

USC Lancaster Faculty Meeting Minutes
February 2, 2024

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Faculty Meeting Minutes

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CALL TO ORDER: 12:30 PM, D. Lawrence

CORRECTION/APPROVAL OF MINUTES: The minutes of the December 2023 Faculty Organization meeting were approved.

REPORTS OF OFFICERS:

Dean of the Campus – C. Catledge, report submitted (Appendix 1).

Page 1: Enrollment is up to over 2000 students (up 17.75% from last spring). We have two faculty searches in progress. The baseball season is starting this weekend; please try to support our athletics. We have 2 new employees: Breana Jones and Kasie Faulkenberry, full-time recruiters.

Page 2: 2nd 8 weeks Sun City course is coming up on Archaeology in the Olde English District taught by Chris Judge. There is a link to Ed2go continuing education in the report. Carolina Day is 2/13 with 16 people going including 12 students. Horizon education grant applications are coming up. The Lunch and Learn with First Lady Aggelopoulou-Amiridis is 1/26. This is SC legislative budget season so we made our presentation to the SC House Ways and Means Committee. The Senate presentation will be in next 2 weeks. Save the date for Gift for Garnet. Our commencement is

Saturday, April 27 at 11am, outdoors. Our commencement speaker is Dr Walt Collins. Dr. Collins was recently recognized at the Lancaster County Chamber of Commerce as Volunteer of the Year.

Questions:

C. Bundrick: is there any news about the new dean search process?

C. Catledge: no update

S. Alhaddad: is there an update on the bookstore transition?

C. Catledge: no update. Middle of semester it is transferring to new ownership.

S. Criswell: what happens with electronic books when we transition, specifically with getting Spring 2 books to students?

C. Catledge: no clear answer, but they are working on Spring 2 having materials available for students

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

Page 1: Welcome to Courtney Catledge in her new role as interim dean. 2024-25 review schedule email is coming around March 1 if eligible for promotion, 3rd year review, or if retiring. These Review Intent forms are due by March 15. Please fill out the survey on Service and Scholarship, which will go to the Chancellor; it is important to show the work we do. REDcap is a survey tool that may be useful for those who do surveys as course components.

Page 2: Early Alert requests should come in now. This is also good for online classes to gauge engagement. Travel Study request deadline 3/15. Celebration of Lancer Excellence events on 4/11 to showcase experiential/applied learning in undergraduate research, travel study, and internships. Reach out to T. Lekan or A. Schryer if you want to participate. Indian Land location open house is March 3/5. Regular spring open house is 3/26 in Bradley. Orientation dates are set. Congratulations to Arras Horizon grant recipients A. Stewart, N. Jones, and B. Jones.

Page 3: Arras is still collecting Horizon grant applications. Thanks to the faculty members who are on our two search committees. Please see Faculty Accomplishments on report: S. Aghasafari, S. Criswell, E. Jenkins, B. Obi Johnson, T. Lekan, P. Lawrence, S. Penuel. E. Nooe. Lancaster Players *Fences* and the NASC Lunch and Learn on 2/23. Erin Moon-Kelly concert.

Not in the report: With respect to the business office, if there are supply purchases, please see Cindy Kirk. Invoices and accounts payable issues go to Karin Collins. Everything else goes to Buddy Faile.

Post tenure review successes: Criswell, Kinkade, Berry, Freeman. See email about Blackboard Ultra training through CTE, 2/16 11am; Excel grants call is out with a 3/1 deadline; USCL Career Fair is 3/19 on campus, details to come; possibly another at the Indian Land location in April which will be open to public.

S. Criswell: BB Ultra training is great (Gloria Washington in particular) and you can make appointment for individual tutorials.

D. Lawrence: links to training calendar are available. If you are going up for tenure or promotion, look for an email from Fernanda about the campus description that will go out to external reviewers.

Academic Success Center – P. Lawrence, report submitted (Appendix 3).

ASC is open until 5 on Thursdays (an extension) and also there is availability virtually for those later appointments. Caysen Horton is the new nursing tutor.

Support: if you want automatic reports of your students' visits to the ASC, send P. Lawrence an email. Celebrity Tutors are when we bring in faculty. If you want to do this, please reach out. If you want a workshop or study session before a big exam, we can do that. And it brings students into the ASC, which helps students overcome obstacles that keep them from using the ASC in the future. Dual enrollments students can use the ASC and we track that data.

Director of Student Success and Retention – A. Schryer, report submitted (Appendix 4).

The new Student Athlete Success Coordinator Natalie Calhoun is working part time and mostly remote, but she can come to campus as needed. The goal for this position is to streamline and facilitate communication with coaches, trainers, faculty, staff, and students. She will be communicating practice and game schedules. She will prompt students to tell their faculty, but also arm faculty with information we need so it matches what the athletes tell us. Two weeks before a game, she will reach out to faculty.

Athletes also need to communicate practice/game schedules with academic advisors, ensuring that missing things won't interfere with degree progressions. Natalie will be point person for any student-athlete issues.

Long term she will be working on orientation for all student athletes to facilitate on-boarding and communicate a common message of expectations with full support of the athletic director. There is a push for trying to help international student athletes and even out-of-state student athletes acclimate to our campus.

B. Obi Johnson: athletics advisory committee will be meeting with Natalie to discuss everything, including mid-semester checks.

F. Marques Burke: Bettie and I are working with Asheley to create the 2nd year of the Summer Science Scholars program (see webpage). This is for incoming first year

students interested in majoring in science. It allows them to come on campus early and take Chem 101 and one math course, depending on their placement, for free. Beyond the classroom experiences, seminars and field trips are planned. The program is currently accepting applications.

REPORTS OF COMMITTEES:

USC SYSTEM COMMITTEES:

Provost's Advisory Committee -- S. Criswell, A. Yingst

Items discussed at the meeting: as we are teaching campuses, T&P expectations should be weighted differently. There has been difficulty finding outside reviewers who are tenured from 2-year campuses. The response was possibly putting out a list of peer schools. The issue of having faculty names on the main USC website should be discussed with Walt Collins.

USC Columbia English dept decided to have all ENGL 101 and 102s in Blackboard Ultra this spring, rather than FA24 with the rest of the USC system. That decision and others in the past (Math, Language) have been made without informing PC campuses. Is it possible to have one PC faculty member at one USC department meeting per year? Also be aware that this coming academic year Thanksgiving will have a full week off, which only gives new hires 2 days before they begin teaching to on-board into Blackboard and other systems. That isn't enough time.

We want to clarify in our T&P files on what our loads are and how that affects tenure expectations. The provost wants us to tie back to our guidelines at our 2-year campuses. She did confirm that pedagogy is appropriate scholarship.

LOCAL COMMITTEES:

Evaluation Committee – K. Holland

Changes under new business are designed to add some loose guidelines to lower the anxiety for those going up for post tenure review.

Executive Committee – D. Lawrence, F. Burke

D. Lawrence: Upon consultations, the social gathering will be better attended if it is directly after an event people are already there for, so for the 4/5 FO meeting D. Lawrence proposed that we meet in person and have a catered event after that meeting. Poll given and majority voted for 4/5 being an in-person meeting this year.

F. Marques Burke: With respect to upcoming elections, see email soon with ballot showing slots that need filling. Please reach out to Fernanda if you are interested. Hope to finalize ballot in March to vote in April.

RPS Grant Committee – S. Sellhorst

Will be opening up a mini grant CFP because we had approximately \$7k left from the December granting process. The criteria and format are the same; the only change is that we will remove the requirement that you couldn't have received a grant during the previous year, which opens the application to everyone. Date will be sometime in March and we will get that information to you. There is no limit on the project and it is based on merit. Will have date by next faculty meeting.

Tenure & Promotions Committee – D. Lawrence, R. Freeman

At 1/31 meeting we discussed first year review and post tenure review files. At the end of Feb meeting we will begin discussing the FIFS.

NEW BUSINESS:

Motion to revise FIF Document and Annual Peer Review Description—USCL Evaluation Committee, K. Holland. (Appendix 5,6)

FIF Document: If you are going through post tenure review you still have to turn in a FIF, since post-tenure review is state-mandated. So, the motion is to delete the third box as non-substantive.

Annual Faculty Peer Review Description: under “Exemptions from Annual Faculty Peer Review” the motion is to delete “or post tenure review” so that it now reads “Faculty members preparing files for first or third-year review or the tenure and promotion process may be exempted from the annual faculty peer review process.”

Last page there is an addition of a section “Guidelines for Post-Tenure Review.”

Purpose is for clarity and consistency.

Discussion:

C. Bundrick: I would encourage us not to vote today and give people time to read and think through it. Due date does need clarification, whether it fits in November with 3rd year review and tenure filings or in January with FIFs. When exactly would 6 years fall?

Motion to postpone voting until the next meeting. Voice vote passed.

S. Penuel – Second to last line could be misunderstood as what would be required (versus sufficient). Summary of previous 6 years' FIFs should be just one way this is accomplished.

S. Criswell – keep the word “sufficient.” Need discussion about the purpose of these (other than being mandated by the state). How else might it be useful? This would be good for the evaluation committee to discuss.

C. Bundrick – Should anything having to do with Post-Tenure Review even be in the Annual Faculty Peer Review document? Should it be its own separate document?

B. Obi-Johnson – Is the PC Faculty Senate working on this problem as well? Is there someone in that group that can discuss how this might affect what we are doing on local level?

R. Freeman – yes, the PC Faculty Senate has been clarifying the language, but not specifying for the individual campuses what is required. They are clarifying in the manual that it is up to the campuses themselves what their T&P looks like. Also USC Sumter updated theirs and she can share that with the committee.

D. Lawrence – a document dedicated to Post Tenure review would be helpful.

T. Lekan – “sufficient” does not mean “necessary” so that’s a good point. Need to understand the nuance.

ANNOUNCEMENTS:

Erin Moon-Kelly: Charlotte Concert Band, “JOY OF ALL THINGS!” Saturday, March 2, 2024 at 7:00PM, Christ Lutheran Church Sanctuary, 4519 Providence Road Charlotte, NC. <https://www.charlotteconcertband.org/joy-in-all-things.html>

T. Rowell: *Fences* production 2/16-18 starring Tyrie Rowell.

N. Lawrence: encourage students to enter the Elliott White Springs writing contest. Email him with questions. Discussion of submission criteria – see flyer, no essays.

ADJOURNMENT: D. Lawrence, 2:07 pm

ATTENDING: Sahar Aghasafari, Shemsi Alhaddad, Mark Ammons, Connor Austell, Noni Bohonak, Anthony Brockington, Dwayne Brown, Chris Bundrick, Zoe Byrd, Natalie Calhoun, Andrea Campbell, Steven Campbell, Danelle Faulkenberry, Annette Golonka, Jill Castiglia, Courtney Catledge, Kim Covington, Susan Cruise, Jerry Currence, Stan Emanuel, Rebecca Freeman, Amy Gerald, Darris Hassell, Claudia Heinemann-Priest, Jason Holt, Kate Holland, Ernest Jenkins, Chris Judge, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, Tamika Lewis, Fernanda Marques Burke, Lynette Martek, Sue Mazzullo, Tracey Mobley-Chavous, Erin Moon-Kelly, Angela Neal, Evan Nooe, Bettie Obi-Johnson, Alan Pangburn, Phillip Parker, Suzanne Penuel, Bridgett Plexico, Jeff Rammage, David Roberts, Deborah Rowell, Tyrie Rowell, Asheley Schryer, Peter Seipel, Sarah Sellhorst, Nahid Swails, Brittany Taylor-Driggers, Lauren Thomas, Richard Van Hall, Matt Williamson, Jerrod Yarosh, Andrew Yingst.

Faculty Secretary: Document submitted by A. Gerald on February 22, 2024, for faculty and staff review.



UNIVERSITY OF
South Carolina
LANCASTER

Dr. Courtney Catledge
Regional Palmetto College Interim
Dean

Report to the USC Lancaster Faculty Organization
February 2, 2024

People

Enrollment

As of January 31, 2024, Spring enrollment stands at 2010 up 17.75% from Spring 2023. We are again on the path to historic Spring semester enrollment. Thank you for your help with advisement and registration for Spring semester.

Faculty/Staff searches in progress:

Assistant Librarian – Director of Archives
Assistant Professor of History and African American Studies
Custodian

Athletics

Baseball is in action for its home opener this weekend. Saturday (away) and Sunday (home) beginning at 1:00 against Catawba Valley Community College (CVCC). Upcoming game schedule can be accessed at [this link](#).

Employee Support

Please remember that **the university offers work-life balance and wellbeing support** through our [Employee Assistance Program](#) (EAP). These services are helpful in times of stress and adjustment.

USC Lancaster in our Communities

Please welcome Breana Jones and Kasie Faulkenberry, full-time recruiters for USC Lancaster. They both bring ideas and energy to the role. They presented at the Guidance Counselor luncheon on January 23, 2024, and represented USC Lancaster well.

Dr. Lekan, Dr. Penuel, and Dr. Pat Lawrence attended an important conference on January 26, 2024 hosted by the Chester Chamber of Commerce. They participated in a **panel discussion related to AI.**

We will connect with residents at **Sun City Carolina Lakes on February 3rd for registration for a second 8-weeks course on Archaeology in the Olde English District by Professor Chris Judge.**

Ed2go launched January 3, 2024. Thanks to Anthony Brockington and team for all your hard work on this project. Courses can be accessed on this link https://sc.edu/about/system_and_campuses/lancaster/apply/continuing_education/index.php

TRiO OSP Annual FAFSA Financial Aid Day was held on **Tuesday, January 30.** **Thanks to everyone who helped to organize and offer this important event.**

USCL leadership and students will be attending **Carolina Day** at the statehouse on **February 13th.**

Other items...

- **Horizon Education Grants** were created to celebrate and support educators working with students PreK through college, in the communities of Great Falls and Fort Lawn, SC, and all of Lancaster County. They are designed with two primary goals in mind:

To tie innovative, collaborative teaching and learning to the goal of Building and Supporting a Healthy Community;
To promote and support the development of our students' full potential to succeed as outlined in the "Profile of the SC Graduate."
- Collaboration across grade levels, school campuses, and communities is highly encouraged. Every educator in our service area is eligible for both an individual classroom grant **AND** a team grant each year.
- **Spring 2024 Grant Deadlines**
 - February 4
 - March 3
 - April 7
- **W. Brent Burgin Lunch and Learn on January 26, 2024 at the NASC-** a lecture by Dr. Ero Aggelopoulou-Amiridis, First Lady of the University of South Carolina. "Breaking Barriers: Navigating College and Future Career as a First-Generation Student"
- **W. Brent Burgin Lunch and Learn on February, 23 2024 at the NASC-** a lecture by Dr. John M. Coggeshall, Professor of Anthropology at Clemson University. "Something in These Hills: The Culture of Family Land in Southern Appalachia"

- **February is Black History Month Celebration: In TRiO and Starr Hall Student Center (SHSC) with 12:15 pm start time unless stated otherwise:**
 - Black History Month (BHM) Popcorn & Movie Series, **7th, 14th, 21st, and 28th** (TRiO), **11:00 – 4:00 pm**
 - BHM Speaker Presentation, **5th**, (SHSC)
 - OSP Luncheon, **6th**, (TRiO)
 - BHM Speaker Presentation, **12th** (SHSC)
 - D.E.F.I.N.E. Meeting, **13th** (TRiO)
 - BHM Speaker Presentation, **19th** (SHSC)
 - OSP Luncheon, **20th** (TRiO)
 - G.E.N.T.S., **22nd** (TRiO)
 - BHM Speaker Presentation, **26th** (SHSC)

- There is an upcoming production by the Lancaster Players- ***“Fences” by August Wilson.*** Come out and support on **February 16th and 17th at 8 pm and February 18th at 2 pm**

- Representing the system campuses, **President Amiridis presented FY 2024 budget requests to the House Ways and Means Higher Education Subcommittee** (Jan 17, 2024). The meeting went well with great dialogue between the University and the house members.

- Representing the system campuses, **President Amiridis will present FY 2024 budget requests to the Senate Finance Committee Hearing (February 15, 2024)**

- **Save the date – Give 4 Garnet 2024**
 Give 4 Garnet is a one-day, eight-hour, and one-minute celebration of the University of South Carolina system that will begin at 5:59 a.m. on March 20 and end at 2 p.m. on March 21. It provides an opportunity for students, employees, alumni, family, and friends to come together virtually and demonstrate their support.

- **Commencement 2024:** Planning is underway for an outdoor commencement ceremony on Saturday, April 27 at 11:00 am. (**Please note the morning time for this year.**). This year’s speaker will be Dr. Walter Collins III, Executive Vice Chancellor, Academic & Students Affairs & Associate Provost, Palmetto College. The ceremony will take place just in front of the Crawford Rose Garden where we were last year. The pre-ceremony and post-ceremony receptions will both take place in the Arnold Special Events Room in Bradley.



UNIVERSITY OF
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LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
February 2, 2024

1. **Faculty Review Schedule for 2024-2025.** Faculty eligible for promotion and faculty required to undergo reviews will be notified by March 1. Review statuses will be verified on the Review Intent Form that is due by March 15.
2. **Survey about USCL Faculty Service and Scholarship.** Shemsi Allhadad, our USCL Director of Institutional Effectiveness and Research, has put out a call to complete a survey of faculty service and scholarship activities. The deadline is February 23. The Chancellor reports on the grand totals for all 5 PC campuses, and so the reported numbers don't identify any individual's work or even the work of an individual campus. The Chancellor would like to make year-to-year comparisons, and so it's very important that we have 100% participation. Please support Shemsi's efforts to report these numbers (which helps to cast a positive light on PC faculty). The link is here:
<https://forms.gle/bpb36zh3bo42QM1h7>.
3. **REDCap, a secure online survey and database tool,** is now available at no cost for USC faculty and staff. The Office of the Vice President for Research is excited to provide no-cost access for USC faculty and staff to a web-based application called [REDCap](#). REDCap is a self-service tool for building online surveys and databases quickly and securely through an internet browser. It also supports data acquisition, capture, and management. The REDCap Survey Tool offers a variety of functionality, including conditional logic, data uploads and advanced formatting. All data entered into REDCap is stored on a secure server and can be exported to formats useful to researchers for statistical analysis. About:
 - a. Getting started with REDCap
 - b. Training and support videos
 - c. Information for HSSC REDCap users
 - d. Please go
to: https://www.sc.edu/about/offices_and_divisions/research/news_and_pubs/news/2024/20240125_REDCap_Now_Available.php

4. **Early Alert Request.** We know the importance of connecting with students early and often. This is especially important in the first three to six weeks of a semester. We are requesting that faculty submit early alert forms for any student that is not attending class, missing assignments, or who would benefit from a contact by a student success staff person. This form will remain active throughout the semester:

[Early Alert - My USC Lancaster | University of South Carolina](#)

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. If you have any questions about the process or status of an alert, please contact Zoe Byrd at zmburd@email.sc.edu or (803) 313-7131.

5. **Travel Study Requests.** The Student Affairs Committee reviews and recommends applications for travel study courses. Proposals for Summer 2025 courses are now being accepted. The deadline for submission is March 15, 2024. For more information please see this link: [Travel Study - USC Lancaster | University of South Carolina](#)
6. **Celebration of Lancer Excellence.** On Thursday, April 11 we are planning an event to celebrate student achievements pertaining to experiential learning in areas such as undergraduate research, travel study, leadership, and internships. Please reach out to me or Asheley Schryer if you would like to participate in this event with your students. Exact time and place details TBA!
7. **Admissions Events.** On Tuesday, March 5 at 5:30 PM there will be an open house for prospective students at the Indian Land Location. On Saturday, March 26 at 10:00AM, USCL will have an open house for prospective and admitted students in the Bradley Multipurpose room.
8. **New Lancer Orientation** dates are set.
 - Session I: June 6th
 - Session II: June 20th
 - Session III: July 11th
 - Session IV: July 25th
 - Session V: August 8th
9. **Arras Horizon Grant Success.** Congrats to Aubrey Stewart, Nick Jones, and Breana Jones for receiving a grant for their project: “Developing Future Business Professionals at USC Lancaster.”

10. **Arras Horizon Education Grants Call.** Please see this website for details about this grant from a valued local foundation. There are a series of deadlines through April: <https://arrasfoundation.org/horizon-education-grant/#deadlines>.

11. **Faculty Searches.** Two searches have commenced.

a. Tenure-Track Director of Archives

- i. Stephen Criswell (Humanities)
- ii. Allan Pangburn (MSNPH)
- iii. Chris Judge (BBCEL)
- iv. Rebecca Freeman (BBCEL) Chair

b. Tenure-Track Assistant Professor History and African American Studies

- i. Suzette Taylor (MSNPH)
- ii. Kim Richardson (Humanities)
- iii. Evan Nooe (Humanities)
- iv. McKenzie Lemhouse (BBCEL) Chair

12. **Recent Faculty Accomplishments.**

- a. **Sahar Aghasafari** published an article: **Aghasafari, S.** (2023). Visual Arts Integration as a Way of Meanings: Centering Emergent Bi/Multilingual High Schoolers through Graphic Story and Biology. *Visual Inquiry Journal*,12(1), 21-41. https://doi.org/10.1386/vi_00085_1
- b. **Stephen Criswell** was recently awarded a grant from the USC Racial Justice and Equity Fund to conduct documentation of cultural traditions and oral histories among South Carolina's recognized tribes. In December, **Stephen** gave a talk on Catawba Nation Pottery at the James K. Polk Historical Site.
- c. **Ernest Jenkins** was recognized by the Lancaster Breakfast Rotary Club recognized me as a Paul Harris Fellow +3 in January. During the Lancaster Breakfast Rotary Club meeting on January 31, he gave a presentation on "The Great Wagon Road."
- d. **Bettie Obi Johnson** arranged for two USCL students enrolled in the SC LEND program to attend a statewide virtual leadership conference on January 19. SC LEND is a program dedicated to leadership development education in neurodevelopmental and related disabilities. USCL and Furman are the state's only two universities with students participating in an undergraduate version of the program which was

developed originally for graduate professionals seeking advanced training in this area. Thanks to **Bettie** for her leadership in this program.

- e. **Todd Lekan, Patrick Lawrence, and Suzanne Penuel** presented on a panel for an event entitled “CTRL Your Future: AI @work” on Friday, January 26 at the Gateway Conference Center in Chester County. The event was organized by the Chester County Chamber of Commerce.
- f. **Evan Nooe’s** second book is under contract with the University Press of Florida and invited to be a part of the "Florida in Focus" series. The manuscript is tentatively titled *Florida Reveries: The Three Histories of Walt Disney World's Disney Springs and the Re-Creation of Florida's Past*.

13. Upcoming Events.

- a. **Lancaster Players** are performing *Fences* on February 16th & 17th @ 8pm; February 18th @ 2pm:
https://secure.touchnet.net/C21544_ustores/web/store_main.jsp?STOREID=125
- b. **The next NASC Lunch N Learn** is on February 23 & noon:
<https://nativeamericanstudies.org/upcoming-events>

From Erin Moon-Kelly:

Charlotte Concert Band
JOY OF ALL THINGS!
Saturday, March 2, 2024 | 7:00PM
Christ Lutheran Church Sanctuary
4519 Providence Road Charlotte, NC

It's widely known that music evokes powerful emotions, one of which is pure joy. Join the Charlotte Concert Band as we experience together a collection of jubilant songs that evoke happiness and hope. You're sure to leave the concert with a spring in your step and joy in your heart.

Program:
MAHR | Fantasia in G
THOMAS | Of Our New Day Begun
TYLER & FISHER | Reformation
HANSON | Chorale and Alleluia
MCBETH | Chant and Jubilo
SAINT-SAENS | Symphony No. 3, "Organ" - Finale
BALMAGES | Joy in All Things

Information:
<https://www.charlotteconcertband.org/joy-in-all-things.html>
Purchase Tickets:
<https://www.zeffy.com/en-US/ticketing/d4382bbd-2ab6-495f-ac47-5cda9ef6d3bf>

Report to the USC Lancaster Faculty Organization

Academic Success Center

Pat Lawrence, Director

Announcements

- The ASC is now offering extended hours. We are open Monday through Thursday 9-5.
- Tutors are available for class visits most days and times. Please reach out to me or Elaine Connor to request a visit—particularly around test, project, or exam dates when students might need extra help.

Recent and Upcoming Events Overview

Please welcome our new Nursing tutor Caysen Horton. Caysen comes highly recommended and is excellent, to boot. She will cover BIOL 243, 244, and 250; CHEM 102; NURS 112, 208, 216; and study strategies for health sciences subjects.

We are exploring the possibility of offering study-skills workshops this spring or a study-skills studio service on a recurring basis. We would love to hear your thoughts on how best to support student study strategies, organization, note-taking, and other habits in this format.

We are looking forward to a busy semester helping students with their academic challenges. However, the first month of the year has felt slow following the very heavy traffic of the fall. Illness and scheduling difficulties have also made things a bit unpredictable over the last month, but we are looking ahead to February optimistically.

Summary of Tutoring Data

Year-to-year trends: With 33 appointments, January was not as busy as the previous year but was busier than 2021. This indicates we face some challenges maintaining the strong momentum of the fall, but we aren't seeing an unprecedented or alarming drop in service. We are working on new promotion and outreach efforts, and we expect traffic to naturally pick up as we near exam time.

Session distribution trends: Session distribution data for the month shows our typical ratio among STEM, BBCE, and Humanities courses. STEM comprises a little over half of all appointments and a significant share of that represents our support of students in MATH 111i. We are seeing very low demand for virtual sessions at this time, which bears watching. The total number of sessions for the month is too low to draw definitive conclusions about this, however.

(See charts below for more complete data.)

Contact Information

Phone: 803-313-7113

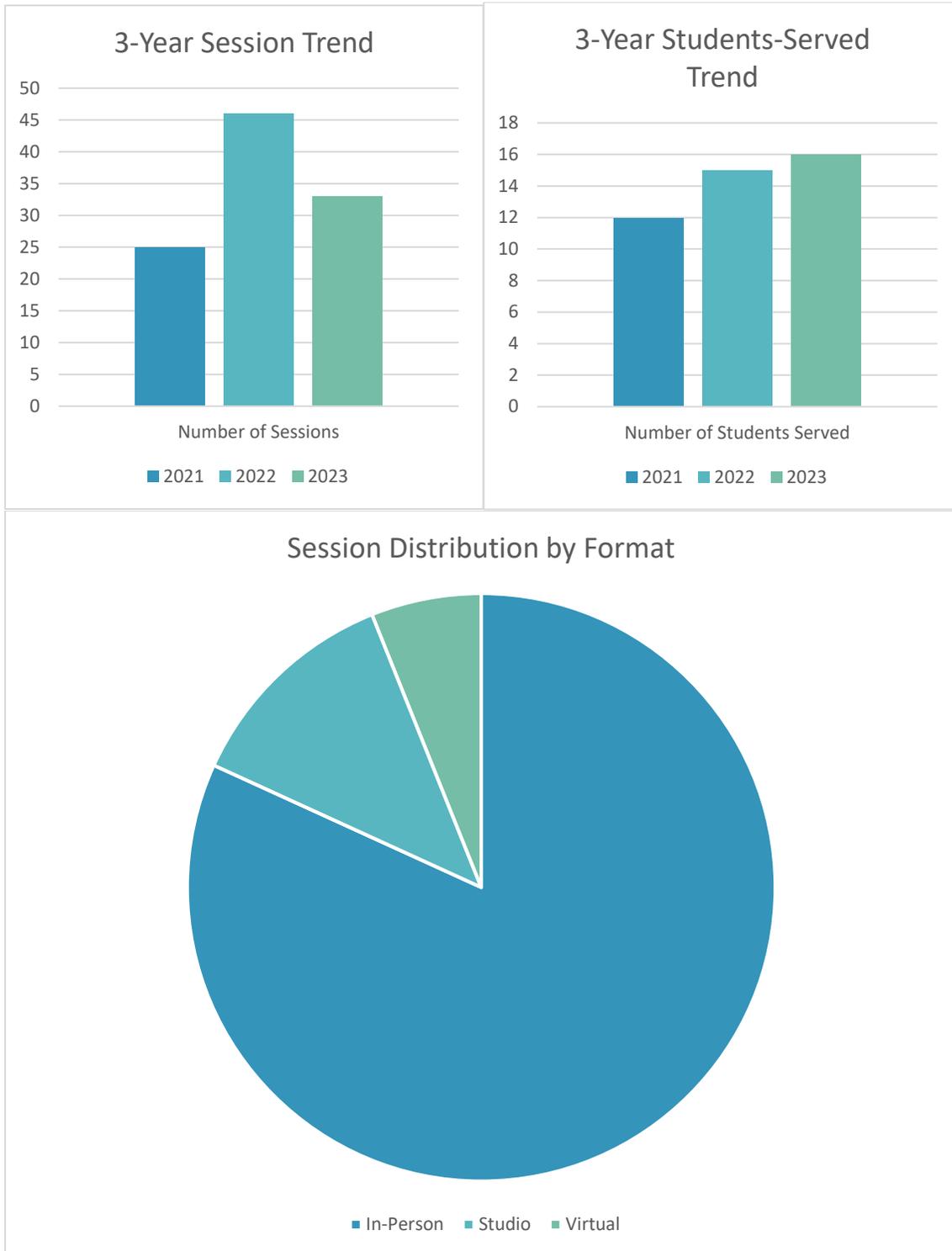
Web: sc.ed/lancaster/asc

Twitter: @USCLASC

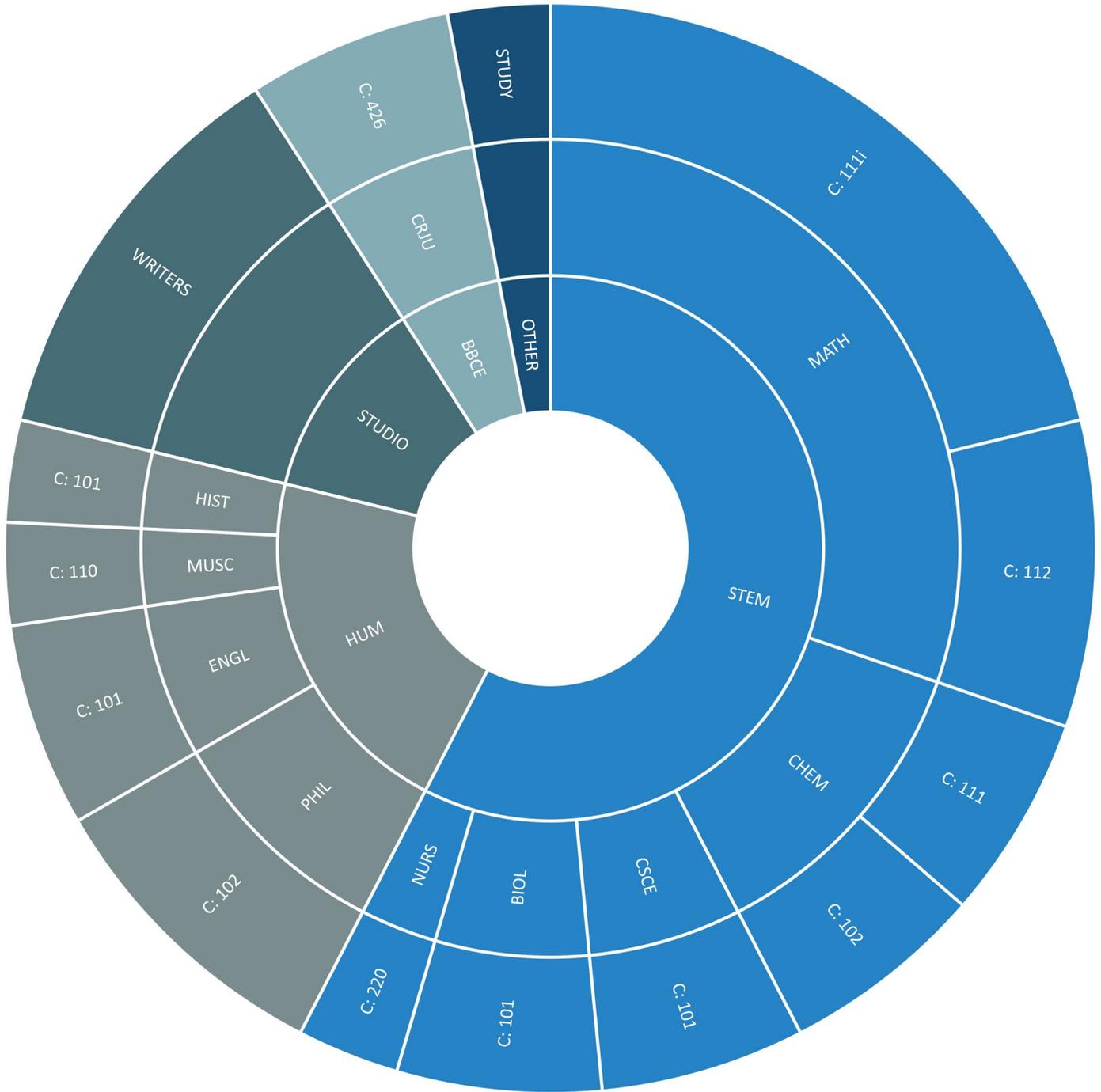
Patrick Lawrence, Director: pslawren@mailbox.sc.edu

Elaine Connor, Academic Success Coordinator: etconnor@mailbox.sc.edu

Appendix: January Tutoring Data



Session Distribution by Field and Course



Student Success and Retention

USCL Faculty Organization Report

January 2, 2024

STUDENT SUCCESS & RETENTION AREAS

- Academic Success Center (*report provided by Dr. Pat Lawrence, ASC Director*)
- Academic Advising and Coaching
- Counseling Services
- Disability Services
- Leadership Distinction (GLD)
- Retention
- Student-Athlete Success
- Study Travel

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- Disability Services (p. 4)
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ACADEMIC ADVISING

Faculty advisors:

- Summer/Fall registration opens March 11.
- Advisee lists were sent to faculty advisors via email on January 25.
- On March 8, faculty advisors may also view their advisee list on self-service (steps below):
 - Select the “Faculty and Advisor” tab
 - Select “Advisee Information”
 - Select “Advisee Search”
 - Select “View my advisee list”
- We will begin our communication efforts with students mid-February. If you would like for us to make an announcement to your class, please email uscladvs@mailbox.sc.edu.
- Are you able to remove holds? Please check your Banner/Self-Service Access. If you are not able to remove holds, please email Asheley Schryer at schryer@mailbox.sc.edu.

CALL FOR EARLY ALERTS

We know the importance of connecting with students early and often (occurring within the first six weeks) are ideal. We are requesting that faculty submit early alert forms for any student that is not attending class, missing assignments, or who would benefit from a contact by a student success staff person. This form will remain active throughout the semester.

[Early Alert - My USC Lancaster | University of South Carolina](#)

When outreach is sent to early alert students, they receive information about the Academic Success Center and important deadlines for dropping/withdrawing from classes. Students are also always encouraged to contact their professor about the issue and any questions they have. Depending on the situation, students may also be sent information about other resources on campus: IT help, counseling services, Financial Aid, the Food Pantry, etc.

If you have any questions about the process or status of an alert, please contact Zoe Byrd at zbyrd@email.sc.edu or (803) 313-7131.

Update:

As of 1/26/24, 42 alerts have been submitted for Spring 2024. Last year at the same time, 30 alerts had been submitted for Spring 2023. Although alerts have increased, more faculty are participating in this process and identifying students that need extra support. 15 faculty members have participated in early alert this semester as compared to 12 faculty members at this time last spring semester. Consistent with last spring semester, spring 2024 early alerts have been submitted for students not attending class (including online classes) or for students not submitting coursework.

Out of the 42 alerts submitted, 20 alerts (47%) have been closed. 12 alerts were closed because the students dropped the class or was dropped for nonpayment. The other 18 alerts were closed because the issue was resolved or the student started communicating with the faculty member about the issue. Students have responded to communication sent at a rate of 60%. Student responses included not realizing the class started, having issues accessing their school email and Blackboard, and not fully understanding assignment requirements.

NEW STUDENT-ATHLETE SUCCESS COORDINATOR

Natalie Calhoun joined USCL in January as the new Student-Athlete Success Coordinator. This part-time position will assist with athletics retention and success through communication with coaches, student-athletes, the athletic trainer, faculty, and staff.

Duties include:

- Communicating practice and game schedules with students and faculty.
 - Guiding students through the process of communicating their game schedules and potential absences with faculty early on in the semester.
- Reviewing student-athlete schedules for potential conflicts. Working with the student-athlete and advisor should any issues arise.
- Raising awareness about athletic events on the campus.
- Serving as a point person for student-athlete issues.
 - Directing student-athletes to necessary resources and alerting appropriate staff as needed.

Natalie will also be working with Athletics and Student Success to create an Orientation for all student-athletes. This would include programming aimed at providing support for international and out-of-state student-athletes.

Natalie comes to us with experience in the field of athletics administration and communications. She spent three and a half years at Winthrop University as the Assistant to the Athletic Director. Her duties included coordinating meetings and managing the schedule for the Vice President for Intercollegiate Athletics. She also worked with men's and women's basketball programs regarding recruiting travel, team travel, and purchases and coordinated the annual Athletics Hall of Fame. In addition to her daily responsibilities, she also worked closely with the Senior Associate Athletic Director on the athletic budget, onboarding/hiring process, and reconciliations. Prior to Winthrop, Calhoun spent three years at Duquesne University in Pittsburgh, PA as the Assistant Director of Athletic Administration. She also served as the Sport Administration Championships Assistant at the Eastern College Athletic Conference (ECAC). Additionally, Calhoun has served as the coordinator of championship events at the 2012 Mid-American Conference Basketball Championship and interned with the Boston Red Sox in their video scouting department.

Calhoun was a 4 year all-conference starter for the Saint Vincent College women's volleyball team in Latrobe, PA and graduated in 2011. She resides in Lancaster, SC, and is mom to twin boys Parker and Weston (3) (and dog Sidney).

COUNSELING SERVICES

(January Report)

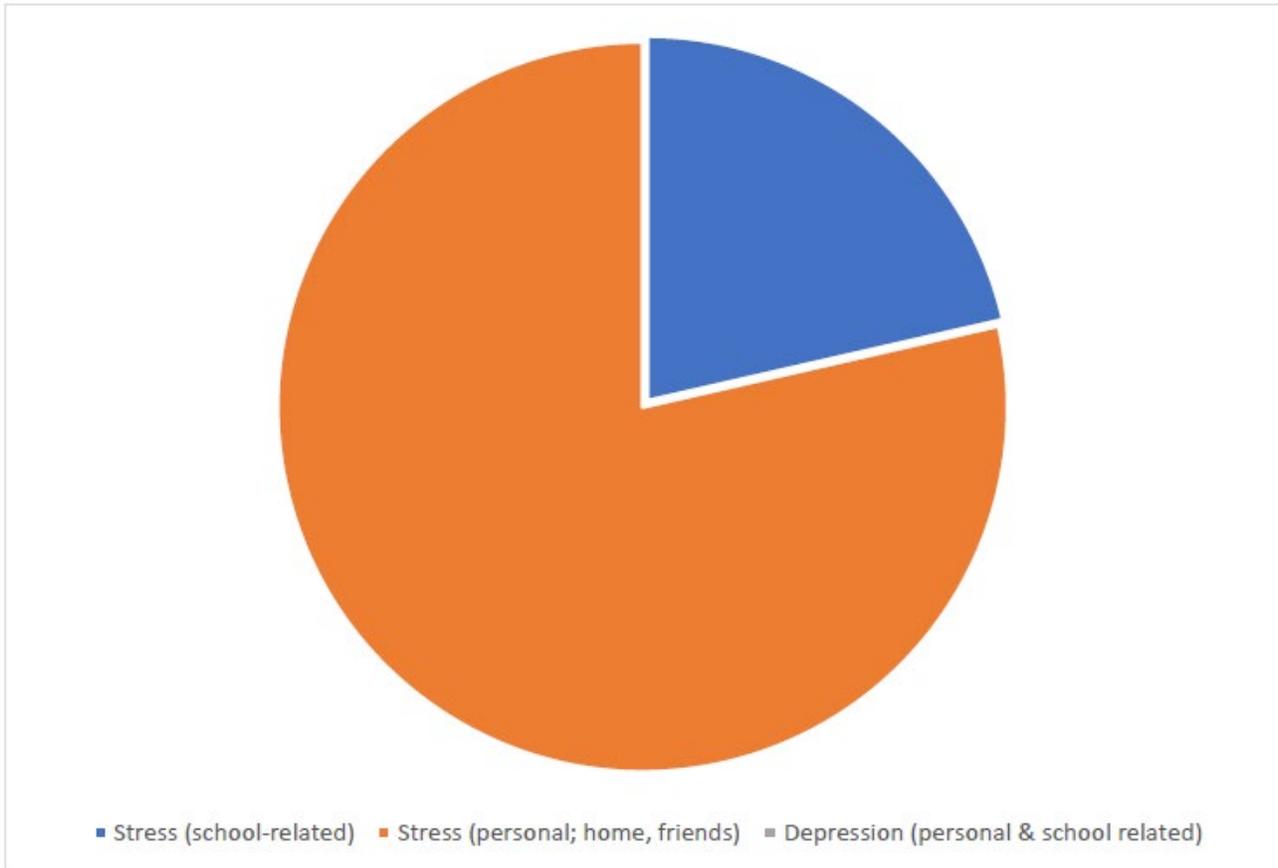
Appointments:

In-person: 8/Tele-Health: 4

Drop-ins: 2

Scheduled: 12

Total Sessions: 14



The number of students requesting counseling appointments has decreased throughout January. This will likely change as the semester goes on. While some students requested counseling because of school-related stress, many of the students who have requested sessions or dropped in are primarily due to personal stress.

**Information provided by Tamika Lewis, MA, LPCA, NCC (USCL Counselor)*

DISABILITY SERVICES

Accommodations:

- Students must request accommodations be sent to professors. At this time 5 out of 43 students have NOT requested accommodations be sent to professors.
- Students can register with the office anytime during the semester. Once they register, accommodations are sent to professors. This means professors may receive accommodations anytime during the semester.
- In most of the eBooks there are built in screen readers.

Testing Center:

- Students may reserve a room for testing on the USCL Disability Services webpage (link found on the right-hand side of the page under photo of Amy Hood). The link for reserving a room is <https://usclancaster.libcal.com/space/163652>.
- When a student requests to take an exam in the Testing Center, you may send it electronically to Amy Hood at ah259@mailbox.sc.edu. When the student completes the exam, a scanned version will be emailed to the professor. The original may be returned or shredded depending on your preference.
- If you prefer to send a physical test, please contact Amy Hood to coordinate.

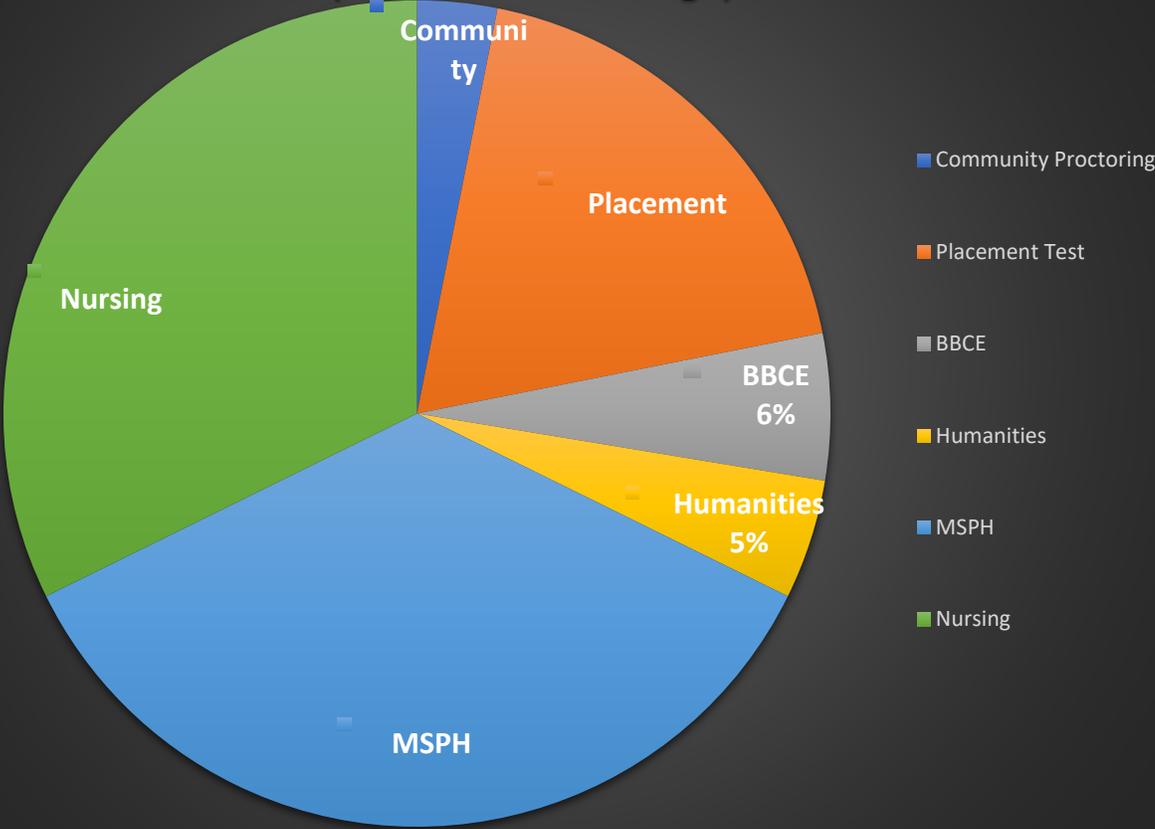
Disability Awareness Week:

- February 19th – February 22nd
- Presentations will take place in Trio from 12:15 – 1:00 with food for students and giveaways.
- A student will receive a ticket for each time they attend and will be part of giveaways such as a smart watch, Bluetooth speaker, and an iPad on Thursday.
- Speakers include a School Psychologist, MUSC Animal Therapy program director, a Dance/Movement Therapist, and more.
- Please consider encouraging your students to participate in the week's events and possibly giving students extra credit for your class if they attend a presentation.
- If you have any questions, please feel free to contact Disability Services.

Temporary Conditions and Injuries:

- The [webpage for Temporary Conditions and Injuries](#) is up and running.
- Information and the application can be found under USCL's Disability Services website.

Testing Center 9/19/2023 - 12/20/23 (192 Total Bookings)



**Information provided by Amy Hood (USCL Disability Services Coordinator)*

LEADERSHIP DISTINCTION (GLD)

UNIV 401: Graduation with Leadership Distinction

There are 9 students enrolled in the spring 2024 UNIV 401 course taught by Asheley Schryer. This course is designed to walk students through the process of creating their ePortfolios.

Breakdown of Pathways:

- Professional and Civic Engagement: 5
- Research: 3
- Community Service: 1

Need a Leadership Distinction presentation?

Want to schedule a presentation for your student organization or class? Contact Liz Easley (EASLEYEA@mailbox.sc.edu) or Asheley Schryer (schryer@mailbox.sc.edu).

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.

STUDY TRAVEL

Study Travel Application is Open

Want to take your course beyond the classroom? The Student Affairs Committee is now accepting travel study proposals! Please complete and submit the online form (<https://tinyurl.com/travelstudyproposal>) by 5 pm on March 15, 2024. **Note: You will be prompted to log-in with your USC username and password.*

Questions? Contact Asheley Schryer at schryer@mailbox.sc.edu or (803) 313-7120.

Upcoming Study Travel Opportunities

There are opportunities for students to participate in study travel programs. Please help us encourage students to take part in these exciting experiences.

- **England (June 2024)**
 - ENGL 283/419 (Crosslisted): Literature and Tourism in England (Professor Dana Lawrence) [AIU Carolina Core]
- **Greece (May 2024)**
 - PHIL 103: Greek Philosophy and the Art of Living Well (Professor Peter Seipel) [VSR Carolina Core]

****Spots available in Literature and Tourism in England trip! (June 2024)***

ENGL 283/419 (crosslisted)

Read British texts that reflect and inspired the development of Literary and Cultural tourism in England. For more information, contact Professor Dana Lawrence at lawrende@email.sc.edu

SUMMER SCIENCE SCHOLARS PROGRAM (S₃P)

S3P is a Summer Science Scholars Program at USCL that aims to prepare students planning to major in science by giving them a head start on math and chemistry courses the summer before their first year of college. Summer Science Scholars will also learn about careers in science, degree programs, undergraduate research opportunities, and campus resources. The program will provide free summer courses (over \$2,400 value), beyond the classroom experiences, and connections with USCL math and science faculty. On campus meetings for the program will take place May 31 through July 29 from 9:00 am to 4:00 pm. For more information and to apply, go to [S3P \(Summer Science Scholar Program\) Application \(office.com\)](https://www.uscl.edu/s3p).



FACULTY INFORMATION FORM {insert current year}

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

Name of Faculty _____

Academic division of faculty member _____

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

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

PROFESSIONAL ACTIVITIES

January 1, {insert current year} - December 31, {insert current year}

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

Effectiveness as a Teacher and/or Librarian:

Scholarship:

Service:

Optional Personal Statement:

ANNUAL FACULTY PEER REVIEW

UNIVERSITY OF SOUTH CAROLINA LANCASTER

PURPOSE

As stated in the *Palmetto College Campuses Faculty Manual*, the University of South Carolina is committed to annual review of all faculty. On the University of South Carolina Lancaster campus, each faculty member must undergo an annual peer review. The peer review process is designed to provide an opportunity to document the professional development of the faculty member, and to provide regular and constructive evaluations of the performance of the faculty member. Annual Peer Review also provides an opportunity to assess the contributions of the faculty member to the mission of USC Lancaster.

EXEMPTIONS FROM ANNUAL FACULTY PEER REVIEW

Each faculty member is required to undergo annual faculty peer review. Faculty members preparing files for first or third-year review, or the tenure and promotion process, ~~or post-tenure review~~ may be exempted from the annual faculty peer review process. Those faculty members should refer to the *Manual* and to USC Lancaster's policies for the specific requirements of these reviews. Administrators subject to administrative review by faculty may elect not to undergo annual faculty peer review in addition to administrative review.

PREPARATION OF THE ANNUAL FACULTY PEER REVIEW FILE

Annually each faculty member shall complete a Faculty Information Form (FIF) detailing the faculty member's professional activities conducted during the previous calendar year. The FIF is arranged according to the criteria for tenure and promotion found in the *Palmetto College Campuses Faculty Manual*, and the faculty member is encouraged to consult the *Manual* closely in the preparation of the FIF. The criteria stated in the *Manual* recognize three broad areas: Effectiveness as a Teacher and/or Librarian, Scholarship, Service. In documenting effectiveness for these criteria, the faculty member should focus specifically on their contributions to the mission of USC Lancaster in the performance of each of these areas.

FACULTY EVALUATION

The Local Tenure and Promotion Committee evaluating the annual peer review files of tenured and tenure-track faculty will evaluate faculty on three categories, assigning a rating of Effective or Not Effective in each category, as well as an overall rating of Effective or Not Effective.

The Instructor Peer Review Committee will use the same method to evaluate full-time instructors, but because those instructors do not have a scholarship component to their job responsibilities, their evaluation will be based on Effectiveness as a Teacher and/or Librarian, omitting the Scholarship ranking. Full-time instructors who have scholarship accomplishments to report have the option of choosing to be evaluated by the Local Tenure and Promotion Committee with the scholarship category included. A faculty member wishing to be evaluated in this way should indicate that preference by checking the appropriate box on the FIF.

Annual Faculty Peer Review policy, originally approved by the USCL Faculty Organization October 2003
revised and approved February 2019, February 2024

This document is maintained by the USCL Evaluation Committee and subject to the approval of the USCL FO.

For a description of the current criteria for each of these areas, please refer to the most recent edition of the *Palmetto College Campuses Faculty Manual*. It is important that the faculty member include activities in each relevant section of the FIF, and the faculty member is encouraged to present limited narrative providing context and explaining the importance of the most significant activities included in the file. Faculty members should note that within the category of service, USC Lancaster sets a high priority on service to the community.

PROCEDURES AND DEADLINES

Annual peer review shall be conducted according to the following schedule:

- January 31** The faculty member shall have submitted a completed FIF to the office of the Associate Dean for Academic Affairs.
- February 15** The office of the Associate Dean for Academic Affairs shall have provided the appropriate review committees (hereafter referred to as “the committees”) access to the FIF for each faculty member undergoing annual faculty peer review.
- April 30** By this date, each member of the faculty will have received from the committees a written evaluation on the Peer Review Form (PRF). Each faculty member must sign his or her PRF acknowledging that the evaluation has been completed. This signature does not necessarily constitute agreement with the evaluation, and every faculty member has the right to respond to the annual peer evaluation in writing. The original of the signed PRF shall be given to the faculty member, and a copy shall be given to the Associate Dean for Academic Affairs, who will maintain the copy as a part of the faculty member’s personnel file.
- May 31** By this date, any faculty member who wishes to respond to the annual peer evaluation in writing must have submitted his or her response to the Associate Dean for Academic Affairs. Any written response from a faculty member to his or her PRF must be attached to the copy maintained in the office of the Associate Dean for Academic Affairs.

COMMITTEE PROCEDURES

Annual Faculty Peer Review will be conducted each year by the Tenure and Promotion Committee and the Instructor Peer Review Committee as detailed above. Evaluation of the faculty member will be based on the FIF submitted by that faculty member, and the evaluation will proceed in the following manner.

1. After review of the FIF, each member of the committees will evaluate the performance of each faculty member, producing brief comments for each of the areas of the criteria.
2. The appropriate review committee will meet and discuss each of the areas, determining an overall ranking for each candidate in each area as Effective or Not Effective, as well as an overall ranking for each candidate. If the committee cannot determine a ranking by

consensus, the committee will conduct a vote with a tie resulting in a ranking of Effective. The committee should also at this time discuss and justify individual narrative comments and edit those comments for clarity as the committee deems necessary. It is desirable that the committee reach consensus in the preparation of the narrative comments, but when necessary, dissenting comments shall be included.

3. The Chair of each committee will collate the comments for each faculty member being evaluated and include these comments in the narrative section of the PRF.
4. Each member of the appropriate review committee must sign the PRF. These signatures do not necessarily indicate that all members of the committee agree with all comments on the form or the overall ratings, but rather indicate that the committee members have reviewed the PRF and that their comments and ratings have been included in the process.
- 5.** Members of the committees may not participate in their own peer evaluations, and as such, members of the committees will not sign their own PRF's, except to acknowledge their receipt of the finished form at the completion of peer review.

GUIDELINES FOR POST-TENURE REVIEW

1. As outlined in the faculty manual, every tenured faculty member shall undergo Post-Tenure review once every six years after receiving tenure. (Submitting an application for Full Professor satisfies this requirement.) For post-tenure review, a summary of FIFs for the previous six years (including the year of post-tenure review) is sufficient. Post tenure-review does not replace the requirement to submit an annual FIF.

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

MEETING: Faculty Organization Meeting- February 2, 2024

TODAY'S DATE: January 31, 2024

ATTACHMENTS: 0

INFORMATION ITEMS:

1) W-2s for Tax Year 2023

If you elected to receive your W-2 electronically please take the following steps to review, print, or save your 2023 W-2.

- 1) Log into the HR/Payroll System hcm.ps.sc.edu
- 2) On the Employee Self Service screen choose the Payroll tile
- 3) Select the W-2/W-2c Forms Tile
- 4) Ensure that the Tax Year is 2023
- 5) Select View Form
- 6) If you need instructions on filing your W-2 select the square under the heading filing instructions.

Those who did not choose to receive the 2023 W-2 electronically will receive their copy via mail. It will be mailed to the home address that is stored in the HR/Payroll system.

Questions about W-2s should be directed to the USC Payroll Department via email payroll@mailbox.sc.edu or telephone 803-777-4227.

When communicating with the USC Payroll Department share your legal name and USC ID so that the representative may easily identify you and help efficiently.

2) Timesheets

Supervisors of student assistants and temporary employees please ensure that you are approving timesheets on a weekly basis.

“All weekly timesheets are due to be submitted and approved by 5:00pm on Monday for the prior week unless otherwise requested.”

If an employee does not submit a timesheet, reach out to remind them or submit and approve the timesheet on their behalf.

When timesheets are not approved weekly it affects the employee's paycheck and typically results in them having to wait until the next pay period to receive compensation.

3) Personnel Request Forms

Personnel Request Forms for both new and rehired student assistants and temporary employees should be approved at least two weeks prior to the employee's anticipated start date. All Personnel Request Forms must be approved by the Supervisor or Department Head, Associate Dean, Business Manager, and the Dean prior to initiation of the hire or rehire process.

This is to ensure that the hire/re-hire process is complete, which allows the employee to have a smooth onboarding experience and be productive on their first day of employment.

Rehires typically lose access to their university email account and other systems at the end of each appointment. They will not be able to regain access until the HR/Payroll system recognizes them as an active employee.

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

4) 2024 State ORP Open Enrollment

Current participants of the State Optional Retirement Program (State ORP), administered by the SC Public Employee Benefit Authority (PEBA), may participate in the upcoming open enrollment period from January 1 to March 1, 2024.

During the annual open enrollment, State ORP participants may either choose to change their State ORP service provider by logging in with their [Member Access](#) account or change to the South Carolina Retirement System (SCRS) by contacting their campus Benefits Office to request SCRS enrollment if it has been at least one year, but not more than five years since initially enrolling in State ORP. If State ORP participants change to SCRS, this decision is permanent and cannot be reversed.

Current State ORP participants need to determine how their contributions are to be invested and to designate a beneficiary for their State ORP account balance. Changes made during the open enrollment period become effective April 1, 2024.

Changes to the participants' status in the [Member Access](#) account will not be shown until PEBA processes the State ORP to SCRS open enrollment transactions in March. After March, the individual's State ORP account will continue to reflect an active status, but an SCRS account will appear with an inactive status. After the second enrollment job runs in May, the individual's SCRS account will change to active, and the State ORP account will change to inactive. For more information about options during this open enrollment period and how to make changes, please contact PEBA's Customer Contact Center at 803-737-6800, the [State ORP service providers](#) or [PEBA's website](#).

For general information, please contact me via email tmobley@mailbox.sc.edu or telephone 803-313-7152.

Medford Library Faculty Meeting Report

February 2, 2024

SERVICE STATISTICS AND PROGRAMS FOR FALL 2023

- 14,022 unique visits
- 4,856 LibGuide views
- 589 Study and Lounge Area Reservations
- 60 Conference Room uses
- 30 Computer Lab uses
- 52 Community computer uses
- 12 Instruction Classes
- 10 Book a Librarian

CIRCULATION STATISTICS FOR FALL 2023

- 347 General collection items
- 5 AV collection items
- 2 Government Resource items
- 15 Graphic Novel items
- 56 Juvenile collection items
- 23 New Book collection items
- 13 Oversize collection items
- 36 On Display items
- 185 Special Collection items
- 14 Reserve items

UPCOMING EVENTS

- DIY Valentine's Event – February 12 and 13
- Black History Displays throughout the library in February
- Disability Awareness Display in conjunction with Disability Awareness Week – February 19-23

GENERAL AND ADMINISTRATIVE ACTIVITIES

- New Resource coming. We are working on getting OverDrive Academic. More details are coming soon.
- Spring Break (March 4-8) Hours
 - Monday - Thursday 8 am to 6 pm
 - Friday 8 am to 2 pm
- Instruction classes are available in person and virtually. [Request a library instruction class](#) today.

- [Book a Librarian](#) is available for you and your students.

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

- [Request we purchase materials.](#)

HELPFUL LINKS

- Place materials on [Reserve](#)
- Reserve the [library computer lab](#)
- Reserve the [library conference room](#)
- Document the impact of your scholarly activities with these [Tools for Tracking Tenure & Promotion.](#)
- Check out [resources for faculty and staff.](#)

Matt Williamson, Director
Office of Federal TRiO Programs

REPORT TO THE FACULTY ORGANIZATION
February 2, 2024

OPPORTUNITY SCHOLARS PROGRAM

Enrollment Update

- Our OSP project is in year four of a five-year grant cycle which will conclude on August 31, 2025. We are currently serving 133 freshmen and sophomores from first-generation, low-income, or disabled backgrounds. Recruitment initiatives are in place, and as a result, we are in a good position to more than meet our enrollment requirement of 165 qualifying students prior to the end of the current reporting period on August 31, 2024.
- The Department of Education (ED) requires that 2/3 of our official enrollment must consist of students who are double qualifiers, i.e., students who are either low-income/first-generation or low-income/disabled. Please forward any potential recruits to **Andrea Campbell** at acampbell@sc.edu.

Recent Activities and Events

- The **OSP Welcome Back Luncheon** was held on January 10 with over 40 students in attendance.
- Several OSP students attended the **21st Annual MLK Community Scholarship Breakfast** at Lancaster High School on January 15.
- We hosted the first **Careers in Science Lecture** of the Spring 2024 semester, a collaboration with the **USCL Chemistry Club** and **USCL Research Club**, on January 24. Current student **Lauren Kirby** presented “Unexpected Opportunities and Where to Find Them” (see below).



- Our annual **TRiO Financial Aid Day** was held on January 30. We greatly appreciate **Ken Cole** for assisting us with this event, and **Tyrie Rowell** for presenting to our students.
- We hosted a very successful **Hot Chocolate & Popcorn Winter Celebration** on January 31. Students were able to build Legos, solve puzzles, and watch movies while they enjoyed hot cocoa and popcorn. Special thanks to **Amy Hood** and the **Office of Disability Services** for collaborating with us to sponsor this event.

Black History Month Events

- Monday, February 5 | **Boujee Soul Food** (Food Truck) | 11:00 a.m. – 2:00 p.m.
- February 12 and 26 | BHM Speaker Presentations | Starr Hall Student Center
- February 14 and 28 | BHM Popcorn & Movies | 10:00 a.m. and 2:00 p.m. | TRiO LRC

Other Upcoming Events

- Tuesday, Feb. 6 | Careers in Business Lecture | 12:15 p.m. | Founders 104
- Wednesday, February 7 | USCL's Annual Pre-Super Bowl Celebration
- Tuesday, February 13 | Carolina Day 2024 at the South Carolina State House
- Thursday, February 22 | College Information Day at Lancaster High School
- Monday, Feb. 26 | Careers in Science Lecture | 12:15 p.m. | TRiO LRC
- Tuesday, Feb. 27 | Career Fair Networking and Benefits | 12:15 p.m. | TRiO LRC
- Tuesday, March 12 | Careers in Science Lecture | 12:15 p.m. | TRiO LRC
- Thursday, March 14 | OSP Luncheon | 12:15 p.m. | TRiO LRC
- Saturday, March 26 | Spring 2024 Open House

Disability Awareness Week

- Monday, February 19: Speaker Presentation with **Missy Pusey**, Mental Health Counselor at Sugar Creek Elementary School (Fort Mill, SC) | Lunch from Chick-fil-A | 12:20 p.m.
- Tuesday, February 20: Speaker Presentation with **Cathy Bennett** from MUSC Health's Therapy Animal Program | Lunch from Hwy55 Burgers, Shakes & Fries | 12:20 p.m.
- Wednesday, February 21: Speaker Presentation with **Rayni Collins**, Licensed Professional Counselor and Dance Movement Therapist | Personal Pan Pizzas | 12:20 p.m.
- Thursday, February 22: Speaker TBD | Lunch from Southern Dish 101 | 12:20 p.m.
- All presentations will be held in the TRiO Learning Resource Center
- A big thank you to **Amy Hood** and her planning committee for organizing these events. Thanks also to **Comporium Communications** for donating an iPad to be raffled off.

OSP Spring Break Trip to St. Augustine, FL

- We are in the process of finalizing details for this year's spring break trip to St. Augustine on March 5-8. We plan to take up to 36 students with us for an amazing cultural and educational experience in America's oldest city.

Upcoming Grant Competition

- A committee of administrators and faculty members is being formed and preparations are being made for the upcoming Student Support Services grant competition to fund our OSP project through the year 2030.

- **Mark Ammons** and **Matt Williamson** will be attending the **Virtual Proposal Writing Workshop: Student Support Services** on April 11-12, facilitated by the **Council for Opportunity in Education (COE)**.

UPWARD BOUND

Enrollment Update

- Our Upward Bound project is in year two of a five-year grant cycle which will conclude on May 31, 2027. We are currently serving 41 students from first-generation and low-income backgrounds at **Andrew Jackson, Buford, and Lancaster High Schools**. We must increase our official enrollment to a minimum of 62 by the end of the current reporting period on May 31, 2024. An extra 55 pending applications have been reviewed and additional qualifying participants are being added to our roster. This puts us in good shape to reach our target enrollment.

Upcoming Activities and Events

- Tuesday, February 13 | Dual Enrollment Workshop
- Thursday, February 29 | Focus HBCU Fair | Charlotte Convention Center
- Friday, March 8 | Potential College Visit
- Tuesday, March 19 | Graduation Prep Workshop
- Saturday, March 26 | Spring 2024 Open House at USC Lancaster
- Tuesday, May 7 | South Carolina College and Career Decision Day | Columbia, SC

ACT / SAT Test Preparation Workshops

- We are strongly encouraging our upperclassmen to participate in the ACT/SAT Test Prep Workshops sponsored through **Lancaster Promise Neighborhood (LPN)** on four upcoming Saturdays this spring: February 17; February 24; March 2; and March 9. We appreciate **Dr. Dwayne Brown** and **Dr. Pat Lawrence**, who will be facilitating these sessions.

College Signing Day and Awards

- Special thanks to **Dr. Courtney Catledge** and our friends from **Lancaster County Partners for Youth** and **LPN** for securing funding for our annual awards banquet.
- This event is tentatively scheduled for the evening of Friday, May 17 in the Arnold Special Events Room.

2024 Internship Academy and Summer Experience

- Our annual Internship Academy, which exposes our participants to a range of careers requiring four-year college degrees, will be held on Tuesday and Thursday afternoons beginning on Tuesday, June 4 through Thursday, August 1.
- 2024 Summer Experience | June 10 – July 19

Participation Stipends

- We appreciate **Mary McInville Adamson** and **Eddie Boykin** for their diligence as we prepare to pay out over \$12,000 in participation stipends for those who participated during the 2022-23 academic year, as well as 2022 and 2023 summer programming. We hope to have these payments processed in the coming weeks.

NATIONAL TRiO DAY

#NationalTRiODay 2024

- In 1986, a congressional resolution (H.Con.Res.278) declared February 28, 1986, to be "National TRiO Day" to commemorate the achievements of federal TRiO grant projects in communities across the country. Ever since then, the national TRiO community has honored the fourth Saturday in February as National TRiO Day.
- This year, National TRiO Day will be held on Saturday, February 24. It's a great opportunity to raise awareness about the importance of educational opportunity for low-income, first-generation (LIFG) students by planning events and inviting members of Congress to attend.
- We will work with our administration as well as with the **South Carolina TRiO Association** (SC TRiO) to commemorate this year's event in an appropriate and meaningful way.

STUDENT ORGANIZATIONS

Black Excellence

- Several members of the Black Excellence organization attended the **MLK Community Scholarship Breakfast** on January 15.

G.E.N.T.S.

- The G.E.N.T.S. organization will hold its next meeting on Thursday, February 22.

D.E.F.I.N.E.

- The D.E.F.I.N.E. organization will hold its next meeting on Tuesday, February 13. A pickleball-related fundraiser is being discussed for later this semester.

USCL Research Club

- In our continuing commitment to expose OSP students to the world of undergraduate research, we will be hosting the USCL Research Club's meeting on Thursday, February 15. **Ariani Bachini**, a dual enrollment student from Indian Land High School, will be presenting on the work she has done this semester with **Dr. Liz Easley**.

DATA MANAGEMENT AND PERFORMANCE REPORTING

Annual Performance Report (APR) for the OSP Project

- The APR for the OSP project was successfully submitted on January 12.
- We're extremely proud to announce that our OSP project scored 15 out of a possible 15 Individual Prior Experience (PE) points. This was a perfect score!
- Hats off to our project team, especially **CoSonja Allen** and **Andrea Campbell**, for the accurate data collection on students that were uploaded for review and approved by Compansol for submission to our sponsor (ED).

Upward Bound APR

- Despite several obstacles that severely slowed the uploading of student data into our Blumen data management system, our Upward Bound project team did an excellent job obtaining the additional information needed to ensure the correct data was uploaded for submission. A HUGE thank you to **CoSonja Allen** for painstakingly entering tons of participant information,

as well as corresponding with Blumen Support and the TRiO APR Help Desk to ensure accuracy and a successful submission to the Office of Sponsored Awards Management (SAM) and to ED on January 17.

- We're proud to announce that the UB project scored 13.5 out of a possible 15. We missed achieving the 1.5 points, for the *Postsecondary Education Completion* objective, by one participant.
- The first- and fifth-year APRs are not counted for or against federal TRiO grant projects, however our project team strives to meet each benchmark for all APRs as though it will be calculated towards the project's PE Points that are accumulated during the second, third, and fourth years.

Copies of the Final Reports

- If anyone would like a copy of the final reports for either of these grant projects, please contact **Matt Williamson** at mwilliam@mailbox.sc.edu.

COMMUNITY SERVICE

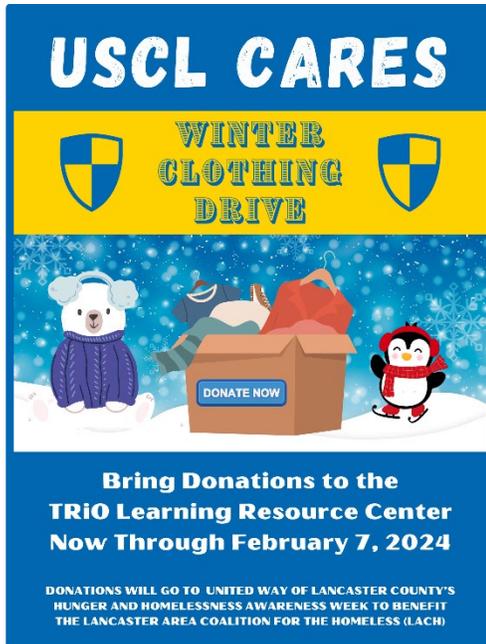
USCL Cares Angel Tree Campaign

- 300 gifts were delivered to **Brooklyn Springs Elementary School, Clinton Elementary School, and Southside Early Childhood Center** on December 15 (see below).
- Thank you so much for your incredibly thoughtful gift(s). Our faculty and staff are some of the most amazing and caring individuals in the Lancaster community, and USCL is fortunate to have you working here to share your talents and gifts to be a blessing to others!



USCL Cares Winter Clothing Drive

- Our Winter Clothing Drive will conclude on Wednesday, February 7. Items are still being collected to support the **Lancaster Area Coalition for the Homeless (LACH)** through **United Way of Lancaster County (UWLC)**.
- Please refer to the wish list below provided by LACH.



LEGISLATIVE UPDATES

Congressional Appropriations

- Congress recently passed its third Continuing Resolution (CR) just one day before a partial government shutdown would have been triggered. The new CR has extended government funding into March, once again staggering the funding deadlines to two different dates: March 1 and March 8. This third short-term CR is necessary to give the appropriators time to develop funding bills at the new FY24 spending level agreed upon between the House and Senate. Appropriators believe they will wrap up FY24 by the start of next month to allow them to get started on FY25 this spring.
- According to COE, failure to pass appropriations bills by April 30 will trigger automatic sequestration, resulting in a 10% cut to non-defense discretionary programs, including Federal TRiO Programs.

Negotiated Rulemaking for Higher Education 2023-24

- On November 29, ED announced its intention to establish a rulemaking committee to prepare proposed regulations for federal programs authorized under Title IV of the Higher Education Act of 1965, as amended (HEA).
- In December, ED chose four individuals from each sector (current or former participants in a federal TRiO grant project, HEIs, public or private agencies or organizations, including

community-based organizations with experience in serving disadvantaged youth, secondary schools, including local educational agencies with secondary schools) to represent the TRiO community on the rulemaking TRiO subcommittee and one TRiO individual as an alternate for the larger rulemaking committee which will review proposed regulations for many different HEI topics.

- This subcommittee first met on January 12 and will meet again on Friday, February 9. More details may be found at the link listed below:
<https://www2.ed.gov/policy/highered/reg/hearulemaking/2023/index.html>

Supporting Federal TRiO Programs

- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at rmammons@email.sc.edu.