Dean is authorized to advertise the faculty FTE in print and online venues.
- Faculty position is posted in compliance with university academic, HR and EOP policies, procedures and diversity guidelines.
- Proper search has been conducted.
- Recruitment and selection of candidate has been completed, approved and the Palmetto College faculty member has signed the offer of employment letter.
- Faculty member’s tenure would automatically transfer to the new Palmetto College campus.
- Transfer of tenure only applies to Palmetto College faculty that were granted tenure and/or promotion through the Palmetto College Campuses tenure and promotion process.
- Tenure only resides at the campus to which it was transferred once the faculty member begins employment at another campus. Once the faculty member begins employment at another campus, it would not be feasible for them to be able to decide to return to their original campus of their own free will. They would have to in effect be “re-hired” (in the same way as outlined above) by the original campus.

**The language in this procedure has already been approved by Legal and Human Resources.

P. Lawrence: Document for *Faculty Manual*. Requirements that job has to be posted and applicant has to go through entire hiring process, and at end, tenure would be automatically transferred though with some levels of review. At last FO meeting, questions raised about whether this process was necessary and prudent. Initially way of adding limitations to entire process so tenure couldn't be transferred arbitrarily or against will of faculty member in question; list above intended to rein that in, but maybe additional concerns?

Cai: Motion only affects people who've gone through PC campuses T and P process. Not people from USC Beaufort, for example. Personally find this process advantageous and more convenient. No forced transfer.

Criswell: Move to postpone.

Alhaddad: Second.

Hammond starts online poll on motion to postpone. Faculty vote in favor of motion to postpone. Ayes: 30.

Hammond: Pat and Li, please bring this forward again in fall or have other committee reps do that.

B. Faculty Organization Executive Committee Bylaws Motion 1: Scholarships and Special Awards Committee, Membership Clarification

Proposed Revisions to the USCL Bylaws

USCL Faculty Organization

| | |
|--|---|
| Brief Title of Proposed Change | Change to membership of Scholarships and Special Awards Committee |
| Committee Proposing Revision | Executive Committee |
| Date of Presentation to Faculty Organization | 3/6/2020 |

Rationale for Proposed Revisions

- The current committee membership includes a student representative; however, FERPA prohibits the student representative’s access to scholarship applicants’ personal information. The elimination of the student representative reflects the current practice of the committee. Student representatives would still be eligible to be appointed to participate in committee interviews.

Section and page numbers of the current Bylaws for proposed revisions

| Current | Proposed |
|---|---|
| <p>SCHOLARSHIPS AND SPECIAL AWARDS COMMITTEE</p> <p><u>Membership:</u> Two representatives per division, Academic Dean, administrative appointments, and one student representative (usually the SGA president).</p> <p><u>Purpose:</u> <i>The Scholarships and Special Awards Committee selects scholarship recipients on the basis of criteria established by members of the committee. All prospective scholarship recipients are interviewed by the committee membership or by a special interview panel. The committee supports activities of the Development Officer designed to increase the amount of monies available. The committee also selects the members of Who’s Who and the recipients of certain other awards.</i></p> <p>(page 14)</p> | <p>SCHOLARSHIPS AND SPECIAL AWARDS COMMITTEE</p> <p><u>Membership:</u> Two representatives per division, Academic Dean, and administrative appointments. , and one student representative (usually the SGA president).</p> <p><u>Purpose:</u> <i>The Scholarships and Special Awards Committee selects scholarship recipients on the basis of criteria established by members of the committee. All prospective scholarship recipients are interviewed by the committee membership or by a special interview panel. The committee supports activities of the Development Officer designed to increase the amount of monies available. The committee also selects the members of Who’s Who and the recipients of certain other awards.</i></p> |

Hammond: Motion, as by-laws revision, requires two-thirds majority. Discussion? *[No discussion; poll posted.]*

Penuel: Two-thirds majority: 34 *[later corrected]*.

Hammond: No votes of no on poll, and we have a quorum; rule as passing.

B. Faculty Organization Executive Committee Bylaws Motion 2: Pro Tempore Chair Appointment Procedure

Proposed Revisions to the USCL Bylaws

USCL Faculty Organization

| | |
|--|--|
| Brief Title of Proposed Change | Addition of third in command to officers |
| Committee Proposing Revision | Executive Committee |
| Date of Presentation to Faculty Organization | 3/6/2020 |

Rationale for Proposed Revisions

- The intent for this change is to have an official contingency plan in the event that neither the chair nor the vice chair is able to preside over a meeting of the faculty organization.

Section and page numbers of the current Bylaws for proposed revisions

| Current | Proposed |
|---|---|
| <p>Article III Section 3. The Chairperson of the faculty organization presides at all regular and special meetings of the faculty. If the Chairperson becomes unable to serve, the Vice Chairperson shall assume the position pro-tempore. The Chairperson may appoint ad hoc committees as necessary. The Vice Chairperson is ex-officio Chairperson of the Welfare Committee. The Secretary shall see to it that the minutes are distributed no later than one week prior to the next regular meeting. (page 3)</p> | <p>Article III Section 3. The Chairperson of the faculty organization presides at all regular and special meetings of the faculty. If the Chairperson becomes unable to serve, the Vice Chairperson shall assume the position pro-tempore. <i>Should the Vice Chairperson be unable to serve, a member of the Executive Committee shall appoint a pro tempore Chairperson.</i> The Chairperson may appoint ad hoc committees as necessary. The Vice Chairperson is ex-officio Chairperson of the Welfare Committee. The Secretary shall see to it that the minutes are distributed no later than one week prior to the next regular meeting.</p> |

Hammond: Questions about motion? *[None; poll opened.]*

Motion passes.

B. Faculty Organization Executive Committee Bylaws Motion 3: Palmetto College Campuses Faculty Senate, Alternate Term of Service Clarification

Proposed Revisions to the USCL Bylaws
USCL Faculty Organization

| | |
|--|--|
| Brief Title of Proposed Change | Addition of term limit explanation to PCC Faculty Senate description |
| Committee Proposing Revision | Executive Committee |
| Date of Presentation to Faculty Organization | 3/6/2020 |

Rationale for Proposed Revisions

- Faculty elected as senators on Palmetto College Campuses Faculty Senate serve three-year terms (barring special circumstances). Senate alternates serve only one-year terms. Adding this language to the bylaws will eliminate confusion about term limits in the future.

Section and page numbers of the current Bylaws for proposed revisions

| Current | Proposed |
|---|---|
| <p>PALMETTO COLLEGE CAMPUSES FACULTY SENATE</p> <p><u>USCL Membership:</u> Elected by faculty for a term of three years, or until a successor is elected. The most current version of the <i>Palmetto College Campuses Faculty Manual</i> describes specific requirements for membership.</p> <p><u>Purpose:</u> <i>The Palmetto College Campuses Faculty Senate has authority to establish minimum educational standards for the Palmetto College Campuses, to include review and approval of any changes to the curriculum requirements for the common degrees awarded by the USC Palmetto College Campuses; it also has authority in matters pertaining to the conduct of faculty affairs, except where that authority has been specifically reserved for the Palmetto College Campus Faculties. These policies will be generally consistent with the educational policies and standards of the University and will differ only in meeting specific requirements of the Palmetto College Campuses.</i></p> <p>(page 13)</p> | <p>PALMETTO COLLEGE CAMPUSES FACULTY SENATE</p> <p><u>USCL Membership:</u> Elected by faculty for a term of three years, or until a successor is elected. Alternates are elected for a one-year term. The most current version of the <i>Palmetto College Campuses Faculty Manual</i> describes specific requirements for membership.</p> <p><u>Purpose:</u> <i>The Palmetto College Campuses Faculty Senate has authority to establish minimum educational standards for the Palmetto College Campuses, to include review and approval of any changes to the curriculum requirements for the common degrees awarded by the USC Palmetto College Campuses; it also has authority in matters pertaining to the conduct of faculty affairs, except where that authority has been specifically reserved for the Palmetto College Campus Faculties. These policies will be generally consistent with the educational policies and standards of the University and will differ only in meeting specific requirements of the Palmetto College Campuses.</i></p> |

Hammond: Discussion on this bylaws amendment? [None; poll opened.]

Motion passes.

Native American Studies Advisory Committee Motion: NASC Committee Membership

Proposed Revisions to the USCL Bylaws

USCL Faculty Organization

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|--|--------------------------------------|
| Brief Title of Proposed Change | Change description of NASC committee |
| Committee Proposing Revision | NAS Advisory Committee |
| Date of Presentation to Faculty Organization | 3/6/2020 |

Rationale for Proposed Revisions

- The intent for this change is to make the NASC committee open to more faculty. During a recent survey there were questions about how inclusive/exclusive NAS on campus was--proposing this change is a step toward addressing this concern/perception. Currently, most advisory committee faculty positions are held by NASC-affiliated faculty. The change in description will open those elected positions up to non-NASC-affiliated faculty, due to the additional allowed appointments.

Section and page numbers of the current Bylaws for proposed revisions

| Current | Proposed |
|---|---|
| <p>NATIVE AMERICAN STUDIES ADVISORY COMMITTEE</p> <p><u>Membership:</u> One representative per division, the Native American Studies Director and up to three of his or her appointments, and up to two administrative appointment(s).</p> <p><u>Purpose:</u> <i>Native American Studies Advisory Committee advises the Native American Studies Director.</i></p> <p>(page 13)</p> | <p>NATIVE AMERICAN STUDIES ADVISORY COMMITTEE</p> <p><u>Membership:</u> One representative per division, the Native American Studies Director and up to three of his or her appointments, and up to two administrative appointment(s). <i>With the approval of the Director, faculty teaching within the NAS cognate, and/or holding positions within the NAS Center can be added as ex-officio (non-voting advisory) members of the committee.</i></p> <p><u>Purpose:</u> <i>Native American Studies Advisory Committee advises the Native American Studies Director.</i></p> |

Taylor-Driggers: Questions? *[None; poll opened.]*

Motion passes.

NEW BUSINESS

Hammond: Welfare Committee motion to adopt revisions to campus description for external reviewers. Questions? [*None; poll opened.*]

Motion passes.

Hammond: We'll coordinate getting this to Jean Carrano for this year's tenure and promotion candidates.

SPECIAL ORDER

Hammond: **Elections.** Voting has closed. We'll hear results in meeting or by email. PC faculty senate nominee had to withdraw for fellowship; need another nominee. Self-nominations?

If no nominee, we'll be underrepresented.

Two volunteers, Cruise and Judge (*Judge withdraws*). Other nominees?

Accept slate by acclamation; leaves us with two alternates instead of three. Any other self-nominations? *Burke self-nominates.*

Burke accepted by acclamation. Elections concluded [results page 41-42].

Native American Studies—Judge. Greetings. Formally renaming Lunch and Learn Lecture Series at NAS to W. Brent Burgin Lunch and Learn Lecture Series in his honor. Will designate one lecture each year as the W. Brent Burgin Annual Lecture. Since January Carol Shute and I have co-chaired campaign to raise funds for annual lecture, stipend, travel, Kilburnie accommodations for speaker. As of yesterday Brent's friends, family, and colleagues have quietly raised more than \$10K—much love. Hope to endow fund before year's end. Brent, be thinking about whom you'd like to invite to first lecture.

Burgin: Don't know how to thank you; privileged to work with wonderful group. So glad to be here. Thank you; overwhelmed.

Hammond: Brent, you're a joy and treasure. You've given a wonderful gift to us with your series, and we love you.

Burgin: Love y'all too.

ANNOUNCEMENTS

Moon-Kelly: A cappella Facebook Live concert 3:00 April 19. Love to have you there.

Kendrick: Thanks for book recommendations; please send more. Audiobooks fine too. Take care.

Hammond: Thank you for community-building.

D. Lawrence: We can't do usual formal recognition, but I want to thank Lisa for her service as faculty chair. She always goes above and beyond to support her colleagues, but this has been especially true during this transition to online. She took on role of professional coordinator for this process. Thank you for all you've done, Lisa, and I hope we can do this more formally in September.

Hammond: Thank you. I would normally pass gavel. Dana, you've been a great vice-chair, especially in past couple of weeks. Suzanne, thank you for important work of documentation.

After this, Zoom gathering if you'd like to participate. Back to Dana.

D. Lawrence: Motion to adjourn from Pangburn; seconded.

D. Lawrence/Hammond: Bye.

ADJOURNMENT: 2:27 PM

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



Celebrating 60 years of Education and Service

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

Report to the Faculty Organization of USC Lancaster
April 3, 2020

Gratitude and Updates related to the arrival of COVID-19:

Please accept the expression of my deep and sincere appreciation for your responses and assistance with modifying how we conduct instruction and other campus business since the beginning of the spread of COVID-19 last month. Faculty and staff alike have risen to the occasion in transitioning to online learning and remote working. We have tried to be as human, flexible, and understanding as possible through all of the challenges associated with these modifications. I am grateful for the teamwork and mutual assistance I have witnessed throughout. The one thing in all of this that remains constant is change—things change by the hour and by the day. It is difficult to keep up with all of the continuous updates frankly, but this [weblink](#) leads to one of the best places to know the current status of things related to the University. The Palmetto College campuses are following the Columbia campus as far as closings and cancellations go.

In brief:

Current status as of the dissemination of this report—

Campus closed through the end of the Spring 2020 semester; instruction online, employees work remotely.

Commencement postponed until August 7-8, 2020 and in Columbia (remains tentative)

Summer 2020—decision has yet to be made. Will be made in Columbia for PC campuses

Our accrediting body, SACS-COC, has sent approval in writing to the University of South Carolina that gives permission for “...temporary relocations of instruction including relocation to distance learning” and “...issuance of Pass-Fail or non-pass grades.” The Columbia campus faculty senate was set to discuss the Pass/Fail option on Wednesday, April 1, 2020. Thank you to our USCL delegates and to **Dr. Shemsi Alhaddad** for your notes on that special called meeting in your report to this body emailed on April 1, 2020.

RESOURCES FOR TEACHING ONLINE: [Keep Teaching Website](#)

Other sources for updates from around the state and nation:

SC Commission on Higher Education: [https://www.che.sc.gov/HOME/Coronavirus\(COVID-19\)Information.aspx](https://www.che.sc.gov/HOME/Coronavirus(COVID-19)Information.aspx)

SC Office of the Governor (Executive Orders): <https://governor.sc.gov/executive-branch/executive-orders>

SC Department of Health and Environmental Control: <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19>

Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

We have participated in a webinar and have heard preliminary news about possible federal support through the **CARES Act** for colleges and universities including USC Lancaster. More will be shared as it becomes clearer how the campus might benefit.

Please remember that the university offers work-life balance and wellbeing support through our **Employee Assistance Program** (EAP). These services are especially helpful in times of adjustment. Mrs. Tracey Mobley-Chavous shared an email about this recently. Please see her message and visit the webpage to learn more.

In recent days, **we have been able to donate some PPE** (gloves, gowns, masks, etc.) from our science labs and nursing simulation lab to DHEC, MUSC Health: Lancaster Medical Center, and Rebound Behavioral Health. Thanks to Prof. Jill Castiglia, Prof. Denise Roberts, Dr. Courtney Catledge and Mr. Greg Parker for helping to organize and deliver these supplies.

Again, I appreciate immensely your solutions-oriented response to the challenges we have faced in recent weeks. Many of you helped your colleagues and your students through the necessary changes. Our students and community are the greatest beneficiary of your hard work and efforts. Please be in touch if you have questions or concerns, and best wishes for a smooth conclusion to the semester.

People

Enrollment

As of March 24, enrollment for Spring 2020 stands at 1414. This number represents our Spring 2020 enrollment freeze number which puts headcount enrollment up by 3.89% over Spring 2019. Thanks to all academic advisors for your help getting students registered for this semester. Advisement for Summer and Fall 2020 has already begun.

Searches underway:

Admissions recruiters (2)
Volleyball coach

Athletics: On March 16, 2020, Dr. Christopher Parker, president of the NJCAA which governs the athletics programs of junior colleges communicated the cancellation of all spring sports seasons. USC Lancaster baseball, with a record at the time of 19-4 (!) followed the directives of the association and suspended the 2020 spring baseball season. All spring 2020 athletes will be granted an additional year of eligibility. Please see the NJCAA website at <https://www.njcaa.org/general/2019-20/releases/20200316k2au00> for more information.

Congratulations to

Prof. Kaetrena Kendrick (Associate Librarian) who is scheduled to present a number of keynote and plenary sessions related to her areas of research and scholarship at various librarianship conferences in the coming months. They include:

- **Association of Christian Librarians Conference**—Keynote Speaker and Facilitator of Discussion Session
- **Acquisitions Conference**—Keynote Speaker
- **Joint Spring Conference of the Kentucky Library Association and the Special Library Association**—Keynote Address
- **LOEX Conference**—Plenary Speaker
- **State University of New York Librarians Association Conference**—Keynote Speaker

Dr. Brooke Bauer (history) as she was recently notified that she has been awarded the **Andrew W. Mellon Native American Scholars Initiative (NASI) Post-Doctoral Fellowship at the American Philosophical Society (APS)** in Philadelphia for next academic year. The NASI is a prestigious Mellon fellowship that is only open to Native American Scholars, and Dr. Bauer was the first and only scholar chosen for 2020-2021.

Dr. Lisa Hammond (2 years), Dr. Dana Lawrence (1 year), and Dr. Suzanne Penuel (2 years) for completing their service as our **Faculty Organization's Executive Committee**. Their work is appreciated always but especially during the advent of these recent trying and unprecedented times. Please accept my most sincere expression of gratitude for guiding and leading our Faculty Organization for the past two years. It has been a pleasure to work together in the spirit of shared governance and toward the betterment of our campus.

USC Lancaster in our Communities

Faculty and staff at the Native American Studies Center has decided to postpone the **15th annual Native American Studies Week—Native American Humor, Satire, and Parody**—until Fall 2020. More information forthcoming.

USC Lancaster's **Town Gown Advisory Council** has canceled our April visit to ArtFields in Lake City, SC.

An application for safe pedestrian crossings over the Highway 9 Bypass was submitted on March 23 to the **Lancaster County Capital Project Sales Tax Committee**. The project aims to provide funding for safer and better connections between our campus and the community.

The date for **Laps for Lancers 2020** has been postponed until October 3, 2020. More information will be forthcoming.

The Lancaster News published a special 32-page insert to commemorate the 60th Anniversary of USC Lancaster in their weekend edition on March 28, 2020. The piece is quite good, and we have extra copies for everyone who would like one.

Facilities and Finances

Expenditure of last fiscal year's deferred maintenance funding continues. Project updates:

- Replacement of solarium window system in the Gregory natatorium (construction commencement date is April 1 with substantial completion by July 30)
- Parking lot paving from Starr Hall around the east side of Hubbard (Spring/Summer 2020)
- Gregory roof replacement (Summer/Fall 2020)

While the campus has been closed we have been painting and freshening up some areas including the financial aid office and updating lighting and electrical at the NASC.

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

The **campus budget** is stable despite fluctuations in tuition revenue this year based on student types (new freshmen, transfer, dual credit, etc.). Again, we anticipate adding some to our carry forward by the end of the fiscal year. Thank you for your assistance helping us stay on budget in the last third of the fiscal year. The **Dean's Budget Advisory Group** will meet again in April.

Legislative Update: We have received notification of funding for fiscal year 2021 as it stands in the House budget. While this is a very preliminary look at what next year's allocation might be as the Senate is just beginning its work, USC Lancaster would receive \$999, 746 in recurring allocation toward general operating and \$3, 500, 000 for "maintenance, renovation, and replacement." **However, as you are probably aware, the budget has not moved forward to the Senate for consideration due to the spread of the Coronavirus. It remains unclear at this time how the state legislature will address the state budget for FY 21.**

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.
- Our traditional **May Commencement Ceremony here at USC Lancaster** has been postponed. As it stands right now, the Palmetto College campuses will be invited to participate in the Columbia Commencement tentatively scheduled for August 7 and 8, 2020. As you might imagine, the planning for this event is still in progress. More information as we learn about the plans.
- We have now implemented the first-year response to the **Palmetto College Salary Study**. Faculty and staff (about 33 individuals in first round) have been notified if increases in their salaries have been initiated for them. Please recall that this is a multi-year process with increases contingent on available funding and with the anticipation of others seeing increases in the coming years.
- Palmetto College is currently planning an expansion of **Palmetto Pathway**. In its pilot year in 2019-2020, students admitted to this gateway-type program were officially USC Lancaster students, but they were housed and taught in Columbia. This is a one-year (30-hour) program after which successful students then matriculate to a four-year program/ campus. **The expansion will mean a doubling of the enrollment from approximately 50 students to 100 students. The 100 spots are full at this time and there is a waiting list of around 70 students.**

- We look to expand offerings to some day class times at our **Indian Land Location** in Fall 2020. We are still coordinating with the school district on our permanent space for the Fall. Thank you to those who have agreed to offer courses at the location.
- With the encouragement of the USC College of Nursing we have begun exploration of the expansion of our **BSN degree program**. Currently we serve 24 students in the junior and 24 students in the senior cohorts. Over the next several years, we will be looking at increasing the upper division cohort numbers in accordance with state nursing board standards as well as enhancing and increasing the local support and resources needed for such an expansion. We anticipate that MUSC Health will eventually become more of a partner in this growth.
- The annual USC giving day—**Give for Garnet**—has been canceled.
- The **USC Lancaster theatre program's** spring presentation of **Noises Off!** has been canceled.
- The **Campus Master Plan Steering Committee** was presented a draft of the plan update on Thursday, February 6. The committee will see a second draft of the plan and meet virtually with Boudreaux to finalize the plan later in April. It will be presented to the entire campus soon.
- The **Sixtieth Anniversary Celebration Gala** has been postponed. We will announce a new date as soon as possible.
- Lancaster's annual **Give Local** event has been canceled, and in place of the crowdsourcing fundraiser of the past, the J. Marion Sims Foundation has organized Catawba Connect to raise funding for immediate local needs related to the spread of COVID-19. If you're interested in learning more or assisting, please follow this link: <https://www.givegab.com/campaigns/catawba-connect-covid-19-relief-fund-lancaster>

From the Office of Academic and Student Affairs
April 3, 2020
Faculty Organization Meeting

Due to prevailing conditions, all course evaluations will be distributed online.

Pam will send the dates the evaluations will go out and the closing dates to the faculty close to the time that they are due.

- It is important that faculty make students aware of the evaluation and remind them that they (the students) will need to use their University email.
- Pam offers to set up a response rate notification to notify each professor of the number of students who have completed the survey. This will allow the professor an opportunity to remind the students to complete the evaluation survey before it closes.

Many of you have probably forgotten to send us a copy of the syllabi for your classes. If you have not submitted yours, please do so expeditiously. Thank you!

A special thanks goes out to our librarians, Professors Kaetrena Kendrick and Rebecca Freeman, Dr. Lisa Hammond, Dr. Dana Lawrence, Professor Darris Hassell, and others I probably do not know of who immediately provided resources and offered support to help those who had to make the rapid transition to remote instruction.

President Caslen described all of you, the University faculty and staff, most eloquently in his letter to you yesterday. I will simply say that ***you are amazing!***

Dr. Cureton

Academic Success Center Report

For April 3, 2020 Faculty Meeting

Submitted by Dana Lawrence

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

NEW:

- Instructors who wish to receive copies of tutoring session reports will now receive a condensed version via email as soon as the report is entered (instead of in bulk). This reduces labor involved in scanning, emailing, etc., and ensures that instructors are notified in a timely manner. I have included a copy of an example email and example session report in the same email as this ASC report.
- If you would like to receive copies of your students' tutoring session reports, please fill out this (very short!) form: <https://tinyurl.com/ASCIstructorRequest>
- You can view an example of the new tutoring report here: <https://docs.google.com/document/d/1pSkp48fOaa4vhi0ut4cVGO9xU7N3uAJAYToh0gpNocE/edit?usp=sharing>
- Instructors who are already on our list include: Campbell, Carnes, Currence, Easley, Heinemann-Priest, Jenkins, D. Lawrence, P. Lawrence, Moon-Kelly, Pangburn, and Penuel.

Students can schedule tutoring appointments at the following link (please share with your students!):

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

Instructions for using the video tutoring system can be found here: <https://kvisit.com/PQ/-eQB>

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).

Spring 2020 (Post-Spring Break)

| | March 2019 | March 2020 | Apr. 2019 | April 2020 | May 2019 | May 2020 |
|--------------------------------------|-------------------------|-------------------------------|-------------------------|------------|------------------------|----------|
| Number of Tutors | 9 | Week 1: 2 Week 2: 4 | 9 | | 9 | |
| Total Number of Sessions | 112 | 13 Week 1: 2 Week 2: 11 | 173 | | 11 | |
| Tutoring Sessions/Day (avg) | 9.3 (12 operating days) | 2.2 (6 operating days) | 9.5 (18 operating days) | | 5.5 (2 operating days) | |
| Tutoring Sessions/Tutor (avg) | 12.4 | Week 1: 1 Week 2: 2.75 | 19 | | 1.2 | |
| # of tutor hours per week | 95 | Week 1: 36 Week 2: 54 | 95 | | 95 | |
| Appointment | 107 | 13 | 160 | | 10 | |
| Drop-in | 5 | n/a | 13 | | 1 | |

Tutoring Sessions by Area

| | MAR 2020 | APR 2020 | MAY 2020 |
|------------------------------|----------|----------|----------|
| Biology | 0 | | |
| Chemistry | 1 | | |
| Computer Science/MGSC | 11 | | |
| French | n/a | | |
| Italian | n/a | | |
| Math/PCAM 105 | 1 | | |
| NURS | 0 | | |
| Spanish | 0 | | |
| Statistics | 0 | | |
| Writing | 0 | | |
| Study Skills | 0 | | |

| | | |
|--|-----------|--|
| Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.) | 0 | |
| TOTAL # OF SESSIONS FOR MONTH: | 13 | |

Spring 2020 (Pre-Spring Break)

| | Jan 2019 | Jan 2020 | Feb 2019 | Feb 2020 | March 2019 | March 2020 |
|--------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| Number of Tutors | 7 | 8 | 7 | 9 | 9 | 9 |
| Total Number of Sessions | 50 | 38 | 123 | 100 | 112 | 31 |
| Tutoring Sessions/Day (avg) | 4.5 (11 operating days) | 3.5 (11 operating days) | 7.7 (16 operating days) | 6.3 (16 operating days) | 9.3 (12 operating days) | 7.8 (4 operating days) |
| Tutoring Sessions/Tutor (avg) | 7.1 | 4.75 | 17.5 | 11.1 | 12.4 | 3.4 |
| # of tutor hours per week | 78 | 79.5 | 78 | 75.5 | 95 | 75.5 |
| Appointment | 47 | 33 | 110 | 93 | 107 | 29 |
| Drop-in | 3 | 5 | 13 | 7 | 5 | 2 |

Tutoring Sessions by Area

| | JAN 2020 | FEB 2020 | MAR 2020 |
|--|--|--|--|
| Biology | 2 | 16 | 6 |
| Chemistry | 0 | 2 | 1 |
| Computer Science/MGSC | 10 | 16 | 5 |
| French | 0 | 0 | 0 |
| Italian | 1 | 1 | 0 |
| Math/PCAM 105 | 12 | 35 | 9 |
| NURS | 1 | 0 | 0 |
| Spanish | 1 | 3 | 2 |
| Statistics | 0 | 0 | 0 |
| Writing | 8 <ul style="list-style-type: none"> • ENGL: 1 • HIST: 1 • Other: 1 • PALM: 3 • POLI: 1 • SOCY: 1 | 22 <ul style="list-style-type: none"> • ENGL: 9 • HIST: 1 • MKTG: 1 • MUSC: 2 • PALM: 6 • PSYC: 3 | 7 <ul style="list-style-type: none"> • ENGL: 3 • HIST: 1 • NURS: 1 • PALM: 1 • PSYC: 1 |
| Study Skills | 3 <ul style="list-style-type: none"> • BIOL: 3 | 5 <ul style="list-style-type: none"> • BIOL: 4 • Gen: 1 | 1 <ul style="list-style-type: none"> • BIOL: 1 |
| Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.) | 0 | 0 | 0 |
| TOTAL # OF SESSIONS FOR MONTH: | 38 | 100 | 31 |

| | 1 visit | 2 visits | 3-5 visits | 6+ visits | Total |
|-------------------------------------|---------|----------|------------|-----------|-------|
| # of individual students (JAN) | 13 | 3 | 6 | 0 | 22 |
| # of individual students (FEB) | 21 | 6 | 12 | 3 | 42 |
| # of individual students (MAR) | | | | | |
| # of individual students (APR) | | | | | |
| # of individual students (MAY) | | | | | |
| # of individual students (Semester) | | | | | |

| # of student athletes (Spring 2020—though Mar. 5) (self-identified) | # of Trio Participants (Spring 2020— though Mar. 5) (self-identified) | # of Dual Enrollment Students (Spring 2020— though Mar. 5) (self-identified) |
|---|---|--|
| 5 | 23 | 6 |

FALL 2019

| | August 2018 | August 2019 | Sept. 2018 | Sept. 2019 | Oct. 2018 | Oct. 2019 | Nov. 2018 | Nov. 2019 | Dec. 2018 | Dec. 2019 |
|--------------------------------|------------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------------------|------------------------|
| Number of Tutors | 9 | 8 | 9 | 8 | 9 | 7 | 9 | 7 | 9 | 8 |
| Total Number of Sessions | 24 | 27 | 111 | 137 | 139 | 175 | 143 | 141 | 60 | 59 |
| Tutoring Sessions/Day (avg) | 4.8 (5 operating days) | 5.4 (5 operating days) | 7.4 (15 operating days) | 8.6 (16 operating days) | 7.7 (18 operating days) | 9.2 (19 operating days) | 9.5 (15 operating days) | 10.1 (14 operating days) | 7.5 (8 operating days) | 7.4 (8 operating days) |
| Tutoring Sessions/ Tutor (avg) | 2.7 | 3 | 12.3 | 17.1 | 15.4 | 25 | 15.8 | 20.1 | 6.6 | 7.4 |
| # of tutor hours per week | 85 | 68.5 | 85 | 68.5 | 85 | 70.5 | 85 | 70.5 | 85 | 76 |
| Appointment | 24 | 21 | 98 | 127 | 128 | 168 | 137 | 133 | 58 | 57 |
| Drop-in | 0 | 6 | 13 | 10 | 11 | 7 | 6 | 8 | 2 | 2 |

Tutoring Sessions by Area (Fall 2019)

| | August 2019 | Sept. 2019 | Oct. 2019 | Nov. 2019 | Dec. 2019 |
|--|---|--|---|---|--|
| Biology | 1 | 9 | 8 | 2 | 0 |
| Chemistry | 2 | 4 | 1 | 1 | 0 |
| Computer Science/MGSC | 9 | 24 | 58 | 37 | 12 |
| French | 0 | 1 | 1 | 2 | 1 |
| Italian | 0 | 2 | 2 | 0 | 0 |
| Math/PCAM 105 | 9 | 54 | 57 | 52 | 14 |
| Spanish | 0 | 2 | 3 | 3 | 2 |
| Statistics | 0 | 3 | 0 | N/A | 0 |
| Writing | 6 • ENGL: 1 • PALM: 2 • PUBH: 1 • MUSC: 1 • Other: 1 | 38 • ANTH: 3 • ENGL: 17 • PALM: 13 • PUBH: 1 • SOCY: 2 • SPCH: 2 | 45 • ANTH: 8 • ENGL: 16 • HIST: 1 • HPEB: 1 • MUSC: 3 • PALM: 15 • PHIL: 1 | 40 • ENGL: 15 • MGMT:3 • MUSC: 2 • NURS: 1 • PALM: 14 • PHIL: 2 • PSYC: 1 • SPCH: 2 | 24 • CRJU: 2 • ECON: 1 • ENGL: 1 • Other: 1 • PALM: 1 • POLI: 7 • PSYC: 1 |
| Study Skills | | | | 4 • ARTE: 2 • BIOL: 1 • HPEB: 1 | 6 • BIOL: 6 |
| Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.) | 0 | 0 | 0 | 0 | 0 |
| TOTAL # OF SESSIONS FOR MONTH: | 27 | 137 | 175 | 141 | 59 |

| | 1 visit | 2 visits | 3-5 visits | 6+ visits | Total |
|-------------------------------------|---------|----------|------------|-----------|-------|
| # of individual students (AUG) | 11 | 4 | 2 | 0 | 17 |
| # of individual students (SEPT) | 19 | 13 | 10 | 6 | 48 |
| # of individual students (OCT) | 25 | 10 | 15 | 7 | 57 |
| # of individual students (NOV) | 22 | 11 | 15 | 5 | 53 |
| # of individual students (DEC) | 25 | 6 | 4 | 1 | 36 |
| # of individual students (Semester) | | | | | 118 |

| # of student athletes (Fall 2019) (self-identified) | # of Trio Participants (Fall 2019) (self-identified) | # of Dual Enrollment Students (Fall 2019) (self-identified) |
|---|--|---|
| | | |

| | | |
|---|----|----|
| 9 | 37 | 14 |
|---|----|----|

FROM: Tracey Mobley Chavous, PHR -Director of Human Resources

MEETING: Faculty Organization

DATE: April 3, 2020

ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) If you are scheduled to teach a course during one of the 2020 Summer sessions, please be sure that your course appears on the Summer Schedule. If it does not or a correction needs to be made please share the information with your Division Chair so that it may be submitted to the Academic and Student Affairs Department and our Campus Registrar. Once it appears on the schedule the Academic Affairs Department will provide the Human Resources Department with a Compensation Report.
- 2) The total compensation that may be earned by a faculty member from state entities during the 2020 summer months (beginning May 16 and ending August 15, 2020) is 33.33% of the base salary. The percentage includes compensation for instruction and ECOM. ECOM includes compensation earned through grants and other duties not related to teaching during the summer months.

Please note: "There will be no exceptions to this percentage limitation for ECOM (Research). Exceptions to the percentage limitation for summer instruction require Provost or Vice Chancellor approval."

Any faculty member who expects to exceed the compensation cap of 33.33% of base salary should meet with Dr. Collins and Dr. Cureton prior to the start of the Summer session to ensure that either approval is obtained or arrangements are made for compensation to be equal to or less than the cap.

- 3) Any faculty member who needs to receive compensation from an internal or external grant source should complete a Personnel Request form and have Buddy Faile and Dr. Walt Collins approve it prior to it being forwarded to the Human Resources Department for processing.
- 4) Please remember to submit an approved Personnel Request Form to the Human Resources Department to request to hire or rehire student assistants or temporary employees during the summer months or for Fall 2020.

USC Lancaster Faculty Meeting

Campus Technology Update

April 3, 2020

Highlights

- **Information Technology Staff response to online/virtual instruction.** Faculty and Staff have received e-mails regarding the IT Department's operational response to the Covid-19 closure. The text from those e-mails is included in my report. This is working well and enables IT Staff to respond very quickly to students, faculty and staff. The IT Department will continue with this support model indefinitely.
- **Information Security during COVID19 closure.** Please review the e-mail sent 4/2/2020 about the Zoom Meeting App and website. Text from the e-mail is included in my report.
- **Faculty/Staff Office Computer upgrades and Windows 10 roll out (update).** We have 40 remaining Windows 10 upgrades, but we are having to pause due to the Covid-19 closure. We will complete the last 40 once the campus resumes normal business operation.
- **Bundy Auditorium lighting.** The work was completed Wednesday, March 11, 2020. Before the upgrade roughly 40 percent of the fixtures were lighting, as of March 11, 2020 it is at 99 % percent.

E-mail from 3/23/2020

Hello USC Lancaster Faculty and Staff,

Here are the options for students needing IT support with University e-mail, Blackboard and other applications.

Students can send an e-mail message to USCLTECH@MAILBOX.SC.EDU with a brief description of the issue and a call back number.

OR

Beginning tomorrow at 9:00 AM, Students can call 803-313-7122, Someone will be answering that number from 9:00AM to 3:30PM Monday through Thursday, 9:00AM to 12:00PM Fridays. All other times a Voicemail can be left and an IT Staff member will return those calls.

OR

Students can call the DoIT Service Desk at 803-777-1800. Service Desk Consultants can quick resolve e-mail access issues, Blackboard access, and issues with Network Usernames and Passwords.

E-mail from 3/27/2020

Hello USC Lancaster Faculty and Staff,

Please start using the uscltech@mailbox.sc.edu to e-mail your questions and requests for IT Department Services. E-mails sent to this address deliver to all of the Campus IT Staff and we can handle requests

much quicker if requests come to all of us. This will also enable IT staff to function better as a team and help us help everyone much quicker.

E-mail from 4/2/2020

Hello USC Lancaster Faculty and Staff,

If you are using Zoom to communicate and collaborate with colleagues and students, please take some time to read this article from computerweekly dot com website. There is now an increased security risk in using Zoom, due to amount of attention and use that Zoom is getting during the Covid19 Pandemic. If you opt to continue use of the Zoom service, please proceed with a high level of caution and make sure that you are not accessing one of the fake Zoom sites mentioned in the article below. Also, at this time continue to be suspicious of unsolicited e-mails that contain hyperlinks, request "account verification" or that ask for any of your login credentials be entered.

<https://www.computerweekly.com/news/252480806/Coronavirus-Warning-over-surge-in-Zoom-security-incidents>

The official word from the information security office is use of Zoom is not supported by the Division of IT. Officially supported/recommended platforms are listed here: https://www.sc.edu/about/offices_and_divisions/provost/academicpriorities/keepeteaching/index.php

Other security guidance for remote work is posted here: https://www.sc.edu/about/offices_and_divisions/division_of_information_technology/security/training/remote_working_security/index.php

Blake Faulkenberry

Director of Computer Services and Information Technology

Palmetto College Emergency Management Initiative

Prepared by John E. Rutledge, Ph.D.

FOCUS: To save lives and minimize impact on academics.

1. The Emergency Notification Infrastructure

a. Carolina Alert/ Lancer Alert

b. LYNX (Computer Alert System)

c. ALERTUS-Physical Siren

d. Traditional Email

e. Messenger alerts when time permits

Note: Overlap and redundancy are an important part of all these systems to ensure timely dissemination.

2. Emergency Management Program for Palmetto College (Mandated by Board of Trustees)

POC: Sgt Meg Cuttino, Palmetto College Emergency Management Coordinator

Calendar attached.

3. Focus on active shooter protocols

Further information available at the link below;

https://www.sc.edu/about/offices_and_divisions/law_enforcement_and_safety/emergency-procedures/active-shooter/index.php

We will be having live training based on the CRASE model later during this semester. The objective is to have all Faculty and Staff attend a live session.

As a general note there are several recognized responses e.g. run-hide-fight and avoid-deny-defend. The CRASE model uses the avoid-deny-defend sequence. CRASE (Civilian Response to Active Shooter Events).

4. Information on Coronavirus (2019-nCoV)

https://www.sc.edu/about/offices_and_divisions/student_health_services/about/news-publications/coronavirus.php

Columbia Senate Report

USCL Members Reporting to USCL Faculty Organization

Date of Report: April 3, 2020 Faculty Meeting

Dates of Columbia Senate Meeting: April 1, 2020 (special-called meeting)

General

This was a special-called meeting that was limited in scope.

- **Change in Pass/Fail and Grade Forgiveness Policies.** [The original proposal is available online at https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-04-01.steering_committee.pdf.](https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-04-01.steering_committee.pdf)

The following changes were approved during the meeting:

- The grade of SC was changed to S+.
- The pass/fail policy only applies to full Spring (16-week) courses and to Spring II (2nd 8-week) courses. It does not apply to Spring I (1st 8-week courses).

Other comments:

- Students who are interested in changing to the S+/S/U scale should contact their financial aid advisor to determine the impact of the change on their financial aid.

- Students can choose which classes they want for the new scale, and which they want to keep on the old scale.
- Students have until July 1, 2020 to make changes for Spring 2020.

➤ **Online Teaching**

The Committee on Instructional Development is simplifying the process for proposing courses for distributed learning (online, flipped, etc.) [The checklist is available online at https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-04-01.instructional_development_checklist.pdf](https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-04-01.instructional_development_checklist.pdf)

The committee also made a motion to allow instructors to teach online during the COVID 19 period, even if the courses haven't been formally approved for online teaching. Once the university goes back to a normal schedule, courses must be approved for distributed learning before they are taught in online (flipped, etc.). [The original motion is available online at https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-04-01.instructional_development_proposal.pdf](https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-04-01.instructional_development_proposal.pdf)

The following changes were made during the meeting:

- I forgot the exact wording, and the minutes aren't available yet, but "Maymester 2020 and/or summer 2020" was changed to something about COVID-19 because it's not clear that the university will be operating normally in the fall.
- During the COVID-19 period, faculty are *encouraged* (rather than expected or required) to work with the Center for Teaching Excellence and Office of Distributed Learning if they are teaching a course online that is not approved for distributed learning.

Other comments:

- During the COVID-19 period, faculty who teach classes that are not approved for distributed learning are required to send their syllabi to the Committee on Instructional Development through their unit head (our dean). This must be done before the first day of classes.

Curricula and Courses

[A public list of all proposed changes is available by following this link:](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php)

https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php

On that webpage, you may search or filter by status, course title/number, college/school, proponent or Carolina Core Learning Outcome. Each entry gives a detailed description of the proposed changes, justification, date it goes into effect, and the approval process.

The following is a summary of changes voted on in the November and December meetings.

- Change in Course:
 - None
- New Courses:
 - None
- Terminated Courses
 - None
- Change in Degree Program
 - None
- New Degree Programs
 - None
- Courses Approved for Distributed Learning Delivery
 - ACCT 404
 - MGSC 395

Campus Description for External Review of Tenure and Promotion Applications

Purpose The *2017 Palmetto College Campuses Faculty Manual* requires each regional campus to provide a campus description as part of the external review process. Specifically, the manual contains the following statement:

By April 15, each Palmetto College Campus Faculty Organization will provide the Office of the Palmetto College Chancellor a campus description of that Palmetto College Campus and the following information:

- a. normal teaching load per semester*
- b. local funding and course relief for research and scholarship*
- c. description of facilities*
- d. availability of mentors or colleagues with similar interests*
- e. availability of students to participate in research and scholarship*

The faculty organization will review the campus description annually, updating and approving it through official channels as needed.

Campus Description

Physical Location and Size

The University of South Carolina Lancaster (USCL) is a regional campus of the University of South Carolina that was established in 1959. The campus is located in a rural area, approximately thirty-five miles south of Charlotte, NC. USCL currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, extensive athletic facilities, a campus bookstore, and a library. Through community support, the USCL campus continues to grow. In Fall 2013, the USCL Native American Studies Center opened in downtown Lancaster, adding classroom and lab space, as well as establishing a public museum. A new classroom building, Founders Hall, opened in Fall 2014.

In Fall 2018, USCL opened an extension site in Indian Land, which is in the growing panhandle region of Lancaster County. Currently, courses are offered in the late afternoons and evenings, as the space is shared with Indian Land High School until Fall 2020. Initial course offerings at the site comprised less than 50% of courses applicable towards an associate's degree, and SACSCOC was notified of this in early 2018. Instructional methods employed for these courses consisted of traditional in-class, on-site instruction, with USC-approved faculty members traveling to the site and teaching their classes.

USCL Faculty, Academic Divisions, and Disciplines

The size of the USCL faculty body has held steady at about 100 members over the past five years. Approximately one-third of the faculty members are part-time adjunct. In 2010, the 61 full-time faculty members were 21% tenured, 30% untenured tenure-track, and 49% non-tenure track instructors. As of the 2018-2019 academic year, the 56 full-time faculty members were 50% tenured, 16% untenured tenure-track and 34% non-tenure track instructors. USCL faculty members are grouped into four categories, with some faculty teaching courses in more than one division.

- **Division of Business, Behavioral Sciences, Criminal Justice, and Education.** This division consists of Accounting, Anthropology, Business, Business Administration, Criminal Justice, Economics, Education, Psychology, Sociology, and Technology Support & Training Management.
- **Division of Humanities.** This division consists of African-American Studies, Art, English, Foreign Languages, History, Journalism, Music, Native American Studies, Philosophy, Political Science, Religion, Speech, Theater, and Women's Studies.
- **Division of Mathematics, Science, Nursing and Public Health.** This division consists of Astronomy, Biology, Chemistry, Computer Science, Exercise Science, Geography, Geology, Mathematics, Nursing, Physical Education, Physics, Public Health, and Statistics.
- **Librarians.** While not connected to a division, library faculty provide personalized instruction in Information Seeking Behaviors, Research Methods, and Information Ethics. Library faculty also support all disciplines via Information Literacy Instruction, promoting standardized learning outcomes as outlined by the Association of College and Research Libraries (ACRL) *Information Literacy Competency Standards for Higher Education* and the *Framework for Information Literacy for Higher Education*. Additionally, library faculty have participated in offering instruction for LIBR and UNIV courses.

Degree Programs

USCL awards the following four associate degrees: Associate in Arts, Associate in Science, Associate in Science in Business, and Associate in Science in Criminal Justice. In conjunction with York Technical College, USCL awards an Associate in Science in Nursing. Students can earn three bachelor's degrees on the USCL campus: Bachelor of Arts in Liberal Studies (BLS) and Bachelor of Arts in Organizational Leadership (BOL) through Palmetto College, and Bachelor of Science in Nursing (BSN) through the USC College of Nursing.

USCL offers the first two years of coursework for students pursuing Associate and Baccalaureate degrees. USCL also offers support for Palmetto College where, in addition to the BLS and BOL degrees, students may earn bachelor's degrees in Business Administration, Accounting, Criminal Justice, Elementary Education, Engineering Technology Management, Health Informatics, Health Promotion, Hospitality Management, Human Services, Information Management & Systems, Public Health, RN-BSN in Nursing, and Special Education.

Student Profile

In Fall 2019, our incoming students had an average SAT score of 999, an average ACT score of 18, and completed the semester with an average collegiate GPA of 2.77. Most USC Lancaster students come from rural areas, small towns, and cities from across the central Piedmont area of the Carolinas. USCL awards financial aid to approximately 85% of enrolled students, including full-time, part-time, BOL, and BLS students. 94% of Dual Enrollment students received aid, and 94% of post-high school students received aid.

Enrollment Numbers

Over the past eight years, full time enrollment (FTE) has decreased from approximately 1,259 in Fall 2011 to 1,112 students in Fall 2019, a 12% decrease. Fall 2019 headcount was 1640, of which 819 were Dual Enrollment. The number of part time students is typically around 700 students. These numbers exclude students who are on campus working on Palmetto College bachelor's degrees in Nursing, Liberal Studies, and Organizational

Leadership, who are counted as students enrolled at USC Columbia or one of the system's three other four-year campuses. In Fall 2019, 1,133 students were enrolled in one of Palmetto College's fourteen degree completion programs.

a. Normal Teaching Load per Semester

USCL's Definition of a Normal Workload

The base teaching load for full-time teaching faculty is determined by the total number of credit hours taught over the nine-month contract period of Fall and Spring semesters. Librarians are employed on a 12-month basis, and their normal workload is determined by the number of hours worked each week. The normal workload for each category of faculty is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice and Education: 24 credit hours (8 courses).
- Division of Humanities: 24 credit hours (8 courses).
- Division of Mathematics, Science, Nursing and Public Health:
 - Mathematics and Computing: 24 credit hours (6-8 courses).
 - Natural Sciences: usually 22 credit hours (10 lectures and labs combined; typically 6 lectures and 4 labs).
- Librarians: 37.5 working hours per week.

Additional Duties for Teaching Faculty

Academic Advising

Except in unusual circumstances, faculty members tend to serve as academic advisors. Although advising responsibilities are assigned by discipline, many faculty members advise in majors outside of their own, and some faculty advise students in more than one major. Advising loads are not uniform, as there is often a significant difference in the number of advisees in the various majors and degree programs.

Labs, Recitations and Grading

USCL is located in a rural area, making it difficult to hire part-time instructors, teaching assistants, or tutors in most subjects. There are no graders or teaching assistants. Each faculty member is solely responsible for all grading, regardless of the enrollment size in their courses. Faculty members who teach courses with a mandatory laboratory or recitation component are solely responsible for all lab preparations, and may have up to six additional contact hours per year, over the normal 24 hours.

Distributed Learning and Off-Campus Courses

Most classes are taught face-to-face on campus, between the hours of 8 am and 11 pm. Some classes are taught via two-way video, fully online, or have an online component. In order to teach these distributed learning courses effectively, faculty receive special training. USCL faculty members also offer dual-credit courses at high schools throughout its service area, which may add up to a two-hour round-trip commute for these faculty members.

Librarians

Librarians are fully engaged in user services, outreach and student engagement, programs and events, information access, acquisition and organization, information literacy instruction, scholarship curation, promotion and tenure support, management/administration, and technology in addition to balancing their faculty obligations of scholarship and service.

On average, librarians serve over 1000 patrons a week during the regular academic terms, fielding over 1000 reference questions annually. Instruction includes formal information literacy instruction and embedded librarianship for discipline-specific courses and individualized intensive research consultations for faculty and students.

All librarians are responsible for maintaining and augmenting the collections via the identification and purchasing of print and electronic resources that support USC Lancaster academic programs of study. As a Federal Depository for US government documents, librarians also adhere to the collections maintenance guidelines for these resources, as outlined by the US Government Publishing Office. Librarians also perform periodic deselection of materials to ensure academic relevancy and appraise the historical value of Medford Library resources.

Librarians work internally and closely with academic units and other departments to provide student and faculty-focused programs in the library. These events promote collections, highlight library services, and allow librarians to engage with students and faculty in a personalized manner that encourages these groups to collaborate with librarians and use resources more effectively.

Medford Library's faculty librarians are some of the few USCL faculty members employed on a 12-month basis, yet are involved in significant scholarship and service endeavors in addition to their normal year-round library responsibilities. Service engagement is encouraged in the USCL mission, and librarians are engaged in committees, task forces, and leadership positions at the campus, local, state, regional, and national levels.

b. Local Funding and Course Relief for Research and Scholarship

Local Funding

Research and Productive Scholarship Grants

The Research and Productive Scholarship (RPS) grant program is a local, competitive program, funded by the campus dean, judged by an administratively appointed committee. This program is designed to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship. The anticipated outcomes of the grants include publications, presentations, creative exhibitions, performances, or other formats suitable to the discipline. In recent years, the RPS grant program has provided approximately \$40,000, with untenured tenure-track faculty being prioritized.

Travel Funding

Priority for travel funding on the USC Lancaster campus is given for conferences or events at which a faculty member is disseminating research. Funding is limited and is awarded based on the merit of the proposal. Typically funds are not allocated for longer-term travel, such as to summer workshops or to meet with collaborators.

Course Relief

The Redefined Teaching Load Program

Tenured and untenured tenure-track faculty may apply for a redefined teaching/librarianship load for one semester during the academic year. Untenured tenure-track faculty are awarded a redefined teaching/librarianship load automatically, upon request. The yearly redefined teaching/librarianship load is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice and Education: 21 credit hours (7 courses).
- Division of Humanities: 21 credit hours (7 courses).
- Division of Mathematics, Science, Nursing and Public Health:
 - Mathematics and Computing: 21 credit hours (6-7 courses).
 - Natural Sciences: 19 credit hours (5 lectures and 4 labs).
- Librarians: 30 working hours per week for one semester of the fiscal year. The faculty's redefined teaching load policy was extended in 2014 to include librarians, giving them one day per week release for one semester per year to pursue research and scholarship.

Sabbatical Leave

Tenured associate professors and full professors may request sabbatical leave which allows full-time faculty relief from all University duties during the sabbatical. According to the Palmetto College Campuses Faculty Manual "A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, workloads, and other considerations, it is a matter of administrative discretion." The first sabbatical at USCL was granted in 2008. Since then, seven sabbaticals have been granted. .

c. Description of Facilities

Library and Library Services

Medford Library at USC Lancaster employs two faculty librarians, has collections numbering roughly 70,000 book volumes, and is a US Government Federal Depository library.

Through local subscriptions, consortial and cooperative arrangements, and the affiliation with the greater University of South Carolina system, the Library provides subscription access to over 200,000 electronic book titles and over 190 web-based aggregated article databases, reference titles, and individual e-journals. Almost all contain scholarly research articles with full text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and PASCAL (Partnership Among South Carolina Academic Libraries) Delivers, a South Carolina-based

service in which books are borrowed from other in-state academic libraries, often with two-day delivery.

Unfortunately, increased numbers of faculty, students, and programs in recent years have not been matched with increased financial support for adequate permanent staffing at Medford Library. Additionally, electronic and print subscriptions, along with general publishing costs, continue to rise annually, which affects the budget reach of materials purchasing – a phenomenon that occurs with many academic librarians, and in which small and rural libraries (like Medford Library) are affected more deeply. As a result, the library experiences daily operating and service challenges, and many faculty members purchase their own journal subscriptions or books. Also, despite the library's readily-available print and electronic materials, there can be a delay in getting research materials through ILL and books through PASCAL Delivers compared to campuses where collections are larger and materials are more conveniently available.

While steady increases in resource costs have made it difficult for the library to keep up with resources for scholarly faculty research, recurring funding for electronic resources, instituted in 2014 by the broader Palmetto College administration, has improved access to scholarly sources for all faculty and students from here on. Library faculty continue to request permanent staffing to offset operating difficulties and expand our activities to further the campus and library's mission.

Technology, Lab Equipment, and Lab Space

USCL is a student-centered campus, and as such, the priority for local, revenue-based funds is to support teaching. Specifically, teaching needs take precedence when purchasing software and equipment and when scheduling laboratory time. Teaching equipment and technology are generally up-to-date, meeting or exceeding the standards for a two-year campus. To accommodate instruction, faculty engaged in research often plan their projects around the teaching schedule, in coordination with colleagues who share lab space. Faculty engaged in research generally use a combination of the following to fund their projects: teaching resources, local funding, grants, and personal funds. While tenure-track faculty are engaged in productive scholarship as it is broadly defined in the faculty manual, the scope of the projects may be limited by the availability of time, equipment, and lab space.

Art and Theatre Resources

Prior to Fall 2014, the art studio was cramped and under-equipped. While there was an on campus art gallery that hosted rotating exhibits, there was no dedicated student gallery space. In Fall 2014 Founders Hall opened. It includes a well-designed teaching studio and student gallery. There is a long-range plan for purchasing equipment. The Native American Studies Center offers rotating exhibits which at times includes student work when specific to the mission of the Center.

USC Lancaster's theater program continues to grow but also faces significant infrastructural challenges. The campus currently features one auditorium where most theater classes and all productions take place. As of Fall 2010, the facility's sound system has not been updated and the light system, while being updated, does not yet meet the quality or technical requirements of a

theater-friendly environment. The light booth now has moveable glass for better communication and function. A new scrim (muslin backdrop curtain used for projection and lighting) was purchased, but a new one is needed due to wear and tear on the current one. Other difficulties include the poor condition of the auditorium seats, and a lack of fly space, backstage area, and designated space for set-building. Prior to 2013, the theater program only had one former office space and one closet to use for storage of costumes, props and theater equipment. In 2013-2014 two additional former office spaces were designated for theater-related storage. However, those two spaces are now being taken back and supposed to be replaced with storage units somewhere on the campus grounds. These rooms were also used for dressing rooms for actor safety and privacy which will now be unavailable to them. In 2014 the theater program also received some safety equipment, including flame-retardant curtains. Our lighting system and sound system is in desperate need of an upgrade to include our electric issues in the building where we have often lost lights and sound in the middle of our tech week entirely and even during productions which puts actors and audience at risk.

Vehicle Access

Faculty and staff have access to several vehicles for university-associated events, such as meetings at other campuses, scholarly activities, and classroom events. Prior driver license approval is necessary, and usage depends on vehicle availability.

d. Availability of Mentors or Colleagues with Similar Interests

Prior to 2013, a large proportion of the tenure-track faculty was untenured, making it difficult to find tenured mentors in each specific discipline. The tenured faculty mentored junior faculty in many ways, including helping them navigating the tenure system, alerting them to local and system-wide funding and service opportunities, and training them to be academic advisors. Currently there are more tenured faculty members than untenured tenure-track and so there is more potential to find a mentor in a specific discipline. As a small campus, finding mentors or colleagues with similar interests in a specialized research area may not be possible. Some faculty members prefer to work in their own area while others have succeeded in conducting interdisciplinary projects.

e. Availability of Students to Participate in Research and Scholarship

The availability of students to participate in research and scholarship varies by discipline and by project. Some projects attract students while others are inaccessible to students in their first two years of college. In some disciplines, students have contributed to projects that were disseminated on a professional level, while in others the results were disseminated in undergraduate research venues. In some of the less accessible

disciplines, faculty provide opportunities to enhance student understanding of research, such as training students to use specialized equipment, teaching them analytical reasoning, or taking students to scholarly conferences. In recent years, there has been an increase in external grants to support faculty-mentored undergraduate research, benefiting students both by funding their projects and by giving them guided experience in writing grants. Medford Library also curates student research on their local repository, [Lancer Scholar Square](#).

April 2020 USCL Faculty Organization Election Results

Faculty Chair: Dana Lawrence

Faculty Vice-Chair: Suzanne Penuel

Faculty Secretary: Annette Golonka

Columbia Faculty Senate (3-year term): Brittany Taylor-Driggers

Continuing Senators: Shemsi Alhaddad (2022), Stephen Campbell (2021), Stephen Criswell (2021)

Compiler: Shemsi Alhaddad

Dean's Advisory Council:

Li Cai

Liz Easley

Brittany Taylor-Driggers

Instructor Peer Review Committee:

Allan Pangburn

Jill Castiglia

Lynette Martek

Darris Hassell

Kim Covington

Pernell Lewis

Local T&P Committee:

Chris Bundrick

Fernanda Burke

Liz Easley

Nick Lawrence

Angela Neal

Todd Scarlett

Local Welfare and Grievance Committee:

Rebecca Freeman
Peter Seipel
Jerrod Yarosh
Andy Yingst

PCC Faculty Senate—Senators (3-year term):

Susan Cruise
Jerrod Yarosh
Andy Yingst

Continuing Senators: Brittany Taylor-Driggers (2021), Peter Seipel (2021), Bettie Obi Johnson (2022), Li Cai (2022), Stephen Criswell (2021)

PCC Faculty Senate—Alternates:

Fernanda Burke
Kate Holland
Todd Scarlett

PCC Grievance Committee: Andy Yingst

PCC Research and Productive Scholarship Committee: Claudia Heinemann-Priest

PCC T&P Committee:

Shemsi Alhaddad
Bettie Obi-Johnson

PCC Faculty Senate Academic Advisory Committee (2-year term): Suzanne Penuel

Provost's PCC Advisory Committee (2-year term): Fran Gardner

Continuing: Lisa Hammond (2021)