



Faculty Organization Meeting

December 1, 2017, Noon (NEXT FO MEETING 1/11/18 at Noon)

- Dean's Report:
 - Student housing is progressing on schedule. Anticipate completion in August 2018
 - Discussion of starting a Gaming Team (video games) on campus. Would be inter-collegiate conference
 - Finalizing Nursing program with USC Aiken. To begin Fall 2018
 - Bringing in Nursing faculty. Possible job search in Spring 2018
 - Looking to expand language course options on campus
 - Enrollment continues to increase as of Spring 2018
- Academic Dean's Report (see attached)
- Dr. Maire-Afeli: CHEM105, 111, 112, Summer 1, and Trip to France
 - One week in Paris with CHEM 105: Chemistry in Modern Society, Summer I, 2018 (see Dr. Maire-Afeli for more details)
- Dr. Sixta Rinehart: The Shaw, Plyer, and Duffy Award nominations (see email for nomination announcements)

In attendance:

Dean Catalano

Dr. Lowell

Dr. Fontenot

Dr. Sixta Rinehart

Dr. Maire-Afeli

Dr. Pisano

**Prof. Mayon
Sharon Rupp
Dr. Aziz
Dr. Charles**

**Academic Dean's Report
Faculty Organization Meeting
December 1, 2017**

Peer Review: In the spring semester, we will have some full-time faculty and some of the newer adjunct faculty who will need to have peer reviews done for their classes. If you are interested in helping out by doing a classroom observation, let me know and I'll get you matched up with someone who is need of it so that you can arrange a time to do it next semester. I don't mind doing these, but want to give you an opportunity to do one/some of them, especially if you are looking to add some additional service elements to your tenure file.

Other Reminders: Most of you have completed your course evaluations so thank you for that, but if you haven't, be sure to get those done next week during the final week of class so that they will get submitted to Columbia with the others for this semester. Also, if anyone has still not submitted your syllabi for this semester to Academic Affairs, do that right away for us to have on file. And if you haven't gotten your textbook information submitted to Tanja Black in the bookstore, do that as soon as possible as well so that students will know what they need for the spring semester when they go to Tanja to buy those materials. Finally, if you still have any advisees who you haven't met with regarding spring classes, be sure to keep trying to reach out to them to do that.

Important Dates:

- December 8: Last Day of Classes
- Final Grades Due in Self-Service Carolina within 72 hours of scheduled Final Exam
(Final Grade entry will not be available after 9:00am on December 19 in Self-Service)

Advising Notes (from earlier in the summer):

Procedural Notes:

- Be sure to have advising forms to fill out with the student with the classes you have helped them select.
- Be sure to have their information available to refer to while selecting classes, including any placement test scores, their ACT/SAT scores, their academic transcript that shows you what classes they have already taken, etc.
- Be sure to have an AA/AS program of study available while advising them, in order to track the classes that they already have, or still need, toward an AA or AS degree.
- If they express interest in a particular Bachelors degree, try to find a program of study for that in order to see the classes that would potentially help them with that degree later on.
- Be sure to inquire about any potential scheduling conflicts they might have with certain class times, such as work, sports, or family obligations, etc.
- Be sure to Remove the Advisement Hold for them in your Self-Service Carolina account for the Spring 2018 semester after you have helped them select their classes.
- Remind them that they will need to add their classes in their own Self-Service Carolina account in order for them to officially have a seat in those classes (or you can help them do it right then if possible).
- For a new freshmen, encourage them to sign up for a section of UNIV 101 during their first semester here; studies have shown that students who take UNIV 101 in their first year end up with significantly higher GPAs and graduation rates, compared to students who don't take the course. Also for new freshmen, it is good to have them get their first level of English if they haven't already gotten it via dual enrollment credits; as well as some of the other intro level

Carolina Core classes.

- For new freshmen, if they are eligible for LIFE Scholarship, they need to be sure to have taken 30 credit hours by the end of their first year (fall/spring/summer), and maintain at least a 3.0 GPA.

Note Section Numbers for Classes while Advising:

- Union Regular sections, in Union --> 701-709

- Laurens Regular sections, in Laurens --> 720-729

- Dual Enrollment sections (appear in Admin Schedule only) --> 7__(two letters)

- Fort Jackson (Columbia) classes, usually online --> J07

- NOTE: If the student takes a J-class, they need to fill out one of the Transient Enrollment Forms for financial aid purposes.

- Palmetto College sections, Union --> P16

- Palmetto College sections, Laurens --> P15

- NOTE: For PC sections, students will not be able to register themselves; you would need to email me their name, VIP ID, and the Palmetto class they are interested in taking, and as long as any available seats aren't claimed by other students first, I would get them added to the class on our end.

English Placement (consult with Randy Ivey and/or Andrew Pisano as needed, particularly with students who have scores well below these cutoffs):

- SAT CR of 400 or above --> ENGL 101

- SAT CR below 400 --> ENGL 101i (extra meeting day)

- ACT English of 18 or above --> ENGL 101

- ACT English below 18 --> ENGL 101i (extra meeting day)

Math/ARP Placement:

- Math Algebra Placement Test --> 8+ for MATH 111; 14+ for MATH 122 or STAT 201

- Math PreCal Placement Test --> 19+ for MATH 122 or STAT 201

- No Placement score required for MATH 111i, STAT 110, CSCE 101/102, or PHIL 114

Be sure to check the current enrollment for any class that you advise a student to register for, to ensure that the section you're putting on the advisement form has seats available for them to claim. A quick and easy way to bring up current enrollments for all Union/Laurens classes on one screen in Self-Service Carolina is the following:

- Click on the "Faculty Services" tab after you have logged into your Self-Service Carolina account;

- Click on the "Look Up Classes - Student View" tab just below that;

- From the drop-down menu, select "Spring 2018" and click "Submit";

- Click on "Advanced Search" towards the bottom;

- Select "USC Union" for the "Campus";

- Click on "ACCT - Accounting" to highlight it, then scroll all the way to the bottom of the disciplines list, then (while holding down the "shift" key) click on "WGST - Women & Gender Studies"...this should result in all of the "Subjects" being highlighted for you;

- Click on "Section Search" at the bottom;

- This should bring up a screen that has all Union and Laurens sections of every class being offered in the Spring 2018 semester, including each section's CRN code, section code, meeting day/time info, enrollment info, instructor name, meeting dates/location, and an "Attribute" column to the right that lets you know if it counts toward a Carolina Core component or GLD Pathway, etc.

Spring 2018 Classes with Limited Enrollments (3 or fewer open seats as of 12/1/17):

- ENGL 102-701 (full); MW 2:30-3:45

- MATH 111i-701/720 (3 seats available); MW 11:00-12:40

- MSCI 210/210L-701 (full); MW 8:00-9:15 lecture, T 11:00-1:30 lab

- PEDU 121-701 (1 seat available); M 1:00-2:15

- POLI 201-701/720 (full); Online

- SPAN 109-701/720 (2 seats available); MW 1:00-2:15

- SPAN 110-702 (1 seat available); MW 11:00-12:15

- SPCH 140-701/720 (3 seats available); MW 9:30-10:45
- SPCH 140-702 (1 seat available); TR 11:00-12:15