

## **USC Lancaster Faculty Meeting Minutes November 4, 2022**

Please note: Faculty Organization meetings are recorded. To access the recordings of previous Faculty Organization meetings, follow these steps:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click FO Documents on the left-hand menu.
4. Click on the folder labeled "FO Meeting Documents and Recordings"
5. Select the date of the meeting.
6. View recording in browser or download mp4 file.

Please note that chat messages are preserved in the Teams meeting record but are not necessarily reported in the minutes. Minutes are not verbatim and as such, pronouns may be mixed in the comment sections.

### **PDF Index**

#### **Faculty Meeting Minutes**

#### **Appendix 1 – Dean’s Report**

#### **Appendix 2 – Associate Dean for Academic and Student Affairs Report**

#### **Appendix 3 – Chat Transcript of Nov. 4, 2022, FO Meeting**

#### **Appendix 4 – Executive Director of Enrollment Management Report**

#### **Appendix 5 – Academic Success Center Report**

#### **Appendix 6 – TRiO Report**

#### **Appendix 7 – Human Resources Department Report**

#### **Appendix 8 – Student Success and Retention Report**

#### **Appendix 9 – IT Report**

#### **Appendix 10 – Medford Library Report**

#### **Appendix 11 – Columbia Faculty Senate Report**

#### **Appendix 12 – Hiring Priorities Committee Report**

#### **Appendix 13 – USCL Tenure & Promotion Committee Report**

#### **Appendix 14 – Motion to Create Ad-Hoc Travel Study Committee**

**USC Lancaster Faculty Meeting Minutes**  
**November 4, 2022**

**CALL TO ORDER:** 12:30 PM B. Taylor-Driggers

**CORRECTION/APPROVAL OF MINUTES:** The minutes of the October 7, 2022, faculty organization meeting were approved.

**REPORTS OF OFFICERS:**

***Dean of the Campus*** – Dr. Walter Collins, report submitted (**Appendix 1**).

- Page 1:
  - Enrollment
  - Open search update
- Page 2:
  - Volleyball & soccer season updates, thanks to all for their work
- Page 3:
  - Indian Land ribbon-cutting event Thursday, Nov. 10
  - Budget updates forthcoming – twin events on November 17
  - Congratulations to Albert Blackmon, who was recognized for the outstanding Personal Finance Bootcamp event. Kudos to all who worked on this event.
- Page 4:
  - Scholarship luncheon had a great turnout and positive feedback
  - Dr. B. Riner was inducted into the Buford High School Athletics Hall of Fame
  - Upcoming events: E-Sports ribbon cutting, NASC events for Native American Heritage Week, and December 6<sup>th</sup> Faculty/Staff holiday luncheon

**Questions and/or Comments:**

None

***Associate Dean for Academic and Student Affairs*** – Dr. Todd Lekan, report submitted (**Appendix 2**).

- Page 1:
  - Scholarship luncheon was a success
  - November 8 is Election Day – no classes but offices remain open
  - November 5 is Fall Open House, kudos to everyone helping with recruitment efforts

- 3 positions are being considered by Hiring Priorities committee – Business, Music, and Computer Science (please review details in report)
- Page 2:
  - Call for Rise grant applications
  - Proposed Annual Administrative Evaluation change to 3-tier system – discussion to follow
  - Many recent faculty accomplishments, please see details in report
- Page 4:
  - Upcoming events including NASC Native American Heritage Week events, First-Generation College Student Celebration on Nov. 7

Questions and/or Comments:

E. Moon-Kelly – In chat: Indian Land High School Veterans Day Concert

M. Ammons – In chat: We do want to get testimonials from first-gen faculty on Monday

S. Cruise – In chat: Related to giving, please consider donating to the Thanksgiving Baskets!

***Special Report from Dean and Associate Dean*** – Dr. Walter Collins and Dr. Todd Lekan

- Reviewed the primary pros and cons of proposed changes to administrative evaluation criteria (please see the Deans' memo, included in Appendix 2 as part of Dr. Lekan's report.
- Directed faculty to a Blackboard poll and opened the floor for faculty feedback.
- Discussion followed in the live meeting and in the chat. A summary of comments is provided below, and a verbatim copy of the chat transcript is available in **Appendix 3.**

Questions and/or Comments:

*Comments are summarized, please review recording and chat transcript.*

S. Alhaddad – Thanks to the administration for representing both sides and for seeking faculty input on the matter. I vote no. Lancaster is different from other campuses. There is a need for monetary compensation. Concerns about campus climate: the current bivalent system evaluates based on faculty job description, while the 3-tier system would result in comparison to other faculty; concerns about increase in self-doubt – could this result in faculty taking fewer risks/trying innovative approaches to teaching for fear of poor student evaluations and/or result in higher burnout rates?

S. Sellhorst – Point of clarification: Raises must come from state legislature and are not the purview of campus administration. The recent salary student was poorly delivered

and concerning. I vote in favor of the 3-tier system because there are view chances to receive recognition for high performance in our current approach. Burnout is a concern but may not be relevant to this conversation since we already have high burnout with the current bivalent evaluation. Recognition/validation can help to alleviate burnout. I like objective metrics; perhaps “exceptional” versus “highly effective” might address some of these concerns.

K. Holland – I am also in favor of the 3-tier approach and echo some of Sarah’s comments. Evaluations don’t affect my performance. I was on the T & P committee when USCL switched to the bivalent system and the quality of the FIFs did not change drastically. I think it’s great to reward exceptional performance and, since raises are not the purview of the campus administration that should not be a factor in the decision

S. Penuel – I believe that the drawbacks outweigh the benefits (having seen both systems in some form). We already get recognition from our administration and leadership. However, work that is recognized tends to be public-facing or external. This means that more humble/routine work won’t be perceived equally. This is not anyone’s fault, it’s just by nature. This may influence the type of work that faculty take on.

N. Lawrence – I am also voting against the change. I appreciate the chance to discuss the matter in this forum. My main concern with the 3-tier evaluation being that the gold standard in our current manual is “Effective”. The change is concerning in relation to the “quiet quitting” movement, as “above and beyond” should not become the expectation or standard metric. About FIF quality: I did not notice a decline in FIFs when we went to the bivalent system. They demonstrate our effectiveness. My main source of concern is that we should be measured against our job descriptions, not against each other’s accomplishments.

C. Bundrick – Point of clarification for what I believe was just misspeaking: The manual doesn’t say that a superior is necessary for a merit raise, it just says that people who get superiors may receive merit raises. It’s a small but important distinction. Additionally, since merit raises appear to be on the table, some of the good intent shown by bringing this issue for discussion here could be better applied by encouraging and awarding raises. There is a morale issue on campus, so let’s recognize the good work being done with this perceived reward.

S. Cruise – in chat: Shouldn't a merit pay raise be available for anyone who is effective (doing their job well)? If you are not effective, that should be the concern.

S. Alhaddad – in chat: The category of effective is defined in the manual. There's no definition of highly effective in the context of annual review. Discussion about “effective” versus “highly effective” and definitions/procedures outlined in the Palmetto College Faculty Manual follows at length. Please review the chat transcript in **Appendix 3b**.

D. Lawrence – I do think that “highly effective” versus “effective” ranking can affect morale if you’re putting in a lot more work but getting “effective” versus a less productive year when you might have been rated “highly effective”. It makes you question why you’re putting in all the extra effort. I am sort of in opposition to the three-tier system.

K. Holland – I'm still not sure how this would affect morale since we'd just be adding another category for acknowledgement or affect the types of work that we would be doing. I've never had my morale affected by a ranking system.

P. Seipel – No as well. It's unclear what would be considered “highly” effective (in practice). The ideal arrangement would be objective guidelines.

W. Collins – Thanks for everyone’s honest input.

T. Lekan – I appreciate the open, candid debate in a respectful manner.

***Executive Director of Enrollment Management*** – Justin H. Pearson, Sr, report submitted. (**Appendix 4**).

Acknowledges the excellent team effort from everyone on campus in making student preview days and other recruiting efforts so positive. Provided an overview of Fall 2022 enrollment numbers. Highlights are listed below, so please review the recording and slide deck for details.

- Applications are up 1% over last year.
- Admits are down by –7.3% from last year (total of 25 applicants denied). We must adhere to our admission standard of a minimum 2.0 GPA, but applicants do have the opportunity to appeal the decision if there are extenuating circumstances, etc.
- Headcount for this year is 1681 as of October 20<sup>th</sup> census date. This is down by 3%. Excellent efforts have been made by our recruitment team, but there is unavoidable competition throughout the state.
- Full-time and half-time numbers are also down, with an increase in students enrolled less than half-time.
- Detailed breakdowns of student demographic including gender, ethnicity, high schools, and more are provided in the slide deck in **Appendix 4**.
- Overview of recruitment events and efforts, including Open Houses, Lancer Ambassadors, communication campaigns, and more.
- Some important notes that may factor into enrollment: Community and technical colleges can now receive the Palmetto Fellows scholarship, as well as Life. We will be test-optional for fall 2023 admissions

Questions and/or Comments:

S. Alhaddad – Faculty may not realize how much you are doing for recruitment efforts throughout the year. We are doing well in context, even if enrollment is trending down due to factors outside of our control.

*Academic Success Center* – Dr. Patrick Lawrence, report submitted (**Appendix 5**)

*TRIO Report* – Matt Williamson, report submitted (**Appendix 6**)

*Human Resources* – Tracey Mobley Chavous, report submitted (**Appendix 7**)

*Student Success & Retention Report* – Asheley Schryer, report submitted (**Appendix 8**)

*IT* – Blake Faulkenberry, report submitted (**Appendix 9**)

*Medford Library* – Rebecca Freeman, report submitted (**Appendix 10**)

### **REPORTS OF COMMITTEES:**

#### **USC SYSTEM COMMITTEES:**

*Palmetto College Faculty Senate Executive Committee* – Ernest Jenkins

The committee met on October 28<sup>th</sup>. They are working on 3 motions to present at the next Senate meeting on November 18<sup>th</sup>. One of them is to move the computation of senatorial delegations up by 1 semester so that they occur in the spring rather than the fall. This should help avoid hiccups. Another is to make the election for the grievance committee local. The third is a stylistic movement in that it seeks to update capitalization, pronoun usage, number of other matters like that.

Finally, President Amiridis has created a new presidential advisory committee. Shirley Jones will be our representative. Please reach out with university-scale concerns. And feel free to reach out to me with any questions.

*Palmetto College Faculty Senate System Affairs Committee* – Jerrod Yarosh

We are creating a pool of faculty members willing to serve on other campus' search committees when no comparable faculty roles in their discipline are available. We are in the discovery process currently. Contact Jerrod Yarosh or Stephen Criswell with any questions.

*Columbia Faculty Senate* – Jerrod Yarosh, report submitted (**Appendix 11**)

#### **LOCAL COMMITTEES:**

*Hiring Priorities* – Todd Scarlet, report submitted (**Appendix 12**).

We have outlined three positions to hopefully fill next academic year: A tenure-track Criminal Justice position, a tenure-track Music position, and an instructor of Business

position. We invite faculty to comment on these recommendations within the next week, then we will put forth a final recommendation.

***Student Affairs*** – Dana Lawrence

The committee would like a motion to create an ad hoc committee on travel study. Discussion to follow under New Business.

***Tenure & Promotion*** – Annette Golonka, report submitted (**Appendix 13**)

The local T&P committee has been assembled and assigned one promotion file due December 1 for associate to full professor; 1 post-tenure review file; 4 first-year review files that will be submitted in January, and our Faculty Information Forms next semester for the promotion file.

**OTHER SYSTEM COMMITTEES:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

***Motion to create an ad hoc committee on travel study*** – D. Lawrence, Student Affairs Committee (**Appendix 14**).

The purpose of the proposed ad hoc committee is to offer structural support for the USCL travel study program in hopes of easing the burden on the faculty members organizing travel study opportunities (including delineating a point of contact for admin support, creating a resource site, and creating scholarships for funding). The proposed committee would consist of 5-6 members with a 3-year life span while support is established.

**Questions and/or Comments:**

S. Alhaddad – I believe that the Faculty Chair can just do this with no need for a vote

C. Bundrick – I want to clarify that Student Affairs would still make decisions about proposed travel study courses and that this committee is just to offer support with the infrastructure [D. Lawrence confirmed]

T. Lekan – To build on Chris' point: I would assume that the ad hoc committee would also help support and offer other kinds of planning help for travel study that are not for academic credit. Such as when we sometimes send students and faculty abroad in a co-curricular fashion that isn't associated with the course. That falls outside of the normal travel study process of review and approval. For example, Mary Beth had a wonderful experience with students in Italy last summer that was not associated with the travel study course but with a grant. I would imagine that this committee could also offer support for such endeavors if that makes sense.

D. Lawrence – Yes, we had not discussed that but that makes sense.

N. Lawrence – I want to clarify: Since this is an ad hoc committee, is this in no way a change to the bylaws? [Yes] Then I believe that, to “split the difference” with the confusion on the manual, we Brittany could rule the motion non-substantive and let us vote on it now.

D. Lawrence – I am not the chair of the Student Affairs Committee, Susan is. So, if you are interested in serving on this travel study ad hoc committee, please reach out to Susan Cruise.

B. Taylor-Driggers ruled the motion non-substantive, and the Executive Committee created an informal poll. Poll results showed faculty support with 31 responses, 90% voting in favor. **FO Chair approved; ad hoc committee will be formed.**

**SPECIAL ORDERS:** None

**ANNOUNCEMENTS:**

- S. Sellhorst – The application period for RPS grants is still open [closes 5:00 PM on Wednesday, 30 November 2022. The application itself is online, along with guidelines and other resources, at the RPS Grant Program site (linked [here](#)).
- D. Lawrence – The next DEI book discussion group will be held before the December Faculty Organization meeting. You can take part even if you have not read the book.
- S. Cruise – Please support the Thanksgiving giving baskets for maintenance and facilities staff.
- B. Taylor-Driggers – The faculty social will be on Zoom. Because we ran a little long, it will be a little short, but I will leave it open through 2:40.

**ADJOURNMENT:** 2:13 PM

**ATTENDING:**

Sahar Aghasafari, Shemsi Alhaddad, Mark Ammons, Christopher Bundrick, Li Cai, Steven Campbell, Courtney Brooks, Walter Collins, Susan Cruise, Annette Duker-Golonka, Elizabeth Easley, Pamela Ellis, Stan Emanuel, Rebecca Freeman, Amy Gerald, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Christopher Judge, Dana Lawrence, Nicholas Lawrence, Todd Lekan, McKenzie Lemhouse, Tamika Lewis, Fernanda Marques Burke, Lynnette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angel Neal, Evan Nooe, Bettie Obi-Johnson, Allan Pangburn, Leigh Pate, Justin Pearson, Suzanne Penuel, Bridgett Plexico, Kim Richardson, David Roberts, Todd Scarlett, Asheley Schryer, Peter Seipel, Sarah Sellhorst, Nahid Swails, Suzette Taylor, Brittany Taylor-Driggers, Richard Vanhall, Jerrod Yarosh

**ABSENT:**

Christine Anderson, Marybeth Berry, Adam Biggs, Dwayne Brown, Jill Castiglia, Mark Coe, Kimberly Covington, Stephen Criswell, Garane Garane, Howard Kingkade, Patrick Lawrence, Vincent Lewis, Phillip Parker, Babette Protz, Michael Sherrill, Tania Wolochwianski, Andrew Yingst

***Faculty Secretary:*** Document submitted by M. Lemhouse on November 23, 2022, for faculty and staff review.



UNIVERSITY OF  
**South Carolina**  
LANCASTER

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

Report to the Faculty Organization of USC Lancaster  
November 4, 2022

## People

### Enrollment

As of October 20, 2022, the Fall 2022 enrollment freeze date, the Fall enrollment headcount numbers stood at 1681 (down 2.78% over same date last year). Full-Time Equivalent enrollment was at 1123 (down 1.75% over same date last year). Advising and registration have already begun for Spring 2023.

### Current Active Search

A search is being conducted to fill the Indian Land Director/Indian Land Outreach position. On-campus interviews for finalists began this week.

### Athletics

The Fall 2022 competitive season has concluded for volleyball and soccer teams.

#### Volleyball

The volleyball team finished 19-13 overall and 7-5 in Region 10 play. They lost in the Region 10 tournament quarterfinals to nationally ranked tournament champion Richard Bland. This makes back-to-back seasons the Lancers have reached the post season.

#### All-Region Lancers:

Soph. Ally Hall - 1st Team

Soph. Hailey Mock - 2nd Team

Soph. Rylee Bolser - 2nd Team

This is the first time the program has placed three players on the All-Region teams.

#### Women's Soccer

The Women's team ended the season 10-5. **This is the most wins in school history in a season. The ladies tied for the Region 10 regular season title (first time in school history) and made the final in the region tournament** but lost a tough game 2-1 versus Spartanburg Methodist College.

Below are the All Region awards:

<b>1<sup>st</sup> Team</b>		
School	Name	Position
USC Lancaster	Burns Brazzell	MF
USC Lancaster	Avery Leusch	F
USC Lancaster	Rylee Bolser	LB
<b>2<sup>nd</sup> Team</b>		
School	Name	Position
USC Lancaster	Courtney Rogers	GK
USC Lancaster	Alexia Carsto	MF
<b>3<sup>rd</sup> Team</b>		
School	Name	Position
USC Lancaster	Marissa Makwinski	F
USC Lancaster	Sarah Vanhorn	CB

### **Men's Soccer**

The men's soccer team ended the season 11-8-1 overall. The season was a success with the **third consecutive season of winning the Regular Season Region Championship**. The team made the finals of the Region tournament and lost a tough 2-1 game versus Richard Bland. Below are the All Region awards:

<b>1<sup>st</sup> Team</b>		
School	Name	Position
USC Lancaster	Oseas Andre	F
USC Lancaster	Skyler Fields	MF
USC Lancaster	Alexis Salazar	MF

2 <sup>nd</sup> Team		
School	Name	Position
USC Lancaster	Beckham Voelker	CM / Def
USC Lancaster	Eli Patrick	CB
USC Lancaster	Beckham Boomershine	GK
3 <sup>rd</sup> Team		
School	Name	Position
USC Lancaster	Jelle Koridan	CB
USC Lancaster	Cauan Cavalcanti	RB/LB

All team schedules and other related information are located on our [athletics webpage](#). Many thanks to the members of the Athletics Advisory Committee for their recent and ongoing work in support of USC Lancaster Lancers Athletics.

### USC Lancaster in our Communities

The **ribbon cutting and grand opening celebration and reception for USC Lancaster's Indian Land Location** will take place from 4:30 to 5:30 on Thursday, November 10 with remarks at 5:00. Please join us.

### Campus Finances

Our Fall Campus Finance check in with the university's central finance officers was held on October 13. It was a positive meeting. The **Dean's Budget Advisory Group** will meet on Monday, November 14. Finally, Mr. Buddy Faile will present a **campus budget update on Thursday, November 17 with identical sessions at 12:20 and 2:30**. The presentation will be delivered virtually, and a link will be sent out before the date.

### Other items...

- Many thanks to Mr. Buddy Faile for completing and submitting the USC Lancaster **Equity in Athletics** report to the federal Department of Education.
- USC Lancaster **Research and Productive Scholarship Grant applications** are due by 5:00 pm on Wednesday, November 30. Both faculty and staff are eligible to apply. More information will be shared by the committee.
- Congratulations to **Prof. Albert Blackmon whose April 2022 event—Personal Finance Bootcamp—was awarded the Distinguished Program Award (non-credit) by the Association of Continuing Higher Education** at its recent national meeting in New Orleans, LA.

- Retired Professor **Dr. Bill Riner (exercise science) was recently inducted into the Buford High School Athletics Hall of Fame.** Before coming to USC Lancaster Bill taught and coached at BHS for several years.
- The **annual Richard M. Gannaway Scholarship Luncheon** took place at noon on Wednesday, November 2 with approximately 270 individuals in attendance.
- USC Lancaster's 2nd Annual **First-Generation College Student Celebration** will be held on Monday, 11/7. Tacos Olé and Pelicans Sno Balls will be on campus for lunch from 11:00 to 2:00. TRiO will be filming testimonials of first-gen students throughout the day. This is a national event, codified by Congress, and held each year in early November.
- **SAVE THE DATE:** A ribbon cutting, reception, and tour of the **new eSports competitive space** in Hubbard Hall will take place from 4:00 to 5:30 on December 8. All faculty and staff are invited to attend. More details will be forthcoming.
- The next **Lunch and Learn at the Native American Studies Center** is scheduled for November 11, 2022, with a talk entitled "Natives Dancing: The Presence, Practice, & Purpose of Dance in Native American Culture Today" by Jessica Moore, Dance Education Specialist at Columbia College.

Additionally, **November is full of activities and events scheduled in celebration of Native American Heritage Month.** The list can be found here: <https://nativeamericanstudiescenter.godaddysites.com/upcoming-events>

- **SAVE THE DATE:** The USC Lancaster **faculty and staff holiday luncheon** has been scheduled for Tuesday, December 6 from 12:00 to 2:00 in the Arnold Room.
- Reminders:
  - We will participate in **Give Local** on National Philanthropy Day: Tuesday, November 15, 2022. Please consider a donation to the Educational Foundation of USC Lancaster during this annual day of giving. More information will be shared via email just before the event.
  - **Big Thursday of Lancaster** will be hosting their annual event this year on Thursday, November 17. A portion of the funds raised are contributed to the Big Thursday Scholarship at USC Lancaster which supports Lancaster County students attending USC Lancaster.



Todd Lekan, Associate Dean for Academic & Student Affairs

**REPORT TO THE FACULTY ORGANIZATION**  
**November 4, 2022**

- 1. Scholarship Luncheon.** Thanks to everyone who attended this event last Wednesday. It was a huge success!
- 2. Election Day.** Please note that, as per university policy, there are no classes on Election Day, November 8. University offices are open.
- 3. Open House.** This Saturday morning the University is hosting its fall Open House for prospective students. Many thanks to the Justin Pearson and his recruiter team for organizing this event. Thanks also to all faculty and staff who are participating in the event.
- 4. New Faculty Search Ideas.** After consulting with Division Chairs, the Hiring Priorities Committee, and some faculty from the relevant disciplines, we wish to move forward on searches for three full-time faculty who would start on August 16, 2023.
  - *Instructor of Business.* Accreditation duties would be built into the position because our Associate Degree program is accredited by the Accreditation Council for Business Schools and Programs. These duties are ongoing on a yearly basis with larger reports due to ACBSP every other year and a major accreditation report/visit every ten years. Additionally, this position would teach a variety of Business courses, especially management and marketing. This hire would help reduce the need to rely on adjuncts currently teaching such courses.
  - *Tenure-Track Professor of Criminal Justice.* Babette Protz will be retiring from her full time position at the end of this academic year. Therefore, we will have a need to offer her courses. The basic requirement is the ability to teach CRJU 101,202,311,312,313 (required for the AS CJ degree) (these courses also fulfil the requirement for the USC BA/BS) with a variety of additional 300 and 400 level CRJU courses. It would be a plus to we can find a candidate who has a master's in social work and/or a focus in tribal law.
  - *Tenure-Track Professor Music:* This position would cover some of the many sections of Music that we routinely fill to capacity each semester: four to five sections of MUSC 110 (Intro) fill as well as several sections of

MUSC 140 (Jazz and Popular Music). Recently, one of our regular Music adjuncts, Brooks Walker, tragically died. We recommend one or more of the following areas: choir, voice, music theater, music theory, and music ethnography. A person with choir abilities would contribute to co-curricular and community outreach functions. Music theater would support our already robust theater program. Music theory and ethnography could be useful for interdisciplinary connections to programs like Native American Studies, history etc.

- 5. Call For RISE Grant Applications.** The Office of the Vice President for Research is pleased to issue the call for 2023 RISE grant proposals. The Research Initiative for Summer Engagement program (RISE) provides funds for summer research to faculty members working at UofSC Palmetto College, Aiken, Beaufort, and Upstate campuses through a competitive application process. Visit the [Office of the Vice President for Research website](#) to download the RISE RFPs and application materials. Contact Julie Morris with questions at [jmorris@sc.edu](mailto:jmorris@sc.edu) or 803-563-8376.

Note that if you intend to do summer teaching, make sure that the grant's timing does not overlap with the term in which you intend to teach.

If you intend to submit a RISE Grant, please let me know ahead of the USCeRA submission on or before December 2, 2022. Send an e-mail to [tlekan@mailbox.sc.edu](mailto:tlekan@mailbox.sc.edu) with the grant's working title and a few sentences describing its purpose.

- 6. Annual Administrative Evaluations.** At the end of this report are documents germane to this discussion. We will have an open discussion during the meeting.

**7. Recent Faculty Accomplishments.**

- **Christine Anderson** was elected the Vice President / president elect of the South Carolina Archivist Association.
- **Albert Blackmon's** USCL Personal Finance Bootcamp received a Distinguished Program Award from the National Association of Continuing Higher Education (ACHE). The Award was presented on October 25 at the 84<sup>th</sup> Annual ACHE Annual Conference in New Orleans, Louisiana. Dean Walt Collins and Albert Blackmon accepted the award. The Bootcamp offered workshops in April. In addition to Albert, **Phillip Parker, Stan Emanuel, Brandon Newton, Mike Sherrill, and Kenneth Cole** served as presenters. Congratulations to all involved with this hugely successful initiative!
- **Li Cai** gave an oral presentation, "Synthesis of flavonoid 7-O-glycosides," 2022 ACS Southeastern Regional Meeting, Puerto Rico, 10/2022.

- **Lisa Hammond** had two poems selected for public art projects by the City of Columbia poet laureate, including "[Staples.](#)" one of several poems distributed in area pharmacies in celebration of National Pharmacy Week (October 2022), and "[Eating Out.](#)" the first in the Poems on the Menu series, featuring a poem published on local restaurant menus, courtesy of Pawley's Front Porch (November 2022).
- **Nick Lawrence** attended the annual South Central Modern Languages Association (SCMLA) meeting. It was a hybrid event in October. At the association's Executive Committee meeting, Nik gave the Editor's Report for the journal *South Central Review*. He also gave two presentations at the conference, which were as follows:
  - i. Co-Presenter, "Strategies for Getting Published" Roundtable. With **Christopher Bundrick**, USC Lancaster; and Sonya Sawyer Fritz, University of Central Arkansas.
  - ii. Scholarly conference presentation: "On Lavinia Fisher's Ghost and the Anatomy of a Righteous Haunting."
- **McKenzie Lemhouse** began a term as the peer review editor for *South Carolina Libraries* journal. She also co-facilitated a presentation and networking event at the South Carolina Library Association annual conference last month.
- **Erin Moon Kelly's** company EMK Music See Lancaster, and The Lancaster County Council for the Arts are coordinating a concert at the Historic Springs House as part of the Christmas in the City 2022 Celebration in Downtown Lancaster. The cast consists of Indian Land residents (including me) as well as members of the Charlotte Concert Band and the Catawba River Winds (a community band based in Fort Mill, SC). The event is December 4 at 3:00 PM at the Historic Springs House in Lancaster.
- **Evan Nooe** presented a research paper titled "Settling Cabin Histories: The Cracker Cabin in Florida Tourism and Disney Nostalgia" for the Northeastern Popular Culture Association Annual Conference on October 21. He also put out another review essay as editor for H-AmIndian: [Kelley on Seeley, 'Race, Removal, and the Right to Remain: Migration and the Making of the United States' | H-AmIndian | H-Net](#)
- **Bettie Obi Johnson** made a research presentation at the 2022 SERMACS (Southeastern Regional Meeting of the American Chemical Society) meeting on October 19 entitled "Optimization of SPME Arrow Sampling for In-Situ Floral Scent Analysis." Bettie worked with **Dr. Annette Golonka** and two students to prepare and submit Magellan scholar grant applications. Bettie served as Charis Grabbe's primary mentor for her submitted proposal: "Impact of Environmental Factors on Floral Scent Emission of *Gelsemium sempervirens*." Bettie served as Lauren Kirby's secondary mentor for her submitted proposal: "Microorganisms of

Gelsemium sempervirens and the Environmental Factors Affecting Them."

- **Leigh Pate** has an article accepted (in press) to *Nursing Forum* titled "A Systematic Approach to Developing NP-Led Student Health Services Clinic on a Regional University Campus." Support for this work was offered by Dr. Robin Dawson, Dr. Sheryl Mitchell, Dr. Courtney Catledge, and Dr. Joy Deupree
- **Brittany Taylor-Driggers' artwork**, *Our Screen*, was exhibited in the National Association of Women Artists (NAWA) 133rd Annual Exhibition at One Art Space gallery at 23 Warren Street, New York, NY. This is the link to the online exhibition companion of this in-person exhibition:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fthenawa.org%2Fproduct-category%2Fnawas-133rd-annual%2F&data=05%7C01%7CTLEKAN%40mailbox.sc.edu%7C30b9de3cd73b4b6f4d4f08dabc3f227f%7C4b2a4b19d135420e8bb2b1cd238998cc%7C0%7C0%7C638029276590806958%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&data=PGD8w%2Bt5dcWyiYZwsGtoWzM44WruGUJystRvZ1l42oA%3D&reserved=0>

In November, her artwork, *His Room*, will be in the NAWA New Members Exhibition 2022 at the Trask Gallery at the National Arts Club, 15 Gramercy Park South, New York, NY 10003, and the online companion exhibit at [thenawa.org](http://thenawa.org).

## UPCOMING AND CURRENT EVENTS:

8. **USCL's 2nd Annual First-Generation College Celebration** will be held on this coming Monday, November 7, 2022. Tacos Olé will be on campus for lunch from 11:00 to 2:00. Antonio Mackey will be deejaying, and we'll be filming testimonials of first-gen students throughout the day. This is a national event, codified by Congress, and held each year year.
9. **The Native American Studies Center** is showcasing a plethora of events in November. This is an expanded version of what is typically an NAS week. Please come out to these events! Info can be found here:  
<https://nativeamericanstudiescenter.godaddysites.com/nas-celebration>
10. **Concluding Thought:** "He who is free from disturbance within himself also causes no trouble for another."—Epicurus

November 1, 2022

To: USCL Full-Time Faculty  
From: USCL Deans (Walt Collins and Todd Lekan)  
RE: Three-Tier Annual Administrative Evaluations

*Context:*

- USCL's FO changed peer evaluation from a point system to an effective/not effective on February 1, 2019. Annual administrative evaluations also changed at this same time from a three-tier "highly effective, effective, not effective" to "effective/not effective."
- In spring of 2021, Palmetto College administration implemented a uniform three-tier annual administrative evaluation form. The intention was to adopt a common administrative evaluation form across the four regional campuses to ensure consistency.
- USCL did not immediately implement the new form because the USCL Deans felt that more local faculty input was necessary.
- In September 2022, the proposed three-tier system was shared with the Evaluation Committee. Provost Catalano attended a meeting to explain the reasons behind the form.
- The USCL Deans want faculty input before making any decision to use a three-tier system of annual administrative evaluation. To that end, we will open an anonymous straw poll given on Blackboard on Friday, November 4. We will also make time for discussion of these matters at the FO meeting.
- What follows are arguments that have been offered for and against a three-tier system (some of which have emerged in recent Evaluation Committee discussions). This is our best effort to capture the arguments and issues, acknowledging that more can be said. We encourage faculty to elaborate on them or to offer additional points.

*Some Arguments in Favor of a Three-Tier System*

*Promotion and Salary:*

The other three regional campuses are currently using a three-tier system. Consistent evaluation is desirable at the system level to ensure that our USCL faculty are treated fairly, especially with respect to important judgments about salary and promotion.

- Promotion and tenure: In the last two years USCL has hired 5 tenure-track faculty members. Additionally, 2 faculty members are slated to go up for tenure/promotion in 24-25. This is 12% (7) of USCL faculty. As files pass to higher levels this discrepancy between USCL faculty members and other regional faculty members could be a problem.
- P. 15 of the Faculty Manual says that any faculty member who receives a "superior evaluation" may receive a permanent merit increase to base pay in addition to any annual raise. Since pay for performance increases require a system that demarcates exceptional performance all faculty would benefit from such a system, but in different ways.
- 34% (20) USCL faculty are instructors. While the change to senior instructor status does enable a 4000,00 raise to base, such instructors do not have the same levels of promotion-based permanent raises to base available to tenure/tenure-track faculty (6000.00 for associate; 8000.00 for full). So, such merit raises clearly benefits them.

- 21% (12) USCL faculty are full professors. Over time, they can benefit from such merit raises.
- 33% (19) USCL faculty are associate professors. Since promotion to full professor mentions “highly effective” in the three performance areas, they clearly benefit from the existence of this category for their promotion to full professor which carries an 8000.00 dollar raise to base.

*Clarity:*

Right now, superior performances are acknowledged in the narratives that Division Chairs write. Having a separate category of “highly effective” makes these evaluations all the clearer. Those outside USCL who might review many of these files at one time could benefit from such clear indicators (rather than inferring from narratives).

*Consistency with University Staff Annual Evaluation*

Our slotted staff employees are evaluated according to a yearly three-tier annual evaluation of “exceptional, successful, and unsuccessful.”

*Some Arguments Against a Three-Tier System*

*Manual Language*

P. 9 of the Faculty Manual indicates that the term “highly effective teaching” requires a “clear and consistent record (at least spanning the interval since the last promotion).” This language seems inconsistent with the application of a “highly effective” category to a single year of evaluation.

*Worry about faculty going up for tenure*

If faculty going up for tenure have some “highly effective” ratings earlier on in their tenure progress, it might hurt their files to have “effective” closer to their penultimate years.

*“Effective” will become a category signaling sub-par performance*

Faculty members who attain “effective” ratings will, over time, be marked as sub-par in such a way that might result in punitive or negative actions towards them.

*Need for across-the-board raises*

We should not encourage merit-based pay for performance raises until everyone has received an across-the-board raise that will ensure their salaries have kept up with the cost of living. A three-tier system will only delay such equitable resource allocation.



UNIVERSITY OF  
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**LANCASTER**

A Palmetto College Campus

**ADMINISTRATIVE EVALUATION – 2021**

Name:					
Discipline:		Rank:			
Academic Division:		Tenure:	Yes	No	

I. Effectiveness as a Teacher or Librarian							
	Highly Effective		Effective		Not Effective		Not Applicable
COMMENTS:							

II. Scholarship							
	Highly Effective		Effective		Not Effective		Not Applicable
COMMENTS:							

III. Service							
	Highly Effective		Effective		Not Effective		Not Applicable
COMMENTS:							

IV. Administrative Responsibilities							
	Highly Effective		Effective		Not Effective		Not Applicable
COMMENTS:							

OVERALL ASSESSMENT: <i>(If the employee's overall performance is judged to be "Not Effective," a copy of the letter to the employee citing specific performance deficiencies must accompany the completed review.)</i>							
	Highly Effective		Effective		Not Effective		Not Applicable
COMMENTS:							

\_\_\_\_\_  
*Faculty Member* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Academic Division Chair* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Associate Dean for Academic & Student Affairs* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean of the USC Lancaster Campus* \_\_\_\_\_  
*Date*

## November 4, 2022, Faculty Organization Meeting chat transcript

[11/4, 12:20 PM] Lemhouse, McKenzie

Hi everyone! Just a reminder that the meeting is being recorded automatically. We'll get started at 12:30.

[11/4, 12:49 PM] Erin Moon-Kelly (Guest)

Vetran's Day concert ILHS

[11/4, 12:49 PM] Erin Moon-Kelly (Guest)

Free admission

[11/4, 12:49 PM] Erin Moon-Kelly (Guest)

EMK playing

[11/4, 12:50 PM] Erin Moon-Kelly (Guest)

Sat at 4

[11/4, 12:50 PM] Ammons, Mark

Todd: We do want to get testimonials from first-gen faculty on Monday.

[11/4, 12:50 PM] Ammons, Mark

Yes

[11/4, 12:50 PM] Cruise, Susan

Related to giving, please consider donating to the Thanksgiving Baskets!

[11/4, 12:53 PM] Lawrence, Dana

Yes--it is. I can share that screen once this one is down

[11/4, 1:03 PM] Lawrence, Dana

Agree 1000% Shemsi!

[11/4, 1:04 PM] Golonka, Annette

Well said Shemsi.

[11/4, 1:04 PM] Lawrence, Nicholas

Great points, Shemsi

[11/4, 1:04 PM] C. Y. Heinemann-Priest (She/Her) (Guest)

Well put Shemsi!

[11/4, 1:05 PM] Lawrence, Dana

And our insurance premiums ALWAYS go up with those "raises"

(1 liked)

[11/4, 1:12 PM] Sellhorst, Sarah

There is a policy that shows how to ask for a pay for performance raise if any one is interested

[11/4, 1:14 PM] Sellhorst, Sarah

<https://www.sc.edu/policies/ppm/hr137.pdf>

(1 liked)

[11/4, 1:15 PM] C. Y. Heinemann-Priest (She/Her) (Guest)

Totally agree, Suzanne!

[11/4, 1:15 PM] Alhaddad, Shemsi

Excellent point, Suzanne

[11/4, 1:16 PM] Holland, Kate

Thanks Sarah

[11/4, 1:20 PM] Cruise, Susan

Agree with Shemsi, Suzanne and Nick. Being Effective should be what we all strive for.

[11/4, 1:24 PM] Cruise, Susan

Shouldn't a merit pay raise be available for anyone who is effective (doing their job well)? If you are not effective, that should be the concern.

[11/4, 1:27 PM] Cruise, Susan

Agree with Peter

[11/4, 1:28 PM] Alhaddad, Shemsi

The category of effective is defined in the manual. There's no definition of highly effective in the context of annual review.

[11/4, 1:29 PM] Holland, Kate

We should make one then!

[11/4, 1:31 PM] Golonka, Annette

The manual does define what highly effective teaching is, but is sort of vague about scholarship.\

[11/4, 1:32 PM] Alhaddad, Shemsi

The definition of highly effective is not for annual review though. It's for multi-year effectiveness.

[11/4, 1:32 PM] Golonka, Annette

I know, that's the problem.

[11/4, 1:35 PM] Lawrence, Nicholas

Being Effective is a great achievement, if you're really doing it in all 3 areas.

Further, I tremble at the idea of asking the Senate (I mean, seriously) to start elaborating on its "sense" of what makes for "Highly Effective" in the context of an annual evaluation.

[11/4, 1:38 PM] Golonka, Annette

They could vote to apply the definitions in the manual for annual review, then they would match, but I am not sure the form is a single one for both instructors and tenure-track faculty.

[11/4, 1:43 PM] Holland, Kate

That's a good point Annette. Nick, I see your point re: Senate. If the other 3 campuses have already incorporated this category, then I'm supposing that it's likely that it has already been discussed? I got here in 2008 so that category was there for the first 10 years of my career here, and I don't remember it being an issue, but I could be missing something.

[11/4, 1:44 PM] Lawrence, Dana

The other campuses, perhaps, were not asked what they thought.

[11/4, 1:44 PM] Lawrence, Dana

Because faculty don't actually get a say in this

[11/4, 1:45 PM] Golonka, Annette

Do you mean because this is an administrative form?

[11/4, 1:45 PM] Holland, Kate

True. I think that was the case for at least 1 other campus. It'd be interesting to know that.

[11/4, 1:45 PM] Alhaddad, Shemsi

Two of the other campuses don't even have active faculty organizations.

[11/4, 1:45 PM] Lawrence, Dana

yes

[11/4, 1:47 PM] Collins, Walter

Thank you, Justin.

[11/4, 1:48 PM] C. Y. Heinemann-Priest (She/Her) (Guest)

Thank you

[11/4, 1:48 PM] Pearson, Justin

You're welcome!

(1 liked)

[11/4, 1:55 PM] Erin Moon-Kelly (Guest)

I have to jump off to meet a student virtually. Have a great weekend!

[11/4, 2:06 PM] Sellhorst, Sarah

I second

**[11/4, 2:06 PM] Lemhouse, McKenzie added Polls to the chat.**

- Not record name; Results shared

***Approve motion to creat [sic] ad hoc Travel Study committee?***

- Yes
- No

**[11/4, 2:07 PM] Lemhouse, McKenzie via Polls. 31 responses**

- **Yes 90% (28)**

- No: 9% (3)

[11/4, 2:09 PM] Cruise, Susan

Thanks for putting this together, Dana!

[11/4, 2:13 PM] Collins, Walter

Thanks, everyone. Have a great weekend.

[11/4, 2:13 PM] C. Y. Heinemann-Priest (She/Her) (Guest)

motion second

[11/4, 2:13 PM] Lawrence, Nicholas

have a great weekend everyone!

[11/4, 2:13 PM] Lekan, Todd

HAVE A GOOD ONE.

[11/4, 2:13 PM] Swails, Nahid

Thank you everyone! Have a good weekend



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**You're Way Ahead When You Start Here**

**November 4, 2022**



	Fall 2021	Fall 2022	Variance
<b>Applications</b>	2428	2452	+1.0%
<b>Admits</b>	2151	1995	-7.3%
<b>Admit Rate</b>	89%	81%	



	Fall 2021	Fall 2022	Variance
<b>HEADCOUNT</b>	1729	1681	-2.8%
<b>FTE</b>	1143	1123	-1.7%



	Fall 2021	Fall 2022	Variance
<b>Full-Time</b>	682	647	-5.1%
<b>Half-Time</b>	791	743	-6.1%
<b>Less than Half-Time</b>	241	291	+20.7%



	<b>Fall 2021</b>	<b>Fall 2022</b>	<b>Variance</b>
<b>Change of Campus</b>	4	5	+25%
<b>Continuing</b>	256	241	-5.9%
<b>Dual Enrollment</b>	959	983	+2.5%
<b>Freshman</b>	367 (93-Palmetto)	342 (89-Palmetto)	-6.8%
<b>Nondegree</b>	41	50	+22%
<b>ReAdmit</b>	29	14	-51.7%
<b>Transfer</b>	72	46	-36.1%
<b>Transient</b>	1	0	-100%
<b>Total</b>	1729	1681	-2.8%

# Enrollment Report



UNIVERSITY OF  
**South Carolina**  
LANCASTER

## Gender

	Fall 2021	Fall 2022	Variance
Female	1016	989	-2.8%
Male	706	639	-9.2%
Not Reported	7	53	+657.1%
<b>TOTAL</b>	1729	1681	-2.8%

# Enrollment Report



UNIVERSITY OF  
**South Carolina**  
LANCASTER

## Ethnicity

	Fall 2021	Fall 2022
American Indian or Alaskan Native	9	8
Asian	40	44
Black or African American	243	244
Hispanic	114	134
Native American or Pacific Islander	2	0
Non-resident Alien	7	8
White	1167	1085
Unknown	74	90
Two or More Races	73	68



Fall 2022 Top Schools for Registered Freshman	
South Carolina	
Lancaster High School	33
	28
	27
	22
	14
	14
	10
	9
	8
	7
North Carolina	
Queen's Grant Prep High School	1
Concord Academy	1
Non-Sc Home Schooled	1



	Fall 2021	Fall 2022	Variance
<b>BOL</b>	43	28	-34.9%
<b>BLS</b>	46	31	-32.6%



UNIVERSITY OF  
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LANCASTER

## Calendar of Events

### November 2022

Fall 2022 Open House (TOMORROW)

10<sup>th</sup>—Pre-Pharmacy Webinar

15<sup>th</sup>—Financial Aid Webinar

### March 2023

25<sup>th</sup>—Spring Open House 9am-12pm

### 2023

**The National Society of Leadership and Success  
Induction Ceremony**



## Faculty and Student Recruitment

- Calling/Texting Campaigns
- DE High School Seniors
- VIP Campus Tours (Visiting a class, stopping to say hi)
- BOL/BLS Class Presentations/Local Businesses
- Spring 23 Open House (March 25)
- Webinars



### Important Notes

- Palmetto Fellows Scholarship (\$6500/\$7500)
- Life Scholarship (\$5000)
- Test Optional for Fall 2023
- College Preparatory Course Requirements (20units)
- Applicants must have a 2.00 GPA or higher for admissions
- DE High School Seniors—3.00/12CR/Admit



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# LANCER

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# AMBASSADORS





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- #1 Best Community College in South Carolina

## Report to the UofSC Lancaster Faculty Organization

### Academic Success Center

*Patrick Lawrence, Director*

#### Announcements

- Please encourage students to consider the ASC as final exams approach. Many will find that the Studio services are a good option for review and study sessions, especially as we get booked up close to the end of the semester.
- The last day for tutoring will be Tuesday, December 6<sup>th</sup>.

#### Recent Events Overview

On October 11<sup>th</sup>, we hosted celebrity writing tutor Jorge Santos, the award-winning author of *Graphic Memories of the Civil Rights Movement*. He worked with students in Writers' Studio and taught them about the poetic form of the sestina. Dr. Santos shared his own work as an example and encouraged students to try the formula as an experiment in form.

October was a month of lower traffic at the ASC. Compared with September's high-water mark of 128 sessions, October's 82 was a drop of 36%. We are exploring various explanations, but many factors likely played a role. One may be the course drop deadline. Many students who come regularly to the ASC re-evaluate their performance at this time, and some choose to drop the course and subsequently cease coming to the ASC. In addition, October includes the transition between first-eight-week classes and second-eight-week classes. Students who have just begun new classes often do not yet realize they would benefit from support, so fewer seek ASC services until later in the year. Finally, we are reaching a lull between mid-terms and final exams. Student engagement across campus appears to have fallen, though we anticipate an uptick as we approach finals.

#### Summary of Tutoring Data

**Year-to-year trends:** Though numbers are lower than they were for September, we are on par with past years, slightly higher than 2020 and slightly lower than 2021. This suggests that our exceptionally strong figures last month were an outlier, though we will be working to replicate that success, and we will continue to examine explanations for the decline.

**Session distribution trends:** Generally, the decline of in overall tutoring was distributed evenly across subject areas. There are some discrepancies that we'll look more closely at, because they may point to explanations for the general decline. We appear to be holding steady in terms of demand for virtual tutoring sessions at about 20% of overall sessions. These numbers are significant enough that we envision virtual tutoring remaining a part of ASC services indefinitely. The same goes for studio services, which also consistently comprise around 20% of overall student contacts.

(See charts below for more complete data.)

#### Contact Information

**Phone:** 803-313-7113

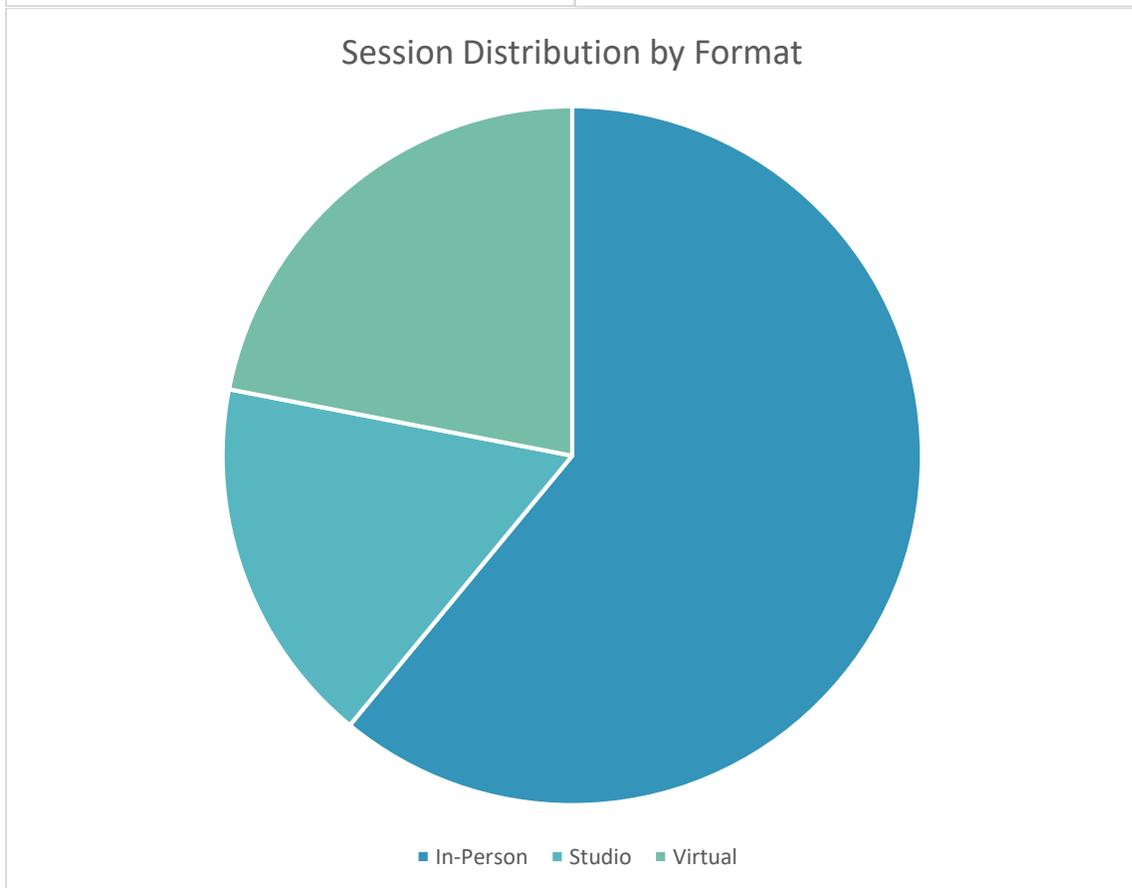
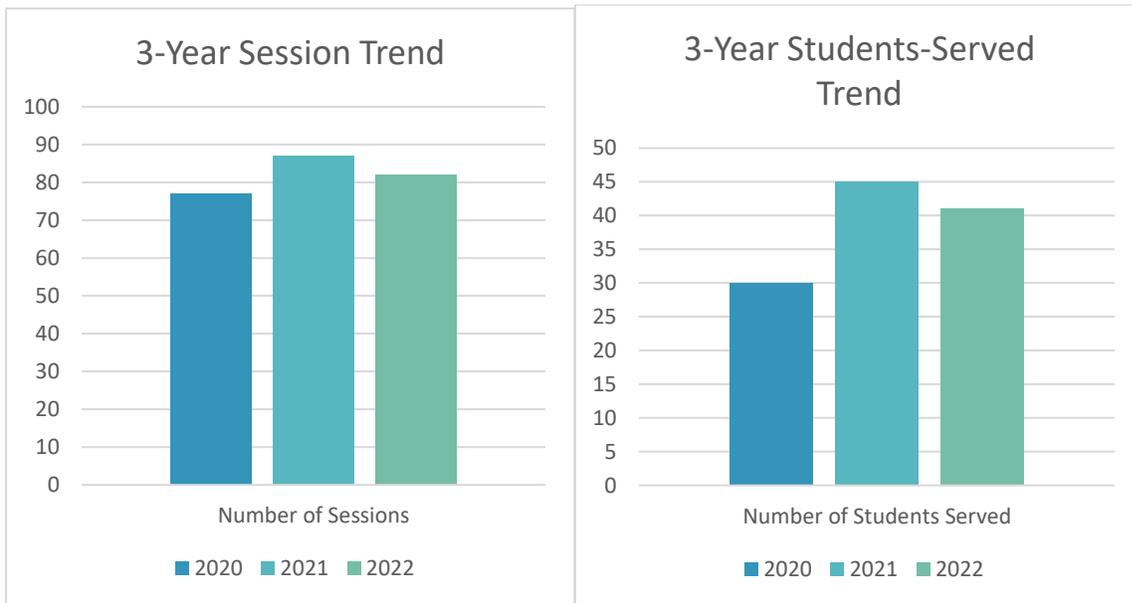
**Web:** [sc.edu/lancaster/asc](https://sc.edu/lancaster/asc)

**Twitter:** @USCLASC

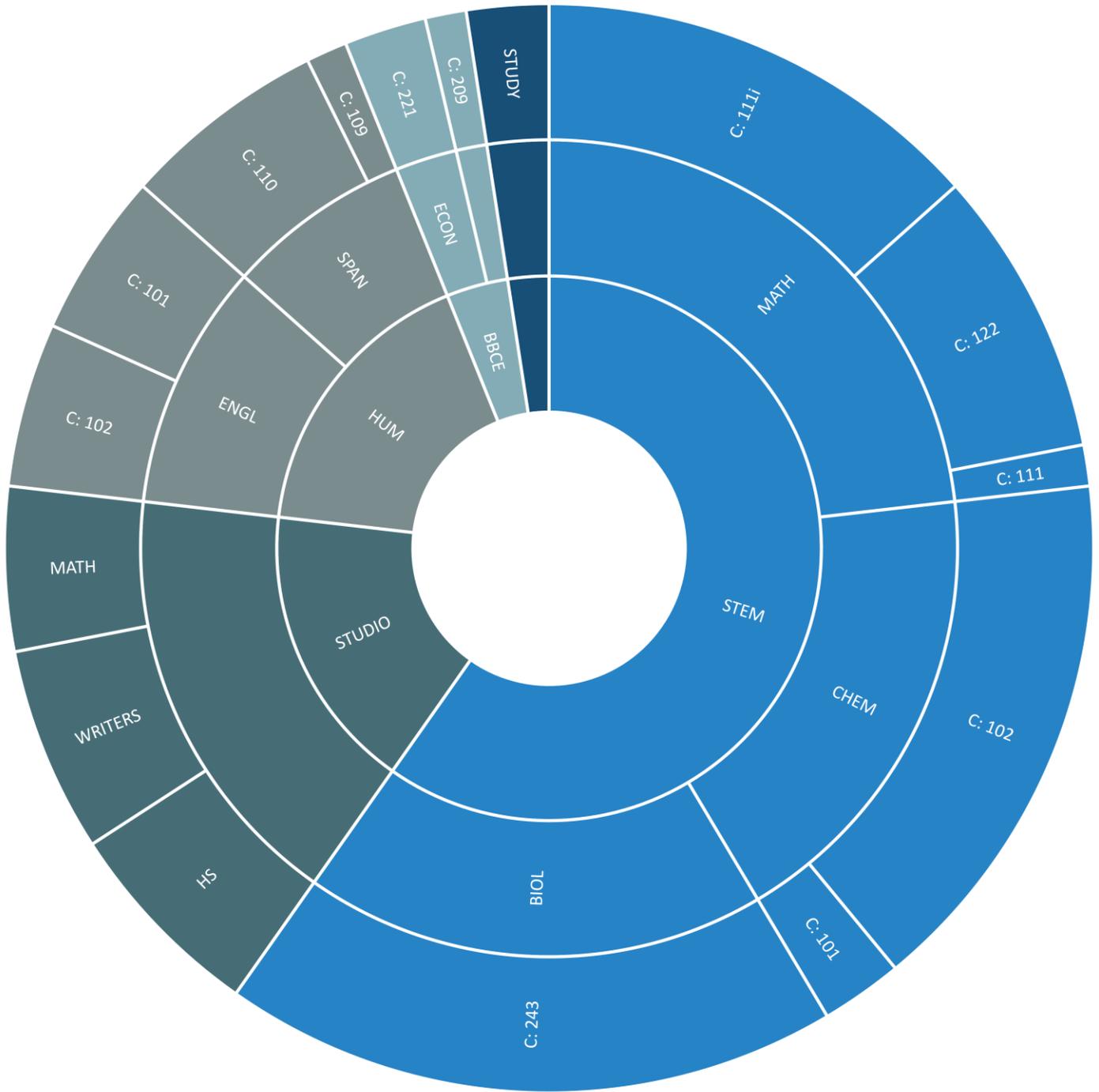
**Patrick Lawrence, Director:** [pslawren@mailbox.sc.edu](mailto:pslawren@mailbox.sc.edu)

**Elaine Connor, Academic Success Coordinator:** [etconnor@mailbox.sc.edu](mailto:etconnor@mailbox.sc.edu)

## Appendix: Tutoring Data



Session Distribution by Field and Course





**Matt Williamson**  
**Director, Federal TRiO Programs**

**REPORT TO THE FACULTY ORGANIZATION**  
**November 4, 2022**

**Opportunity Scholars Program:**

- We are currently serving 135 low-income, first-generation (LIFG), or disabled USCL students since our new project year began on September 1, 2022. This places us in a very strong position to reach our mandate to serve a minimum of 165 qualifying students prior to the end of the current reporting period on August 31, 2023.
- Thank you all for diligently responding to our Project Coordinator, **Andrea Campbell**, last month as part of her mid-semester checkup. Your responses will allow us to support the needs of our students more effectively.
- We enjoyed a very successful **OSP Fall Break Trip to the Outer Banks** on October 13-16, 2022, with 29 students attending. On our way to the Outer Banks, we visited **East Carolina University** in Greenville, NC. Students were able to learn about aviation history at the **Wright Brothers National Memorial** in Kill Devil Hills, NC. In addition, we visited **Roanoke Island Festival Park** in Manteo, NC and attended the **Outer Banks Seafood Festival** in Nags Head, NC.
- We appreciate **Tamika Lewis** for allowing us to host the **Wonderful Wednesday** and **Therapeutic Thursday** events during **Disability Awareness Week** on October 19-20, 2022. Thank you to both Tamika and **Dr. Todd Lekan** for their presentations and to **Kayla Tyson**, one of our OSP superstars, for her coordination efforts.
- We were so happy to host the **Careers in Science Lecture** on October 27, 2022. **Salwa Ghaly** from **Indian Land High School** presented "Dream Big" on her life as an Egyptian immigrant and career as a chemistry teacher. We will also be hosting the next two Careers in Science Lectures. The first will be with aquatic biologist **David Eargle** from the **South Carolina Department of Health and Environmental Control (SCDHEC)** on Wednesday, November 9, 2022. The second will be with **Dr. Wayne Harsha**, otolaryngologist with **Carolina Pines ENT** in Newberry, SC on Tuesday, November 29, 2022. Both lectures will be held at 12:15 p.m. in the TRiO Learning Resource Center. Lunch will be provided. We greatly appreciate **Dr. Li Cai**, **Dr. Bettie Johnson**, and the **USCL Chemistry Club** for continuing to enable us to expose our students to STEM-related careers.
- A **PAL Information Workshop** was held on November 1, 2022, for OSP students interested in applying for USCL's Peer Advisor program as well as the Student Government Association's upcoming Fall 2022 elections for SGA President, Vice President, Secretary, and Treasurer.
- We are so proud of OSP students **Meghan Boyles-Randolph** and **Riley Saverance** for being selected to speak at the **2022 Dr. Richard M. Gannaway Scholarship Appreciation Luncheon** on November 2, 2022.
- We are pleased to once again be participating in the **Fall 2022 Open House** on Saturday, November 5, 2022. Special thanks to **Nick Jones** and **Kanisha Rollings** for organizing this event.



- We will be hosting our annual **OSP Holiday Movies & Treats** during the last week of classes on November 28 – December 1, 2022, and during final exams on December 5-8, 2022. This will include drinks, popcorn, and other treats.
- An end-of-the-semester visit to **Riverbanks Zoo & Garden** in Columbia, SC for the **Lights at Riverbanks Zoo** event is being planned for the evening of Friday, December 2, 2022.

### **2<sup>nd</sup> Annual First-Generation College Celebration:**

- In 2017, the **Council for Opportunity in Education (COE)** and the **NASPA Center for First-Generation Student Success** partnered to launch a nationwide First-Generation College Celebration Day. November 8<sup>th</sup> was selected as the annual date for this celebration to coincide with the anniversary of the signing of the Higher Education Act (HEA) of 1965. A bipartisan resolution, led by Senators Marshall (R-KS) and Warnock (D-GA), was passed unanimously recognizing November 8<sup>th</sup> as a day to recognize the accomplishments and contributions of first-generation college students.
- Because November 8<sup>th</sup> falls on Election Day this year, USCL will hold its **2<sup>nd</sup> Annual First-Generation College Celebration** on Monday, November 7, 2022. **Pelican's SnoBalls** and **Tacos Olé** will be on campus for lunch from 11:00 a.m. to 2:00 p.m. Our very own **Antonio Mackey** will be serving as music DJ, and we will be filming testimonials from first-gen faculty, staff, and students throughout the day.

### **Upward Bound:**

- We are currently serving 43 LIFG participants from **Andrew Jackson, Buford, and Lancaster High Schools**. We are required to serve a minimum of 62 qualifying participants from these three target high schools prior to the end of the current reporting period on May 31, 2023.
- We appreciate our Project Coordinator, **Eddie Boykin**, for representing USCL's Federal TRiO Programs at the **South Carolina TRiO Association's Annual Fall Conference at Midlands Technical College** in Columbia, SC on October 7, 2022.
- We were excited to host **College Goal South Carolina** on October 29, 2022. Special thanks to **Ken Cole, Ashley Stevenson, and Tyrie Rowell**, as well as other volunteers, for facilitating this outstanding event.
- We were so happy to have **Lancaster Mayor Alston DeVenny** speak at the first session in our "Civic Leaders Series" on November 1, 2022. In addition to learning about Mayor DeVenny's background and career, participants were also able to engage in a Q&A session on public administration. We are currently planning to host Lancaster's new police chief, **Don Roper**, at the next session in this series after Thanksgiving break.
- All participants, with a special emphasis on juniors and seniors, are being encouraged to attend USCL's **Fall 2022 Open House** on Saturday, November 5, 2022.
- After a very successful visit last month to **South Carolina State University's 2022 Youth Day** event, our participants will be traveling to **USC Upstate** in Spartanburg, SC for their **Open House** on Saturday, November 12, 2022.

### **Student Organizations:**

- We hosted the first **Lancers Against Sex Trafficking (LAST)** meeting on October 24, 2022. This organization was founded by star OSP alum **Teresa "Missy" Melton**. Congratulations to



LANCASTER

*A Regional Palmetto College*

two of our current OSP students, **Jocelyn Furlos Beristain** (President) and **Meghan Boyles-Randolph** (Vice President), on their election as officers.

- We are currently working with **USC's Office of Civil Rights** to ensure Title IX compliance with our **D.E.F.I.N.E.** and **G.E.N.T.S.** organizations, due to concerns over gender-based discrimination, while making sure these groups are open to all students. We are also exploring the possibility of combining these two organizations. More information will be forthcoming.
- The next **D.E.F.I.N.E.** meeting will be held on Thursday, November 10, 2022, at 12:15 p.m. in the TRiO LRC. Lunch will be provided, and all students interested in community service, peer mentoring, and supporting female students enrolled at USCL are welcome to attend.
- The **G.E.N.T.S.** organization will hold its next meeting in Founders Hall (room 132) at 12:15 p.m. on Thursday, November 10, 2022. This group is open to any student interested in engaging currently enrolled male students through community service and peer mentoring.

#### **Annual Performance Reports:**

- The Annual Performance Reports (APR) for both the OSP and Upward Bound projects are typically due to our sponsor, the federal Department of Education (ED) during November. However, due to delays in the performance reporting process, we do not have an estimate from ED as to when they will open.
- The data collected for the OSP APR will measure the performance of the project for the second year of its five-year grant cycle covering the period September 1, 2021, through August 31, 2022.
- The data collected for the Upward Bound APR will measure the performance of the project for the fifth and final year of its previous five-year grant cycle. This covers the period June 1, 2021, through May 31, 2022.
- Kudos to **CoSonja Allen** for her efforts in streamlining the data collection process for both projects.
- If anyone would like a copy of the final reports for either of these grant projects (once they become available), please contact **Matt Williamson** at [mwilliam@mailbox.sc.edu](mailto:mwilliam@mailbox.sc.edu).

#### **Community Service:**

- Thank you all for making the **USCL Cares Back-to-School Campaign** so successful. Led by students participating in **Early Start 2022**, several boxes of supplies will be delivered to **Brooklyn Springs Elementary School, Clinton Elementary School, and Southside Early Childhood Center** on Wednesday, November 9, 2022.
- We appreciate our very own **Mary McInville Adamson** and **Mark Ammons**, as well as **Deans Collins and Lekan** and **Jeff Rammage**, for spearheading USCL's involvement in and sponsorship of **United Way of Lancaster County's 2022 Bed Race** fundraiser on October 15, 2022.
- The **USCL Cares Annual Food Drive** is currently underway and will conclude on Wednesday, November 16, 2022. Canned and dry goods are being collected to benefit the neediest children and families in Lancaster County, as well as the **USCL Student Food Pantry**. Donation bins may be found in the Carole Ray Dowling Building, Founders Hall, Hubbard Hall, and the TRiO LRC.



**Legislative Updates:**

- **COE** is requesting an additional \$161 million in funding for FY23 to serve another one million TRiO-eligible students nationwide. They estimate that it will take at least \$57 million just to provide a 5% increase to all current grantees. This additional funding will be needed to provide inflationary increases to all current TRiO grant projects, which include those here at USC Lancaster.
- If anyone is interested in learning how you may support any of these bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at [rmammons@email.sc.edu](mailto:rmammons@email.sc.edu).

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

**MEETING:** Faculty Organization Meeting- November 4, 2022

**TODAY'S DATE:** November 3, 2022

**ATTACHMENTS: 1**

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**INFORMATION ITEMS:**

**1) Donate Annual and Sick Leave**

Please consider donating annual and sick leave time to the USC Leave Transfer Pool. The leave pool is used by USC employees who are experiencing personal emergencies and do not have enough leave to cover their absence from work.

Leave must be donated by December 2, 2022.

Leave donation request are now submitted through the Time and Absence system.

<https://hcm.ps.sc.edu>

The Leave Transfer Job Aid is located at this link

[https://www.sc.edu/about/offices\\_and\\_divisions/payroll/documents/time\\_labor/request\\_to\\_donate\\_leave\\_eetl\\_abs\\_6\\_12\\_final.pdf](https://www.sc.edu/about/offices_and_divisions/payroll/documents/time_labor/request_to_donate_leave_eetl_abs_6_12_final.pdf)

If you are unable to access the Job Aid through the link, please use the attachment.

**2) Employee Assistance Program:**

Please remember that the Employee Assistance Program (EAP) is a confidential resource provided by the University to support employees through times of need.

Our EAP vendor McLaughlin Young Group (Mygroup) provides assistance in four categories: assessments and Counseling, Legal Access Services, Financial Services, and Education and Training.

Except for fees associated with the purchase of legal documents, EAP is free to university faculty, staff, and their immediate household members.

Employees and their dependents have access to counselors 24 hours a day 365 days a year by calling 800-633-3353 or 704-529-1428. More resources are available on the vendor website [www.mygroup.com](http://www.mygroup.com)

### **3) Rehire Student Assistants and Temporary Employees:**

Please submit approved Personnel Request Forms to rehire student assistants and temporary employees for Spring 2022 as soon as possible. Submitting them between now and Thanksgiving break is ideal.

#### **Students**

Remember the hourly rate for a student assistant on the Lancaster campus should be \$9.00 unless approval is received for a higher rate. Students may work up to 20 hours per week during the Spring semester. Student employment for Spring semester ends on May 15, 2023.

To be eligible for hire students must be pre-registered for at least 6-credit hours for Spring 2023.

Please view the Student Employment Policy for further information.

<http://www.sc.edu/policies/ppm/hr186.pdf>

#### **Temporary Employees**

The Christmas break is only eleven (11) calendar days. If a temporary employee intends to take their furlough during the break, please be sure that they have a full 15-day calendar break. If you want a temporary employee to return when the campus reopens on January 3, 2023 and have a furlough their last working day should be on or before December 18, 2022.

#### **Personnel Request Forms**

Personnel Request Forms are located on the USCL Human Resources website under the Forms heading.

[https://www.sc.edu/about/system\\_and\\_campuses/lancaster/internal/faculty\\_and\\_staff/human\\_resources/index.php](https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/index.php)

All Personnel Request Forms must be approved by the Supervisor or Department Head, Associate Dean, Business Manager, and the Dean prior to being processed.

### **4) University Holidays:**

The University of South Carolina recognizes November 24 and November 25, 2022, as holidays in recognition of Thanksgiving.

The Christmas/Holiday begins on December 23, 2022 and ends on January 2, 2023.

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

Campus will officially reopen on January 3, 2023.

# Student Success and Retention

## USCL Faculty Organization Report

### Report Sections

- Advising
- Counseling
- Disability Services
- Early Alerts
- Leadership Distinction

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### Advising

#### **Advisement and Registration**

- Thank you for your time and efforts related to advisement and registration! You are truly appreciated.
- Having trouble getting in contact with a student? Please let us know! We are here to make this part of the process easier for you.
- Are you able to remove holds? Check your Banner/Self-Service Access. If you are not able to remove holds, please send an email to Asheley Schryer at [schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu) for more information.

### Counseling

#### **Monthly Status Report-October Appointment:**

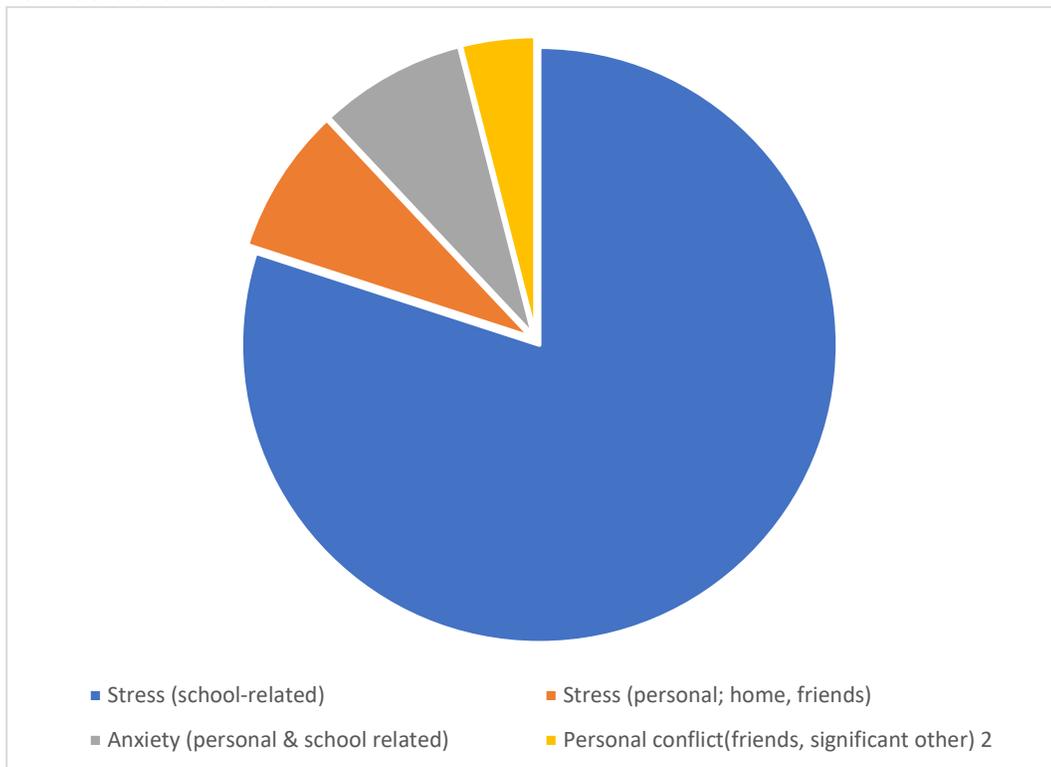
In-person: 24/ Tele-Health: 1

Drop-ins: 3

Scheduled: 25

Cancellations: 4

Total Sessions held: 25



\*This month, much of the sessions held focused on school related stress and anxiety. Group sessions and workshops were held on October 11, 12, 2022 to address Stress and Anxiety as well the De-Stress fest held September 28, 2022.

\*\*Data shared by Tamika Lewis, MA, LPCA, NCC\*\*

## Disability Services

### **Student Accommodations**

If you have a student that needs accommodations, please contact Annette Horton in [Disability Services - My USC Lancaster | University of South Carolina](#).

### **Sensory Room in Disability Services**

With the assistance of the Fact Forward grant (Thank you to Lauren Thomas and Leigh Pate!), the Office of Disability Services now has a sensory room available to students. A sensory room provides students with a calm place to relax, especially if they are overstimulated, stressed, or anxious. Please let your students know this space is available. Currently, the space is open on a first come, first served basis. Students may drop-in and use it during regular business hours (M-F 8:30am-5:00pm). Ms. Horton will continue to monitor the use and will adapt the protocol as needed. The room is located in Starr Hall room 125.

## Early Alerts

We know the importance of connecting with students early and often. If you have a student that is not attending class, missing assignments, or who would benefit from a contact by a student success staff person, please let us know. **Submit an early alert form:** <https://tinyurl.com/usclfacultyalerts>. This form will remain active throughout the semester. If at any time, you feel a student needs additional assistance, please submit the form, or **contact Zoe Byrd at [zmbryd@email.sc.edu](mailto:zmbryd@email.sc.edu) or (803) 313-7131**.

When a form is submitted, Academic and Student Affairs will contact the student via email/text to notify them of the alert and share relevant resources and contacts.

## Leadership Distinction

- **Encourage students to apply for Leadership Distinction!** Are your students engaging in beyond the classroom experiences (community service, internships, research, global learning, leadership, etc)? If so, encourage them to pursue Graduation with Leadership Distinction. Students that are interested in the process can [make an appointment](#) with Asheley Schryer.
- **Need a Leadership Distinction presentation?** Want to schedule a presentation for your student organization or class? Contact Liz Easley ([EASLEYEA@mailbox.sc.edu](mailto:EASLEYEA@mailbox.sc.edu)) or Asheley Schryer ([schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu)).
- **Student funding is available!** USCL students may apply for the [Carolina Engage Grant - Center for Integrative and Experiential Learning | University of South Carolina \(sc.edu\)](#) to successfully complete their beyond the classroom experience. Students can apply for up to \$500 initially by describing in detail how the beyond the classroom experience connects to their personal, professional, and/or academic goals. Priority is given to students demonstrating significant need in order to engage in meaningful beyond the classroom experiences. Funding may be used for conference registrations, education abroad experiences, professional clothing for an internship, certain technology requests, and many other beyond the classroom activities. Eligibility Requirements:
  - Must be a full-time undergraduate student at UofSC Columbia or the Palmetto College regional campuses (Lancaster, Salkehatchie, Sumter, or Union)
  - Must have a 2.2 cumulative GPA or higher
  - Must be participating in a beyond the classroom experience
  - Must be willing to submit a reflection through Garnet Gate upon completion of the experience

*Note: Graduation with Leadership Distinction is a program through the Center for Integrative and Experiential Learning (CIEL) at Columbia, formerly USC Connect. Asheley Schryer and Dr. Liz Easley are the CIEL Fellows for the Lancaster campus.*

# USC Lancaster Faculty Organization

## Campus Technology Update

November 2, 2022

### Highlights

- **Classroom Audio/Video upgrades: (update)** The supply chain issues that have delayed completion of the remaining classroom in Founders Hall and Bradley Arts and Sciences have worsened. The Crestron equipment required to complete the project is now on back order until 3<sup>rd</sup> calendar quarter 2023. This additional delay was brought to my attention earlier this week. I will be meeting with the audio visual vendor to discuss alternative equipment manufacturers to complete the project on a shorter timeline. An update on the project will be in the December technology update.
- **Shared Color Laser Printer replacement:** The color laser printer replacement schedule is being accelerated. The replacement printers available for faculty use will be installed by the end of Fall 2022,

# Medford Library

## FACULTY MEETING REPORT NOVEMBER 4, 2022

### SERVICE STATISTICS AND PROGRAMS

- **3044** unique visits
- **1085** LibGuide views
- **155** Study and Lounge Area Reservations
- **18** Computer Lab Reservations
- **7** Community computer uses
- **2** Classes taught
- **1** Book a Librarian

### CIRCULATION STATISTICS

- **105** General collection items circulated
- **3** AV collection items circulated
- **8** Juvenile collection items circulated
- **3** New Book collection items circulated
- **1** Oversize collection item circulated
- **9** On Display items circulated
- **14** Special Collection items circulated

### UPCOMING EVENTS

- Study Snacks
  - Snacks, including fresh fruit, will be available in the library. Join us to refuel for studying or grading the week before exams.
- Library Holiday Hours
  - Wednesday, November 23 – 8am to 5pm
  - Thursday, November 24 – Closed
  - Friday, November 25 – Closed

### GENERAL AND ADMINISTRATIVE ACTIVITIES

- Completed Government Documents shift
- Día de los Muertos events
  - Occurred November 1-2

- Attendees enjoyed churros, hot chocolate, and Mexican candy. Hands on activities were also enjoyed.

### **PUBLISHED? LET US KNOW SO WE CAN BUY YOUR BOOK!**

- Make a request using this [link](#)

### **HELPFUL LINKS**

- [Request Library Instruction](#)
- [Place materials on Reserve](#)
- [Book a Librarian](#)
- [Reserve the library computer lab](#)
- [Document the impact of your scholarly activities](#)
- [Check out tools for teaching and learning support](#)

**General opening statement by the Parliamentarian:** There was a brief statement on clarifying who may speak and in what order those in attendance should speak due to some confusion/issues in the last meeting. Generally it was suggest per Roberts Rules of Order that the Chair should recognize those and then they need to state their pertinent information, are then granted permission to speak. The order of who is to speak would follow this order: First those who introduced the motion/point of discussion/etc. and then alternate back and forth between the affirmative and negative. One can only speak twice per issue and only 10 minutes per time. Senators are first to speak, then other faculty who are not senators, and then visitors attending the Senate meeting. Roberts rules of order clarified at the end of why this was stated.

**President Michael Amiridis** shared a general update on the state of shared governance and additions to the Columbia campus (i.e., desegregation monument) and a funded chair position in Public service and engagement by the Senator Clyburn and Boeing with \$1.5 million in funding. Other general comments were about the recommendation of hiring a public historian as well as updates on their experiences during homecoming and conversations with alumni. Mentioned the 50th Anniversary of UNIV 101 and how 75% of schools in the nation use some form of the Columbia model. Continuing to work on trying to create a user friendly university via resources. Branding and the name changing back will take time all digital signage will be change by January 4<sup>th</sup>, while physical signage will take months/years to change.

Air quality issues brought up during discussion and Facilities will share a report/provide more information. Currently there are 400ish mold issues in dorms. And less than that in academic buildings. These issues are acted up on a reactive manner when brought to attention. Did make a note of how education students on how to not create mold (i.e., leaving food out, wet towels on the ground) is step 1 and then fixes to leaks and the like is step 2.

**Provost Donna Arnett** shared various recognitions and accolades about research, grants, and funding by Columbia faculty/departments. Gave general comments about how they are still working through their listening tour as well as other programs and initiatives they are working on (i.e., Bridge to Faculty Program). On 12-11-22 2 lobbyists will be on the Columbia campus to hear and faculty concerns and wants to take back to the state legislature for the spring session. Will be holding a Reimagine Carolina forum for the faculty mid-January on a Friday to gather information on how to infuse fun and joy to the faculties work.

**Faculty Advisory Committee:** Discussed the planned revision of section 2 of the faculty manual. They are in the in the process of doing so and will attempt to do it in phases. Generally just reorganize and dividing the section into sub-sections (All faculty, Tenure/Tenure-Track, Professional track, and so on). The second phase is to have the revisions brought to the senate to vote and this will be done in chunks and will take the rest of the academic year. Priority will be given to what is seen as important not necessarily the order in which the content currently is found. Town hall/open houses will be held in the future to get feedback/suggestions on the changes.

**Senate Steering Committee, Professor Marianne Bickle, Secretary**

Shared a request that they will be retiring and will be looking for a secretary-elect to shadow and the take over. Position was described, as well as the duties and charges of the position.

**Committee on Curricula and Courses, Professor William Hawk, Chair**

**[Committee on Curricula and Courses Report](#)**

Gave a general overview of the proposals in the above link. No discussion was had. Moved to consider 47 proposals and was brought to a vote and they were passed.

**Report by the Chair**

Discussed how they are trying to avoid holding meetings on a religious day/work restricted holidays and made a slight revision to allow for a change in day of when Senate meetings are to take place. It has been proposed to have them on the Tuesday before the work/university restricted day. This will be voted on in the next Senate meeting. Recommend that events are also not to be scheduled during these days and one should be aware to not have meetings, tests, and the like on days that some could be absent due to observance.

This change was voted through the Steering Committee and will be in next month's agenda. The April 5<sup>th</sup> meeting will be moved to Tuesday April the 4<sup>th</sup>.

Lastly, Carolina Core was discussed in terms of the process of revising/assessing f the Carolina Core. A new committee will be created and then charged to look at make recommendations of whether and how to meet the core education requirements. They will provide their findings and suggested improvements, implementation to the follow. More information forthcoming.

Adjournment: At 4:04pm

– **Next Meeting: Wednesday, December 7, 2022 at 3 p.m.**

## Hiring Priorities Committee 2022-23 Fall Preliminary Report

3 November, 2022

### Committee Members:

Todd Scarlett (Chair)

Marybeth Berry

Steven Campbell

Stephen Criswell

Rebecca Freeman

Tracey Mobley-Chavous

Jerrod Yarosh

The Hiring Priorities Committee normally makes recommendations in the spring for searches to be conducted the following academic year. However, there are three replacement positions that need to be filled as soon as possible. Thus, the Hiring Priorities Committee is evaluating those needs and the preliminary recommendations are listed below.

We invite the faculty to consider and comment on the three positions. Please email Todd Scarlett at [tscarle@mailbox.sc.edu](mailto:tscarle@mailbox.sc.edu) by Friday, November 11.

### **Recommended Hires**

#### Criminal Justice

- Dr. Babette Protz is retiring at the end of this academic year and we need to hire a replacement as soon as possible.
- Dr. Protz specialized in victim aspects of CRJU and there is a consensus among the committee and Dr. Lekan that we should seek someone with the same specialty.
- The committee also recommends that hiring someone with an interest and experience in tribal law would be desirable, but not a necessity.
- The committee recommends a tenure track hire for this position

#### Music

- Dr. Brooks Walker, an adjunct in music, recently passed away. A replacement is needed to fill his teaching load.
- Professor Berry has expressed interest in hiring someone with expertise in music direction or music theatre. Some of the theatre productions that Professor Berry directs are musicals and someone who could direct the music would be very valuable and such a collaboration might be a part of their scholarly activities.
- A choir background might be desirable for developing co-curricular activities.
- The committee also recognizes that ethnomusicology would be good addition to the NAS program.
- The committee recommends a tenure track hire for this position.

#### Business

- Albert Blackmon recently stepped down from his duties in maintaining accreditation for the business degree.
- Dean Lekan and Division Chair Phillip Parker recommend an instructor hire to teach management, marketing and finance courses and to assume the accreditation duties.

- The Hiring Priorities Committee supports this recommendation and agrees that an instructor hire is the best option.

## **Other positions under consideration**

### Computer Science

This position has become a perennial problem. We've conducted several searches, but we can't pay enough to compete with the private sector. We don't see a solution to the problem, but the need is still there. Though we have no further recommendations, this problem needs to be solved.

### English

There might be a need for another English hire—in addition to the search that is currently going on. However, the need for another position won't be clear until after the current position is filled and some faculty return to their full teaching loads. We recommend revisiting this position in 2023.

### Art Education

As Fran Gardner retired, Professors Garner and Taylor-Driggers developed recommendations for two faculty hires to cover courses that Fran had taught and to build the art program. The first recommendation was a graphic artist, and that search is in progress. The second recommendation was for someone who could teach art education courses. We could also use a person that can teach 3-D art, though we have an adjunct who is currently covering 3-D. We recommend revisiting this position next year to see what needs exist after the graphic artist is in place.

**USCL Tenure and Promotion Committee  
Report to the Faculty Organization 11-4-2022**

Our Local T&P Committee members this year are Rebecca Freeman, Annette Golonka, Dana Lawrence, Angela Neal, Bettie Obi Johnson, and Suzanne Penuel. Our committee met and elected a chair (Bettie Obi Johnson) in September.

For this year we have been assigned the following:

- 1 Promotion File (Associate to Full Professor) by Dec 1
- 1 Post-Tenure Review File
- 4 First-Year Review Files to be submitted in January
- All Faculty Information Forms for tenure-track or tenured faculty (next semester)

For the promotion file, we have assembled a committee of 5 full professors which includes Bettie Obi Johnson, Annette Golonka, Kate Holland, Chris Bundrick, and Sarah Sellhorst. The file has been received and we all have access to it. We will be reviewing the file, meeting, and submitting ballots by December 1.

**Friday, November 4, 2022**

**Motion to Create Ad-Hoc Travel Study Committee  
USCL Student Affairs Committee**

While Travel Study falls within the purview of the Student Affairs Committee, we have a broader charge to support all student activities on campus, as described in the USCL Faculty Organization Bylaws:

“Purpose: The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus, approves applications for travel study courses, judges submissions to the annual Elliott White Springs Writing Contest, and recommends changes to the administration in an attempt to meet the needs of the USCL community.”

While we have had several successful travel study experiences over the years, USCL does not have in place consistent structural support to ensure that this program continues to grow and thrive. The Student Affairs Committee believes that this lack of structural support may be a deterrent to faculty who are interested in leading a travel study course, but who feel overwhelmed by the idea of carrying it out alone. The development of policies, resources, and centralized administrative support will, we believe, help the existing Travel Study program grow by diversifying the experiences and expanding access.

**For this reason, the USCL Student Affairs Committee moves to create an ad-hoc Travel Study committee.**

**Purpose:** The purpose of this committee will be to establish long-term structural support for USCL’s Travel Study program, including—but not limited to—the following:

- Establishing a “point person” who will provide administrative support for faculty as they plan travel study courses. This person would assist faculty in identifying and organizing fundraising opportunities to help students with travel costs, and possibly help with other tasks related to planning travel.
- Creating an all-in-one resource site for faculty and students to find information about travel study opportunities, planning travel study courses, USC grant opportunities for students, other grants opportunities for students and faculty, and other resources to support these efforts.
- Working with the Dean and Associate Dean to create dedicated funding for Travel Study scholarships.

**Membership:** this ad-hoc committee will have 5-7 members, drawn from faculty who have an interest in building our Travel Study program. Members will be appointed by the Student Affairs Committee chairperson.

**Term:** We propose an initial term of three-years for this committee, with the option to extend if needed.