



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes

September 24, 2021

- Dean's Report (below)
- Academic Dean's Report (below)
- Prof. Emswiler: Art Club (encourage students to contact Prof. Emswiler---regardless of artistic talent); Approve Minutes ("approved"); Adjunct Membership Voting (FO voted "YES")
- Dr. Lownes: Academic Affairs (online advertising of the AA/AS degrees); COVID Protocol (clarified by Dean Lowell; see Dean's report)
- Dr. Fouts: Peer Review Committee (in-process; more forthcoming)
- Prof. Ivey: Student Affairs (in-process; any details forthcoming)
- Dr. Schafer: Faculty Welfare (in-process; details forthcoming)
- Dr. Pisano: DEI (in-process; more details forthcoming coming); All Campus Read: faculty are recommended to choose 1-2 books designed for a general audience that speak to pertinent social, political, philosophical, or scientific issues. The idea is to gather these potential texts and vote in Spring 2022 on a text for an all campus read for Fall 2022. Please send potential ideas to Pisano or bring them to our next FO meeting.

Randy Lowell, USC Union
Dean's Report
September 24, 2021

COVID Updates

- We continue to make free COVID testing available on campus, thanks to Anita Whitney, which typically occurs every other Tuesday in Truluck gym, or as needed.

- Our next COVID vaccine clinic on campus will be on Tuesday, October 5, from 10:00am-12:00pm, courtesy of DHEC, in the Main Building lounge. They will have their own giveaways and raffle prizes for people, including potentially a new flat screen television.
- Continue to contact Amber Ivey in Academic Affairs regarding contact tracing efforts for the campus if you test positive for COVID or believe that you may have had a direct exposure to someone else who is positive, or have someone indicate that they have encountered either of these scenarios (All@mailbox.sc.edu, 864-424-8061).
- Working on procuring a supply of portable HEPA filtration systems to install around campus in classrooms and some common areas. These are the same types of units that Columbia has been installing in their classrooms recently to help with air quality.
- Quick reminder on our vaccination incentive efforts this semester (funding for incentives primarily from HEERF Funds):
 - o For students
 - Every student who submits proof of vaccination for COVID-19 will have a \$45 credit loaded onto their Carolina Card account.
 - Every student who submits proof of vaccination for COVID-19 will be entered into a drawing for a \$500 scholarship to be drawn mid-semester and end-of-semester.
 - Every student who submits proof of vaccination for COVID-19 will be entered into a drawing every two weeks for \$50 in gift cards.
 - Every student who gets a COVID-19 test during the first half of the semester will be entered into a drawing for a \$500 scholarship to be drawn mid-semester; and then again for the second half of the semester to be drawn at the end of the semester.
 - Every student who gets a COVID-19 test during testing on campus for each 2-week period, regardless of vaccination status, will be entered into a drawing for \$50 in gift cards (5 winners each time).
 - o For faculty/staff
 - Every employee who submits proof of vaccination for COVID-19 by mid-October will be entered into a drawing for one 3 iPad Minis; and then again in December.
 - Every employee who gets a COVID-19 test during testing on campus during the first half of the semester (regardless of vaccination status) will be entered into a drawing for one of 2 iPad Minis; and then again for second half of semester in December.
 - o Anita and Brad have also begun this week working on getting some additional giveaways as incentives, which may include some “Garnet & Vaxxed” shirts/items, as well as potentially some Gamecock football/basketball tickets.

Students

- As of 9/22, we were at 1,219 students in terms of headcount, which is 148 (+13.8%) ahead of the final number for Fall last year; and 731 in FTE, which is 98 (+15.5%) ahead of the final number for Fall last year. These enrollment numbers represent an all-time record enrollment for any semester for the Union campus, having surpassed the previous all-time record of 1,162 in Spring 2020, and previous Fall semester record of 1,153 in Fall 2019. We still have another month to add to these enrollment numbers ahead of the Fall enrollment freeze right after Fall II session starts in late October. Note, we are the only campus in the USC system that, as of 9/22, was ahead of last Fall in both headcount and FTE at the undergraduate level. This includes Columbia, Aiken, Beaufort, and Upstate campuses all down in undergraduate enrollment from last Fall (ranging from down 1.9% to down as much as 10.3% across headcount and FTE; only exception there is Beaufort up 0.9% in undergrad headcount). Among the PC Campuses, compared to final Fall numbers from last year, Lancaster is down (-5.2% headcount; -3.9% FTE), Salkehatchie is down (-12.5% headcount; -18.7% FTE), and Sumter is down (-3.4% headcount; -0.1% FTE).
- Fresh Check Day 2021 outdoor event on campus for students, focusing on mental health and suicide prevention awareness and sponsored by the Jordan Porco Foundation, was held at the beginning of

September and had close to 200 students engage in the booths and activities at the event, as well as with local vendors who set up information tables featuring different services and resources in the community.

- Initiated discussions with Psychological Services Center (PSC) on the Columbia campus regarding potential partnership that may facilitate access to tele-psyc mental health services for our students. Will keep you posted as those talks progress if it seems like it will be a feasible option for all parties involved.
- Bantams Men's Soccer and Women's Volleyball both in season this Fall, with Softball and Baseball engaged in some scrimmages ahead of their formal Spring seasons. Club action as well, with the Bass Fishing duo already seeing some competition and the duo of Rifle Team students preparing for competition. We also have some gamers on board for the Club E-Sports team as that group works to grow membership this year as a new official student organization.

Faculty & Staff

- Jennifer Emswiler, Assistant Professor of Fine Arts, has a painting currently on display at the Spartanburg County Library as part of their annual juried show, titled "Lillies in an Amber Vase." She also has been accepted in a travelling show called Bullets and Band-aids, which pairs artists with Veterans, where the Veteran writes out their story and the artist creates a piece of artwork based on that.
- Dr. Steven Lownes, Assistant Professor of World Languages, is currently running his virtual Latin American Film Festival for the campus, for the second year in a row, after receiving another round of grant funding to support it.
- Dr. Andrew Pisano, Associate Professor of English, is serving as a guest editor for a special issue on Race and American Gothic Literature for the journal, *Humanities*, with expected publication in May 2022.
- Dr. Christine Sixta Rinehart, Professor of Political Science, has a journal publication and two book reviews.
- Dr. Emily Schafer, Assistant Professor of Psychology, received a DEIC grant from CTE to create a course centered around DEI principles, titled PSYC 598: Global Perspectives on Child Advocacy. She also completed the National SEED Project New Leaders 6-week facilitator training, and had a journal publication related to her work with ACES.
- Special shout out to Annie Smith, Marketing/Development Director, who has secured a \$45,000 grant from the Timken Foundation on behalf of the campus.
- At the Carnegie Library, learned recently that our library is one of only 3 county libraries in the state to have a full-time Social Worker (other two are Kershaw and Richland). Also, will have an undergraduate Social Work intern with them this year from USC Upstate.
- Looking to search for multiple new faculty positions this year, in the areas of African-American Studies and History; Psychology; and Mathematics.
- Also looking to grow the staff on campus to support recent/future growth, including in the areas of IT, Operations, Student Services, and Nursing.

Facilities

- The new classrooms and offices in the old library space are in full use this semester and working well, and the first floor HVAC work on the other end of the hallway is mostly complete with just some final clean-up efforts wrap up in the E-Sports Room in the next few weeks. Beginning to explore potential options for improving sound-proofing in some of that space as well.
- Founders House is in use this semester for Art Studio classes. Waiting on installation of letters on old post office building to also have Fine Arts letters put up on Founders House, and to have post/signage updated outside of both buildings at the same time.
- Project to create new Sim Labs for the BSN program on campus in old post office building is approaching completion for Phase I of the project. Working on gaining access to appropriations

funding to initiate planning of Phase II for that building, with goal of having that completed by Fall 2022 start.

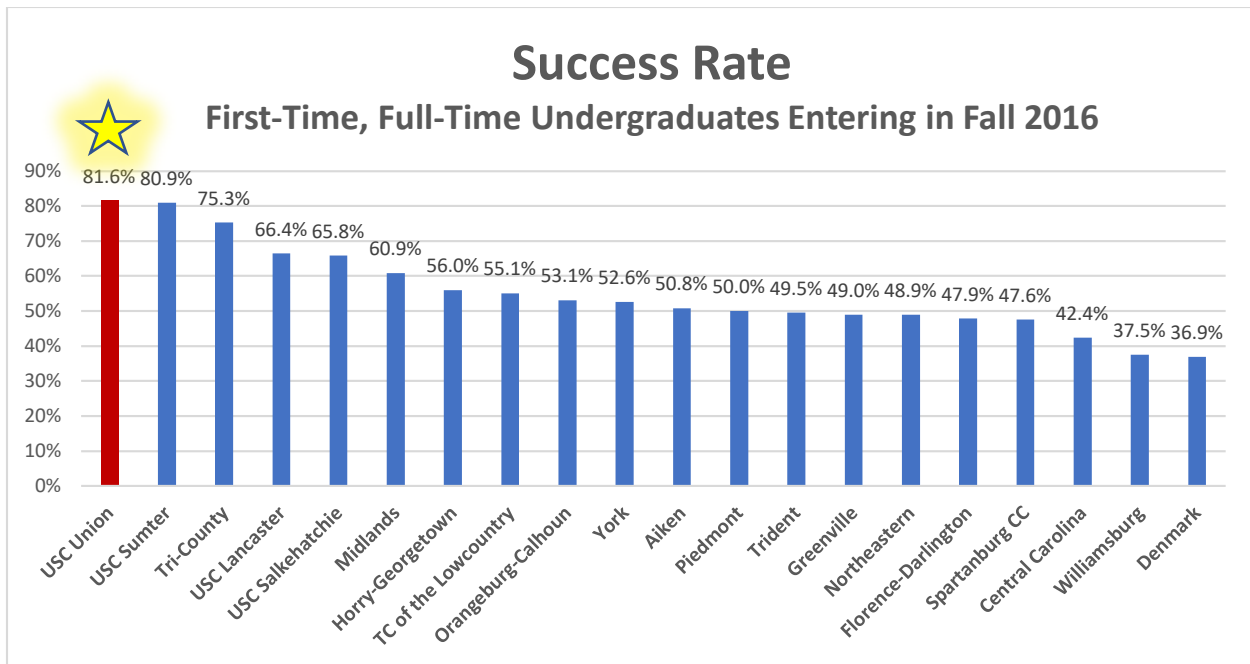
- ADA restroom work is behind original timeline. Currently projecting completion of first floor restrooms in Whitener Central Building sometime later this Fall, and will then initiate work on second floor restrooms after that. Main Building restrooms may have to wait until after the end of the Spring semester to begin that work.
- Work continues on the gym in Jonesville, which will serve as an indoor training facility for baseball and soccer, and continues to be a powerful recruiting tool for prospective student-athletes.
- Apple Lab for Union campus still to be set up in the Carnegie Library. Awaiting arrival of rest of equipment and some furniture to begin setting up that space. Aiming for potential ribbon cutting toward end of October or early November. Also beginning to look at potential job description of a Coordinator for that space who may also contribute to some continuing education efforts for the campus.
- The Campus Food Pantry in the Student Lounge behind the Bookstore is looking great and continues to be a great resource for students who are in need of food, toiletries, and other supplies as available.

Budget

- As of September 15, 2021, the campus is about \$160,000 away from meeting its Fall tuition target of \$1,640,000. An additional \$250,000-\$300,000 in tuition revenue is expected from Palmetto College Fall enrollment, which will put the campus ahead of budget on revenue. As of September 15, 2021, the campus is 20.83% of the way through FY2022 and has expended 17.9% of the budget, which will put us under budget on projected expenses for the year.
- Michele Lee recently completed the FY2023 Governor's Executive Budget request in which the campus requested recurring funding for multiple new faculty position; non-recurring funding for one-time expenditures to support instruction, academic support, and student services; and critical care and maintenance funding to support renovation and refurbishment of campus facilities. The SC General Assembly will vote on these requests during their Spring 2022 session and a decision should be known in late May or early June.

Research Club

- The Research Club has met this semester and elected the following student officers:
 - o President: Travis Wendel
 - o Vice President: Blaine Newton
 - o Secretary: Mary Moss
- First Research Club event will be on Monday, September 27, from 12:00-1:00pm. This will be a presentation from Lauren Epps (Center for Integrative and Experiential Learning in Columbia) and Briahna Ismail (Office of Undergraduate Research), regarding learning beyond the classroom, Graduation with Leadership Distinction, and student grant funding opportunities like the Magellan programs. This will be via Zoom, at: <https://us02web.zoom.us/j/85950453208>



*The CHE success rate, in addition to the graduates included in the graduation rate cohort, includes as part of the completion group those students who are still enrolled at the same institution during the Fall term following 150% of program time and students who transfer to other institutions before 150% of program time.

AD Notes FO 09/23/21

Bookstore:

When you are submitting book orders, please be sure to double-check ISBN numbers.

Contact Tracing:

Contact Amber Ivey: ai1@mailbox.sc.edu

If a student informs you that they have been exposed or have contracted COVID-19 please advise them to reach out to Amber. You should also forward the student's name to Amber. Amber will contact them, inform them of protocols regarding their quarantine period, and send them a waiver to sign which will allow her to confirm with professors if a student is on mandatory quarantine. If you have a student who has not been in class for a period of time and has not contacted you, please reach out to Amber to see if they are under mandatory quarantine. She will not reach out to each individual professor each time a student is quarantined. If the student has not returned the waiver to her, she can't confirm their status with anyone.

Fall 2021 Daily Campus Census for Faculty and Staff:

- For all faculty and staff, there is a campus census that must be reported to Columbia. Therefore, it is critical that we have an accurate count of who will be on campus each Wednesday. For faculty, this will mean ensuring that this information is provided to Academic Affairs in a timely manner.
- If you are scheduled to teach on campus on Wednesdays, we will assume you are or will be on campus and include you in the daily census.
- If you are scheduled to teach on campus on Wednesday, but will need to cancel your course and/or will not be coming to campus, you need to email Amber Ivey by 10:00am on that day.
- If you are not scheduled to teach on campus, but plan on being on campus, even for a short period of time, you will need to email Amber Ivey by 10:00am on that day.
- Note: even if you are planning on coming to campus in the late afternoon, we need you to inform Amber Ivey by **10:00am**.

Sick Leave:

Please be sure to input your sick leave in the new time and absence system. Susan Jett has sent several emails that have included instructions on how to submit your leave requests.

Academic Affairs:

- Syllabi were due Aug. 27 – ASAP & copy Amber Ivey
- Office Hours were due Aug. 27 – ASAP & copy Amber Ivey
- Non-Attendance Reports were due Sept. 3 – ASAP & copy Amber Ivey
- Progress Reports are due Oct. 15.
- Advising for Spring 2022 will begin Monday, October 25. As soon as the schedule is ready, they will be emailed out to all faculty advisors. If you need a copy of the AA, AS, and Dual Degree advising forms, please let me know.
 - Reach out to your advisees directly to schedule appointments.
 - Classroom capacity limits (75%) will remain in place through Spring 2022.
 - Keep in mind that classroom capacities are limited so encourage early advising and registration.
 - New students will be assigned via Calendly. Keep a lookout for those appointments and make sure to put in your availability.
 - Please market the Elementary Education program to your students, if they have expressed an interest in this field.
 - Spring 2022 dates:
 - Full term: January 10 – April 25 – Final exams: April 27 – May 4
 - Spring first half term: January 10 – March 2
 - Spring second half term: March 14-May 4
- Reminder: Academic Intervention Committee, Honor Code Violation, and CARE Team links are up and running. Please use those as you see fit.

- Familiarize yourself with the policies and procedures in the Student Handbook, which has been updated for the Academic Year.
- Familiarize yourself with new Attendance Policy.
- Peer Reviews will resume this year.
- Professional Activities Reports: new timeline, these will be due by the end of January, with review returned by end of March. There is also a new form that will be used for submission and evaluation – Faculty Information Form. This will be sent out the 1st week in November.

Website Resources:

Last meeting, I mentioned that I wanted to begin working with Annie to beef up faculty presence on our website.

- Research page on our website to showcase faculty and student research projects.
- Faculty and staff Teacher of the Year Spotlights
- General Information with links to frequently used forms.
- Faculty resources (e.g., peer review, tenure and promotion).
- Faculty accomplishments page.
- Spotlight page.

However, a few weeks ago I sent an email request for faculty accomplishments so that we can highlight accomplishments on the campus website. Only a few people submitted this sheet. If you would like to have your accomplishments listed on the website, please return that form to ASAP.

Alcohol/Drug/Sexual Assault Student Sessions:

I've been working with groups in Columbia and local organizations to provide our students with these important informational sessions. We will pilot these trainings with our athletes this year and hopefully integrate into orientations/throughout the academic year moving forward.