I. Call to Order: 12:04pm
II. Correction/Approval of the Minutes—December minutes approved
III. Reports of Officers
   a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
      i. Moment of silence to honor the victims of the shooting at USC on Thursday, February 5, 2015.
      ii. Budget report (handout)
         1. Budgeted vs. actual column:
            i. 84% of tuition on target for this year
            ii. Banner records tuition whether enrolled student has paid or not.
            iii. Another update expected next week
            iv. Doesn't include annual fund from local commission ($1,000,000 this year).
            v. Does not include summer or spring II.
            vi. Spent less than 50% as of Dec. 31, 2014
            vii. Discussion
               (Gardner) What does "participation" mean?
               (W. Collins) Palmetto courses and students
            viii. "OS Commitments"=outstanding commitments
               i. Projections—we will probably be under
            ix. A020=Founders Hall
               i. $14,000 used as of December
               ii. Budgeted $50,000 for utilities
            x. Discussion
               (Martek) re: science lab fees show 0's—not included in this report?
               (W. Collins) Not sure—will check
            xi. Accts receivable
               i. Best shape re: unpaid/walk-away of all PC campuses
            xii. D-funds—Athletics
               i. Baseball Season
                  1. Large team for travel
                  2. Higher expenses in spring
               ii. Some coaches' salaries in A-fund—will be transferred
               iii. Discussion
                  (N.Lawrence) No money spent on volleyball?
                  (W. Collins) No—hope to make decision on that next week.
            xiii. PEDU funds transferred to E-fund to help Gregory Center budget
               i. Working on increasing membership

ii. Advertising on carts at Bi-Lo behind Applebees

xiv. Memo of understanding
    i. Time to get clinics and PE center in order by 2017
    ii. Discussion
       (Bundrick) If that doesn't happen, are we looking at closing the gym?
       (W. Collins) No, we have to get it turned around.

xv. Discussion
   (Rutledge) City signs?
   (W.Collins) City has purchased signs directing people to NASC and USCL—6 locations around city. Paid out of hospitality tax.
   (Penuel) $30,000 unclaimed scholarship funds. Do we need to encourage more students to apply?
   (W. Collins) Need to check on what that actually means.
   (Emanuel) Still Bradley maintenance endowment fund money?
   (W. Collins) HVAC repair, other maintenance took up most of that fund.
   (Emanuel) Approx $700,000
   (W. Collins) Yes, and we can spend about 5%. We also have Founders Fund.
   (N. Lawrence) Money for wasp problem in Bradley?
   (W. Collins) No
   (Cruise) Still wasps in classrooms
   (Duker-Golonka) The wasps are never gone
   (W. Collins) Will let Butch know.
   (Gardner) Question about yesterday: who got Carolina Alert?
   (W. Collins) Faculty and students
   (Gardner) We're in Columbia a lot. Thought we'd get alert, too.
   (Rutledge) This has been an issue for two years—Chancellor Elkins is investigating. The problem was handled well in Columbia.
   (W. Collins) Randy Rollins—new upgrade to Banner supposed to let people check to receive notices from different campuses.
   (Rutledge) The shooting was determined to be a local incident.
   (Gardner) It was handled as well as possible. My concern is our people in Columbia not getting the alert.
   (W. Collins) Sirens on campus alert people to emergency.

(Gardner) If that happened here, how do WE shut down?

(Rutledge) Carolina Alert—lockdown. We don't have enough custodial workers to lock buildings.

(D. Lawrence) Those who receive Carolina Alert for Columbia do not receive it for Lancaster.

(Bundrick) I'm confused—there are 2 or 3 important Administrative searches taking place. What's going on with those?

(W. Collins) E-Learning underway now. 2 more candidates coming next week. This is a new position—not Plyler replacement. The search for Plyler's replacement is just getting started. Bruce Nims and Brandon Newton are on committee. Committee announced for Provost searc committee. PCC rep?

(Nims) Jolie Fontenot

(N. Lawrence) Whiteboards in Founders still a problem. Erasers, rags, spray taken from rooms

(W. Collins) How can I help?

(N. Lawrence) Get whiteboards that you can erase properly.

(Obi-Johnson) Are whiteboards still under warranty?

(W. Collins) Will check.

b. Academic and Student Affairs Dean—Dean Ron Cox—**REPORT ATTACHED (SEE APPENDIX #2)**

> (Mobley-Chavous) re: summer teaching. Again, we will have to hold payroll paperwork until enrollment is verified. USC deadlines for summer pay don't count for us.
>
> (Catledge) New full-time BSN faculty member. Leigh Pate (Columbia faculty)

c. Academic Success Center—Dana Lawrence—**REPORT ATTACHED (SEE APPENDIX #3)**

  i. Survey distributed re: spring writing assignments (for possible "writing bootcamp" workshop)

d. Human Resources—Tracey Mobley-Chavous

  i. PSYC and CSCE searches: application files in progress

  ii. You should have received your 2014 W-2 by now. If you haven't, let me know.

e. Law Enforcement--Rutledge

  i. 2 recently banned individuals—pose no danger to campus

  ii. Remember that LYNX system goes directly to local police, fire, EMS—installed on all classroom computers. Goes to campus security, too.

  > (Golonka) a lot of us have switched to laptops in offices. What to do?
  >
  > (Rutledge) Call 9-911. Cell phone does not always provide location info. We can possibly program laptops, but would be limited to specific locations.

f. Library—Lori Harris-- **REPORT ATTACHED (SEE APPENDIX #4)**

  i. Upcoming events and current exhibits listed on handout/report.

g. Webmaster—Lori Harris-- **REPORT ATTACHED (SEE APPENDIX #5)**
   i. Arts and Crafts Sale on 12/6 from 9am-4pm at NASC

IV. Reports of USC System Committees
   a. PCFS Executive Committee—Bruce Nims
      i. Jan. 23 meeting
      ii. Elkins update on search
      iii. Dr. Jim Knapp—Chair of Columbia Faculty Senate
         1. Discussed common faculty government issues
      iv. Nesmith—new course development grants announced soon.
      v. This year may be the end of our participation in Provost's internal grant program—Provost thinks that PC needs its own grant.
      vi. Elkins wants to start Chancellor's Innovation Grant program—emphasis on recruitment, retention, and graduation rates.
      vii. Ad-hoc review committee to review those grants.
      viii. (Hammond) Knap—how to communicate with PC faculty. Example of +/- system—not implemented because PC campuses not asked.
   b. Rights and Responsibilities—Christopher Bundrick—**REPORT ATTACHED (SEE APPENDIX #6)**
      i. Feb. 13 senate meeting. RR to take up motion re: changes to T&P file—handling of teaching evaluations
      ii. Motion is on PCFS motions page
      iii. Other motions also posted online. The other two are up for vote on Friday—let senators know if you have any questions.
      iv. Campus rep on nominating committee—more information soon
      v. (Alhaddad) number of senators based on current fall enrollment?
      vi. (Bundrick) Under debate—needs to be clarified. New motion on floor on Friday to recommend that it be based on official CHE numbers from previous fall.
   c. System Affairs—Nicholas Lawrence
      i. PFAC formation comes out of System Affairs
      ii. Motion up for vote on Friday
      iii. Motion online
      iv. Point of contention: Nesmith ex-officio chair (as head of extended university), appoints 3 members.
   d. Welfare—Fernanda Burke
      i. You should have received Faculty Welfare survey by email
      ii. Please complete it—we've worked on shortening it
      iii. We're doing the survey earlier than usual so we can have results before last meeting of academic year (April.
      iv. Discussion
         (Nims) I've taken it—entirely painless
         (Golonka-Duker) Not anonymous—division, age, gender information makes it easy to identity person
         (Burke) Very few people have access to that info
         (Golonka-Duker) Needs to be explicitly stated that reviewers not publishing information.
         (Burke) Results used to determine which issues to pursue.
         (Nims) Email does mention limitations on use of info
         (Golonka-Duker) Not explicit enough

(Burke) Demographic info NOT disclosed. I will share concerns. You can also contact Ray McManus and Taylor Downs
(N. Lawrence) Why need for demographic info?
(Bundrick) Welfare could make it explicit that info CANNOT be used in certain ways, because aggregate data CANNOT be separated.
(Yingst) Do we still have previous data? Can't control practices of future committees.
(Burke) Not available to committee.
(Bundrick) Committee only sees aggregate data
(Golonka-Duker) raw data is dumped?
(Alhaddad) Not through Class Climate anymore. Raw data IS available and stored.
(Burke) Consensus that demographic questions not be included?

e. Provost's Advisory Committee—Fran Gardner
    i. Met in December
    ii. Gardner and Bohonak attended
    iii. A few days after meeting, announcement that Provost is leaving.
    iv. Long discussion about Carolina Core
    v. Lacy Ford met with us; Provost came about halfway through 1.5hr meeting
    vi. Concerns about why courses not being approved. Ford did not know. Suggested meeting with Doerpinghouse
    vii. Ford and Provost suggested that Palmetto College needs unified voice in sending course approvals through.
    viii. There are departmental challenges—"they have faint understanding of regional campuses"
    ix. Suggested we have conversation with Elkins, ask for help in creating mechanism for getting courses through.
    x. Provost—said that it has never been his intention that 4-year degree completely online.
    xi. Brief discussion that Provost Grants should be revisited in light of Palmetto College. Suggested PC needed to set up own grant structure.
    xii. Brief discussion of dual enrollment—Provost not a big fan.
    xiii. All of this could change with new Provost.
    xiv. Lots of questions referred to Elkins—we may need to meet with Provost and Elkins in future.
    xv. Discussion
    (Yingst) Request invite Elkins to meetings?
    (Gardner) Structure will change. I don't call meetings. Whoever does will hopefully get the right voices in the room together.
    (Yingst) Which courses at Columbia added online?
    (Gardner) Conversation centered around science—lecture part is concern because of space issues
    (Golonka-Duker) BIOL 243 lecture going online
    (Alhaddad) If course is approved for online, only related to department. So physics department courses only for Columbia physics department courses. Our courses must go through PC.
    (Rutledge) I had student pay Columbia tuition to take online course.
    (Alhaddad) Paid twice—seems non-competitive

(Rutledge) Forcing our students to take courses elsewhere; transferring online courses from York Tech—seems a disadvantage to USCL

    f. Columbia Senate Report—Shemsi Alhaddad—**WRITTEN REPORT (SEE APPENDIX #7)**

        i. Not much affected us—other than PC presentation and changes to Economics degree plan

V. Reports of Local Committees

    a. Student Affairs—Christopher Bundrick**—WRITTEN REPORT (SEE APPENDIX #8)**

        i. Elliot White Springs contest—March 27 deadline

        ii. $100 prize for winner

        iii. Link on USCL website

        iv. S Drive—recording from travel study workshop (in "Bundrick" folder)

        v. Apps for travel study course proposals due March 1

    b. Executive Committeee—Shemsi Alhaddad

        i. Spring elections in April

        ii. Need nominations by March meeting

        iii. Document explaining vacancies and job descriptions distributed by email.

        iv. Ballot must be finalized immediately after march meeting

        v. Dana Lawrence will send email soliciting nominations

VI. Unfinished Business:

        i. Curriculum Committee Motion-- **DOCUMENT ATTACHED (SEE APPENDIX #9)**

            1. No Quorum—so no voting

            2. No curriculum committee representatives—so limited discussion

            3. Typo on sample degree plan (GSS requirement)

            4. Discussion of motion #2
(Penuel) Students can't use current degree plan document. They are confused by Carolina Core. I think this change is an improvement.

            5. Discussion of motion #3
(N. Lawrence) Some objections are: overlooking courses, changes to list. Is bold-faced section meant to address that concern?
(Alhaddad) Yes, that's my understanding—as someone not on committee.
(Nims) Echo Sellhorst's concern (sent by email). We, as advisors, must explain Core to students. It's our job as advisors to educate advisees.
(Penuel) I agree. We also need to teach them to understand crucial documents; current document withholds information.

VII. New Business--NONE

VIII. Special Orders--NONE

IX. Announcements for the Good of the Order

    a. (Bundrick) Gathering in about 30 minutes in test kitchen in Dowling.

b. (N. Lawrence) Lancaster County Arts Council "Moulin Rouge" Gala tomorrow night. Gardner and Taylor-Driggers contributed work to silent auction.
    c. (Heinemann-Priest) Save the date: March 20-27 is NAS week. New exhibit: "Native Languages of the Southeast: Pre- and Post-Contact"
    d. (Obi-Johnson) Lancaster County science fair in Bradley multi-purpose room. Projects up on Monday. Awards announced Thursday night, 6pm.
  X. Adjournment: 1:29pm

IN ATTENDANCE: Alhaddad, Biggs, Bundrick, Burgin, Burke, Castiglia, Catledge, W. Collins, R. Collins, Covington, Cruise, Easley, Emanuel, Garane, Gardner, Golonka-Duker, Hammond, Harris, Hassell, Heninemann-Priest, Holland, Holt, Jackson, Kendrick, D. Lawrence, N. Lawrence, Martek, Mobley-Chavous, Monroe, Moon-Kelly, Ndubuisi, Nims, Obi-Johnson, Pate, Penuel, Rutledge, Scarlett, Scott, Wolochwianski, Yingst.

Submitted by Dana Lawrence, Faculty Organization Secretary

UNIVERSITY OF SOUTH CAROLINA LANCASTER

Dr. Walter P. Collins, III
Regional Campus Dean

Report to the USC Lancaster Faculty Organization
February 6, 2015

People

Enrollment
As of February 3, 2015, 1255 students (headcount) are registered for Spring 2015. Final enrollment in Spring 2014 was 1368. There are still a few dual credit students to be registered for this semester, and additional second 8 weeks enrollment continues to be added. We are serving 121 BOL/BLS students at USCL as well this semester.

Athletics
Student-athletes' average GPA for Fall 2014was 2.843 with the baseball team averaging 2.991. Five student-athletes earned a 4.0 GPA while 28 student-athletes earned a GPA between 3.0 and 3.9.

There are home baseball games against the College of Southern Maryland next weekend: Saturday (2/14) at 1:00 PM and Sunday (2/15) at 1:00 PM.

Congratulations to Prof. Bob Bundy for being selected to serve as Chairman of the Lancaster County Council.

Congratulations to recent USCL alum, Kim Cunningham (BLS graduate in December 2014), who was recognized with the Student Social Justice Award at the recent MLK Breakfast in Columbia. Prof. Adam Biggs nominated Ms. Cunningham.

Budget

The campus mid-year budget review was Wednesday, January 28 in Columbia. There are no significant changes in our status, and we continue to stabilize our financial situation. The Spring 2015 budgeted revenue projections were lowered in anticipation of lower enrollment. Reductions made last March, continued careful monitoring of spending and a tripling of the Fall 2014 Palmetto College revenue (over previous Fall semester) have all helped with this stabilization. **I will make a short budget presentation and share a separate handout at today's meeting.**

Facilities

A new computer lab opened in Bradley 113 this semester.

Renovation and construction projects continue including BSN Nursing Simulation Lab in Hubbard, upgrades to science lab ventilation in Bradley, Phase II of Gregory Health and Wellness renovations.

- I concluded this year's visits to **county council meetings** in USC Lancaster's service area last week at Fairfield County.

- Ten USC Lancaster students, Laura Carnes, Ashley Lloyd and I attended **Carolina Day at the Statehouse** on Wednesday, February 04, 2015. We met with the legislative delegation from USC Lancaster's service area to thank them for their support and to ask for their continued support of USC Lancaster and higher education in South Carolina.

- Progress continues on the agreement between USCL and USC Beaufort to create a pathway for students in our service area to Beaufort's bachelor degree in **Hospitality and Tourism**.

- Our **2015 commencement speaker** will be the Honorable John Michael "Mick" Mulvaney, US Congressman from SC's 5th Congressional District. Commencement is May 2 at 2:30.

- The greater University's capital campaign, **Carolina's Promise**, concludes on June 30, 2015. I have two visits with local industry/corporations scheduled for Monday, February 9 to discuss possible support for USC Lancaster. More visits will be scheduled later this semester when two new industries in the county are fully operational.

- The **Educational Foundation of USC Lancaster** has scheduled a 5K Run, **Laps for Lancers**, as a fundraising activity on Saturday, March 21 here on campus. Events planned that morning include the run, a pancake breakfast and activities for families with children to enjoy. A USCL baseball game and events associated with Native American Studies Week are scheduled that day as well.

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UPDATES: Administrative Areas of Focus and Enhancement 2014-2015
[Shared originally in September 2014 report to the FO; updates/current status in Red]

Recruitment and Retention
- Implement suggestions made through analysis of USC Lancaster's recruitment practices and procedures
    - Incorporation of the use of a CRM software [software is almost ready to roll out to campuses, currently in test mode in Palmetto College central office]
    - Involve alumni in the recruitment process [more work to be done in this area]
- Continue to engage and implement suggestions generated by the ad hoc Retention Committee established in Fall 2013 [working on advising enhancements (balance and equity in assignment of advisees); overhaul of approach to and content of academic coaching sessions for students on probation and returning from suspension]
- Enhance the prospective student visit and communication process [hired a full-time recruiter in Fall 2014 to focus on outreach and the prospective student visit to campus; communications to prospective students have been increased including various letters from the Dean's Office (a missing application components letter, a value of USCL letter, a general letter to seniors in High School); communications with admitted students will be increased

this Spring and Summer to keep admitted students connected to our campus and a postcard highlighting co-curricular activities at USCL will go out to prospective students]
- Targeted visits to high schools for recruitment programming [student leaders, faculty, staff and administrators have visited several schools personally this past Fall semester for various events and seniors from Indian Land and Buford spent a half day on our campus in October; we have a seat on the School Improvement Council at Indian Land High School and are currently in the process of scheduling visits to high schools across York County]
- Targeted marketing outreach to prospective students [recall marketing report from my October 2014 FO report and see attached report for Spring 2015 marketing efforts below]

Teaching and Learning Spaces
- Construct and launch BSN Nursing Simulation Laboratory [in the final design phase, an RFP should go out in the next few weeks]
- Ready the upstairs Medford offices (old section) to become the Academic Success Center [design complete, needs to undergo a code analysis and then possibly launch as a project]
- Renovate and upgrade existing science laboratories in Bradley [will be underway later this semester/summer]
- Addition of a computer lab [project complete and open for operation]
- Conclusion of Gregory Health and Wellness Renovation [currently meeting with designer/architect and will be underway later this semester/summer]
- Other minor renovations to various campus areas (office painting in Bradley) [completed during Fall Break 2014; also, HVAC repairs to Bradley were completed in late Fall 2014, air quality should improve]

Advancement
- Visits with prospective donors who did not contribute to USC Lancaster's 50th Anniversary Campaign for Founders Hall [visited with 11 individuals and have followed up with those who seemed willing to consider giving]
  - Campus Beautification
  - Faculty Development
  - Founders Hall (some naming opportunities remain)
  - General Fund
  - Endowed scholarships
- Completion of USC's Carolina's Promise Campaign (our 50th Anniversary is part of this campaign) for USC Lancaster [two visits with potential industrial/corporate partners scheduled for Feb. 9 with 2-3 more to be scheduled later this Spring]

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Marketing and Advertising Update (late Fall 2014 and Spring 2015):
2015 Spring Ads

- Print and online ads in area newspapers to promote Spring registration.

Radio Ads

- 240 Spring registration ads ran--120 ads for WRHI and 120 ads for Interstate FM107.

Publications

- Currently updating ads in area magazines such as the Chamber Directory, Welcome to Indian Land guide, Discover Chester County guide, and York County Newcomers Guide.

Direct mail recruiting

- Approximately 5,000 recruiting brochures were mailed to seniors in our service area (including Union County) in December.
- Approximately 2,500 recruiting postcards will be mailed to juniors in our service area in February.

Campus Tour

- Exploring the possibility of working with a vendor to create an online walking tour of campus. Sample tours can be viewed at www.youvisit.com

Billboard

- A new billboard promoting USC Lancaster was installed on 1-77 in York County near Betchler Road. The billboard will remain up until mid-March.

Digital Billboard

- We will be running our ad again on the digital billboard on Hwy 521 (at Hwy 160) from mid-Febraury through mid-April.

M. Ron Cox, Jr., Ph.D.
Associate Dean for Academic & Student Affairs
118 Hubbard Hall

REPORT TO THE FACULTY
06 February, A.D. 2015

Forgive my absence from today's gathering. I am attending the Kennedy Center's "Partner's In Education" conference in Washington, DC. (The Lancaster County School District and the Lancaster County Council of the Arts are a part of this partnership.)

ITEMS NEEDED: If you have not already done so, please remember to submit your weekly schedule (including classes and office hours) as well as copies of course syllabi to our office. Electronic submission is preferred. E-mail them to Pam Ellis (pellis@mailbox.sc.edu).

COURSE/STUDENT EVALUATIONS for SPRING 2015: If you wish to have your student evaluations for Spring 2015 administered ONLINE (instead of paper), please notify Pam Ellis in the Office of Academic & Student Affairs no later than **Friday, February 27**. If we do not hear from you, you will receive the traditional brown envelope with the paper forms to administer to your classes near the end of the term.

SUMMER & FALL COURSE SCHEDULES. Thank you for submitting your proposed summer and fall teaching schedules. Over the coming weeks, your division chairs will be meeting and negotiating the schedules. Here is the timeline we are envisioning:

Friday, Feb. 06	**Faculty have submitted proposed schedules to Division Chairs**
Feb. 09 – 13	Division Chairs Meet with Pam to Work Out Block Schedule
Feb. 16 – 27	Schedule loaded into Banner (Online)
Friday, Feb. 27	Online Draft Schedule Completed & Submitted to Faculty for Review
March 02 - 06	Faculty submit proposed changes to Division Chairs
Friday, March 06	Division Chairs Submit Final Changes to Pam & Megan
March 09 – 13	Spring Break (Changes Made to Online Schedule)
Monday, March 16	**Pre-Registration Opens**

I have attached to this report a copy of the current draft of the Palmetto College schedule (two-way video and online) as well.

MAYMESTER & SUMMER COURSES. USC Policy HR 1.81 (regarding Summer compensation for faculty) has been adjusted to allow a bit more flexibility. (You may recall that it used to be that faculty could earn no more than 30% of their base pay over the entire summer, and no more than 15% of their base pay in any single summer session – e.g., Maymester, Summer I, or Summer II).

The revised policy states that faculty compensation for summer teaching may not exceed 40% of base pay, but there is no restriction on individual sessions. Campuses are allowed to work within this broad guideline.

Our policy will remain pretty much as it has been:

1) Faculty will be limited to offering no more than ONE three-hour course during Maymester. (4-credit hour courses can't be offered in Maymester.)

2) For the first TWO courses taught, a full-time faculty member will receive 2.5% of base pay per credit hour for the courses. (This means a 3-credit hour course will pay 7.5%; a 4-credit hour course will pay 10%.)

3) For any additional courses after the first TWO, a full-time faculty member will receive the regular overload rate of $1000 per credit hour (except for natural science labs).

4) Adjunct and part-time faculty will be paid at the "overload" rate for all courses.

We are still going to have to follow the same procedure as last year. A course MUST have sufficient enrollment to cover instructional costs (generally 5 or 6 students, depending on the amount involved).

Any course with 2 or fewer students enrolled will be canceled. If a course has 3 or 4 students, the faculty member will be given the option of teaching it at a pro-rated level (60% or 80% of the normal stipend). It would be very helpful if you would let your division chair know as early as possible if you'd prefer for the course to be canceled, or if you wish to be considered for the pro-rated amount.

Thank you for submitting your **FACULTY INFORMATION FORMS** for 2014. The peer review committees will be commencing their work on them, and the administrative reviews will go on simultaneously. Here is the timeline we have established for this year's administrative process:

Monday, Feb. 02	FIFs due
Monday, Feb. 09	Pam uploads all FIFs to appropriate flash drives; Division Chairs notified and can pick up to begin reviewing
Feb. 09 – March 20	Division Chairs Review FIFs and complete initial evaluations; (Spring Break is March 09 – 13)
March 23 – April 03	Division Chairs meet with Ron to review evals; Ron and Division Chairs sign off on them
April 06 – April 10	Ron meets with Walt to Review evals; Walt signs off on them; they are returned to the Division Chairs
April 13 – April 27	Division Chairs meet with Faculty to discuss reviews (Last day of classes for Spring 16-week classes is 4/27)

Academic Advisement. At the behest of the Division Chairs, I have requested the Admissions Office to provide a current list illustrating the advisement load for our faculty and staff. We will be looking for ways to help distribute the advisement load somewhat more equitably, as there are some areas/majors (and thus advisors) who deal with incredibly large numbers of students, while others have few (or none).

Searches for 2015-2016. The Search Committees have been established as follows:

| Director of Enrollment Management	Assistant Professor of Psychology	Assistant Professor or Instructor of Computer Science
Ron Cox, Associate Dean (Chair)	Kate Holland (Chair) – BBC&E	Noni Bohonak (Chair) – MSN
Darris Hassell – Humanities	Susan Cruise – BBC&E	Jason Holt – MSN
Sarah Sellhorst – MSN	Annette Golonka – MSN	Chris Bundrick – Humanities
Phillip Parker – BBC&E	Bruce Nims – Humanities	Bobby Collins – BBC&E
Rebecca Freeman – Library	Tracey Mobley-Chavous – HR/EEO	Tracey Mobley-Chavous – HR/EEO
Megan Catoe – Records Officer		
Jennifer Blackmon - Admissions		
Thelathia Bailey - TRiO		
Tracey Mobley-Chavous – HR/EEO		

During the faculty search processes, opportunity will be given for all faculty & staff to meet with finalists who are brought to campus for interviews. Thank you to all who volunteered and expressed interest in serving.

Carolina Core Courses. Just a reminder that I have asked faculty to submit through their division chairs a list of courses (primarily 100 and 200-level) which they believe should be included in the Carolina Core (along with a brief justification for each course).

Assessment – Thank you to all faculty who have provided artifacts for USCL's assessment efforts this year. Professor Protz will be calling a meeting of the committee in the near future to discuss the scoring procedures (and will also be seeking non-committee members to serve as scorers).

SAVE THE DATE and MARK YOUR CALENDARS – Tuesday, March 03 @ 6:00 PM – USCL will hold its first (hopefully annual) **SCHOLARSHIP RECOGNITION CELEBRATION** in which we highlight the scholarly activities of our faculty. Details will be forthcoming.

I think many of us would agree with this sentiment:
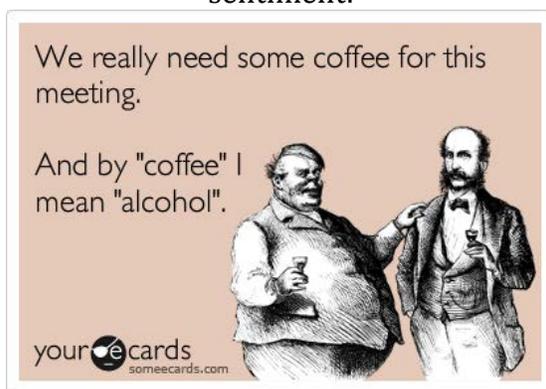
How to predict an elementary schooler will be an English major:
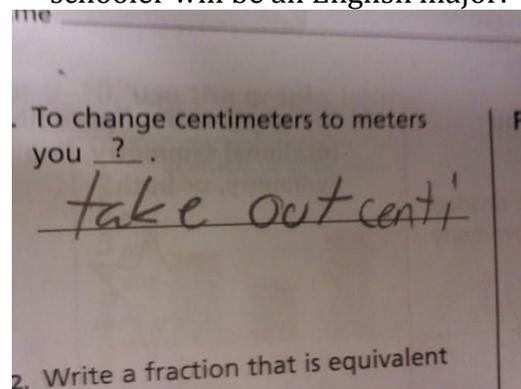
PALMETTO PROGRAMS COURSES SUMMER 2015
DRAFT 2/02/2015

SUMMER I	May 11-July 2, 2015				
Two-way video	**Course**	**Time**	**Instructor**	**Campus**	**Verified**
JOUR 201	Intro to Public Relations (need times)	TTh 9:30-12:00	Clare Morris	EU	Yes
ANTH 209	Intro. To Folklore	MW 9:30-12:00	Stephen Criswell	Lancaster	Yes
Online					
PALM 494	Internship		Mary Hjelm	EU	Yes
UNIV 401	Senior Capstone		Mary Hjelm	EU	Yes
PALM 493	SC Studies		Dawson Jones	EU	Yes
SPCH 331	Organizational Communication		Jolie Fontenot	Union	Yes
ECON 224	Economics		Sherry Grosso	EU	Yes
PHIL 324	Business Ethics		A. Coyne	Sumter	Yes
PSYC 520	Child Development		K.C. Kirasic	EU	Yes
SOCY 304	Race, Class, Sexuality, Gender		Kerry McLaughlin	Sumter	Yes
CRJU 3XX	TBA		Mike Evans	Sumter	
SOCY 3XX	TBA (probably 312)		Patrick Saucier	EU	Yes
SUMMER II	**July 6-August 7, 2015**				
Online					
PALM 493	SC Studies		Shelley Jones	EU	Yes
PSYC 522	Young Adulthood & Midlife		K.C. Kirasic	EU	Yes
RCAM 205	Intro to Leadership		Dawson Jones	EU	Yes

Please note that this is a DRAFT and is still being adjusted, based on faculty requests and availability from across the Regional Campuses.

Palmetto Schedule   **Fall 2015**   **DRAFT**

Course	Name	Time/Format	Session	Campus	Instructor	Confirmed?
ACCT 324	Survey of Commercial Law	Online	Acc—Fall 2	Salk	Jeff Irwin	Yes
CRJU 314	Criminal Law	Online	Full	Salk	John Peek	Yes
CRJU 421	Victimization	Online	Full	Lancaster	B. Protz	Yes
ENGL 411	British Romantic Lit	Online	Full	Sumter	M. Makala	
ENGL 463	Business Writing	Online	Full	Salk	T. Bragg	
ENGL 428B	African American Lit	Online	Full	Sumter	H. Hampton	
ENGL 429	Topics in American Literature	Online	Full	Lancaster	L. Hammond	Yes
HIST 407	US History since 1945	Online	Full	EU	J. Hudson	Yes
HIST 423	Modern Latin America	Online	Accelerated – Fall 1	Lancaster	K. Richardson	Yes
HIST 443	The New South	Online	Full	Union	S. Lowe	Yes
ITEC 264	Computer Applications in Business	Online	Full	Sumter	S. Grosso	
LIBR 101	Information Literacy	Online	Accelerated – Fall 1	Lancaster	L. Harris	Yes
MGMT 371	Principles of Management	Online	Full	EU	T. Smith	
MGMT 374	Management of Human Resources	Online	Full	Salk	A. Ard	Yes
MGMT 401	Negotiation and Conflict in Work	Online	Full	EU	D. Hunter	Yes
PALM 493	SC Studies	Online	Full	EU	Jones/Hjelm	Yes
PALM 493	SC Studies	Online	Accelerated	EU	Jones/Hjelm	Yes
PALM 494	Internship	Online	Full	EU	Jones/Hjelm	Yes
PALM 494	Internship	Online	Full	EU	Jones/Hjelm	Yes
PALM 494	Internship	Online	Full	EU	Jones/Hjelm	Yes
PHIL 211	Contemporary Moral Issues	Online	Full	Sumter	A. Coyne	Yes
POLI 201	American National Government	Online	Full	Lancaster	S. Campbell	Yes
PSYC 227	Psychological Statistics	Online	Full	Union	R. Lowell	
PSYC 320	Psychology of Religion	Online	Full	Salk	Sam Downs	
PSYC 350	Industrial Psychology	Online	Full	EU	M. Rashotte	Yes
PSYC 400	Learning and Memory	Online	Full	EU	M. Rashotte	Yes
PSYC 420	Developmental Psychology	Online	Accelerated— Fall 1	EU	K.C. Kirasic	Yes
PSYC 430	Survey of Social Psychology	Online	Full	Salk	C. Gottesman	
PSYC 523	The Psychology of Aging	Online	Accelerated— Fall 2	EU	K.C. Kirasic	Yes
SOCY 305	Sociology of the Family	Online	Full	EU	P. Saucier	Yes
SOCY 312	Bureaucracy and Modern Society	Online	Full	EU	P. Saucier	Yes
SOCY 340	Social Problems	Online	Accelerated-I	Sumter	C. Wright	Yes
SPCH 331	Organizational Communication	Online	Full	EU	M. Lehn	Yes
UNIV 401	Senior Capstone	Online	Full	EU	Jones/Hjelm	Yes
UNIV 401	Senior Capstone	Online	Full	EU	Jones/Hjelm	Yes
ENGL 429C	Studies in American Literature (Native American Myth, Legend, and Oral Tradition)	Two-way video	TTh at 2:30 pm.	Lancaster	S. Criswell	Yes
ENGL 436	Science Fiction ????	Two-way video		Lancaster	N. Lawrence	
JOUR 201	Intro to Public Relations	Two-way video		EU	C. Morris	Yes
PALM 493	SC Studies	Two-video		EU	Jones/Hjelm	Yes
POLI 370	Intro to Public Administration	Two-way video		Union	B. Greer/ Tony Dukes?	??
UNIV 401	Senior Capstone	Two-way video		EU	Jones/Hjelm	
TOTAL 38	Color Code	8 two-way video	5 accelerated	Additional?		
	BOL					
	Req. PALM courses	9				
	Problematic Course					
	Adjunct					
Disciplines	ENGL	4				
	HIST	2		1		
	CRJU	2		1		
	PSYC	5		1		
	SOCY	3		2		

NEW (additional courses) Total: 43 courses

RCAM 205	Foundation of Leadership	Online	Full	Lanc/EU	Carnes or Jones	
HIST 405	Rise of Industrial America	Two-way video	Full	Sumter	T. Powers	
CRJU 300+		Online	Accelerated	Sumter	Mike Evans	
SOCY 304	Race, Class, Gender & Sexuality	Online	Full	EU	J. Elliott	

Could use another ENGL course, online and two-way.

Another PSYC or SOCY course

APPENDIX #3: ASC REPORT

**Academic Success Center Report
For February 6, 2015 Faculty Meeting
Submitted by Dana Lawrence**

Fall Semester

	August/Sept 2013	August/Sept 2014	October 2013	October 2014	November 2013	November 2014	Dec. 2013	Dec. 2014
Number of Tutors	9	9 (10 as of 9/23)	9	10	9	10	9	10
Total Number of Sessions	180	192	187	159	126	121	64	61
Tutoring Sessions/Day (avg)	6.67 (27 operating days)	8.73 (22 operating days)	6.9 (27 operating days)	8.8 (18 operating days)	5.5 (23 operating days)	8.6 (14 operating days)	6.4 (10 operating days)	7.5 (8 operating days)
Tutoring Sessions/Tutor (avg)	20	21.33	20.7	15.9	14	12.1	7.1	6
Appointment	n/a	144 (12 no-shows)	n/a	139 (12 no-shows)	n/a	96 (3 no-shows)	n/a	46 (2 no-shows)
Drop-in	n/a	60	n/a	32	n/a	28	n/a	17

Tutoring Sessions by Area

Fall 2014 Totals		August/Sept 2014	October 2014	November 2014	December 2014
14	Biology	4	6	2	2
14	Chemistry	6	7	1	0
37	Computer Science/RCAM 151	n/a	7	14	16
1	Economics	1	0	0	0
2	French	0	2	0	0
3	Italian	0	0	1	2
301	Math/RCAM 105	119	92	66	24
2	Physics	2	0	0	0
10	Spanish	5	2	1	2
147 • ARTH/ARTE: 4 • CRJU: 1 • ECON: 1 • ENGL: 89 • HIST: 8 • LANU/NURS: 6 • MGMT: 6 • PHIL: 3 • POLI: 2 • PSYC: 6 • SPCH: 1 • UNIV: 20	Writing	54 • ARTH: 3 • ENGL: 37 • HIST:3 • LANU/NURS:2 • SPCH: 1 • UNIV: 8	43 • ECON: 1 • ENGL: 25 • HIST: 2 • MGMT: 4 • NURS: 3 • PSYC: 3 • UNIV: 5	35 • ARTE: 1 • CRJU: 1 • ENGL: 20 • HIST: 3 • MGMT: 1 • NURS: 1 • PHIL: 2 • PSYC: 2 • UNIV: 4	15 • ENGL: 7 • MGMT: 1 • PHIL: 1 • POLI: 2 • PSYC: 1 • UNIV: 3
2	Other	1	0	1 (Math review for TEAS test)	0
533		192	159	121	

Number of Sessions (avg # of sessions: 3.8)	Number of Students (Total Individual Clients: 139)
1	61
2	34
3-5	18
6+	26

Spring Semester

	January 2014	January 2015	February 2014	February 2015	March 2014	March 2015	Apr/May 2014	Apr/May 2015
Number of Tutors	10	10						
Total Number of Sessions	50	44						
Tutoring Sessions/Day (avg)	3.6 (14 operating days)	3.7 (12 operating days)						
Tutoring Sessions/Tutor (avg)	5.0	4.4						
Appointment	n/a	40 (3 no-shows; 1 cancellation)	n/a		n/a		n/a	
Drop-in	n/a	8	n/a		n/a		n/a	

Tutoring Sessions by Area

Spring 2015 Totals		January 2015	February 2015	March 2015	April/May 2015
	Biology	1			
	Chemistry	5			
	Computer Science/RCAM 151	7			
	Economics	0			
	French	0			
	Italian	0			
	Math/RCAM 105	20			
	Physics	2			
	Spanish	3			
	Writing	5 • CRJU: 1 • ENGL: 3 • PHIL: 1			
	Other	1			
	TOTAL # OF SESSIONS:	**44**			

Notes on the ASC's booking system:

- Students must book appointments at least 12 hours in advance.
- The booking page allows students to book a maximum of one week in advance (in an effort to allow as many students as possible to have access to tutoring services).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are welcome to work with tutors on a drop-in basis.
- **ALL students can still work with tutors on a drop-in basis!**

A little bit of boasting…
Three of the ASC's four peer tutors for Fall 2014 were recognized for academic achievement:

- Kaylyn Golden (BIOL 243(L)/244(L), CHEM 102, Writing)—President's Honor Roll
- Roy Brunson (Computer Science)—Dean's List
- Josh Hunter (Chemistry, Spanish, Writing)—Dean's List (USC Columbia)

Thanks to those faculty who have helped me identify and recruit some of our best students to tutor in the ASC!

New Tutor
Due to student demand, we have hired a new tutor: Jared Hayes will tutor STAT 110, BIOL 120(L), BIOL 243(L), and BIOL 244(L) as of Tuesday, February 3, 2015.

Medford Library Report – February 6 Faculty Meeting

Upcoming Events
February 10 @12:15 – Show What You Know
(**Prof. Rebecca Freeman** presents "Creating with Powtoons")

February 25 @ 12:15 – Faculty Colloquium
(**Dr. Noni Bohonak** presents "The Change from Domestic Manufacturing to War Manufacturing During World War II")

Ongoing Events
"A Centennial Collection: 100 Years of Black History @Medford Library" – **An interactive exhibit** on display through February 28. Head to the Apple Store or GooglePlay to **download a free QR Scan App for the full experience!**

We Have New Books! Add Your Choices ASAP
In January, we added 102 new titles to our collection. We encourage you to help us enhance our holdings by adding your expertise. **Each fulltime faculty member is allotted $500 to spend on resources**.
Submit your requests now: rfreeman@mailbox.sc.edu
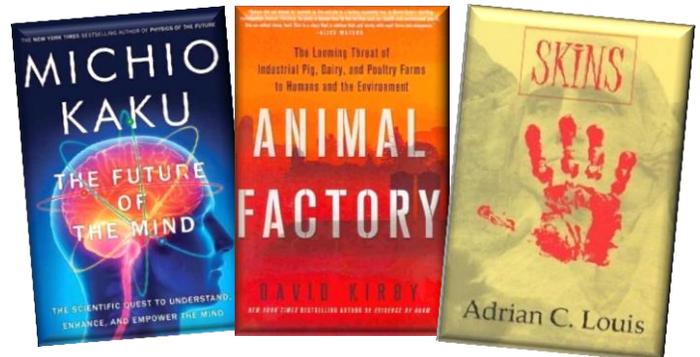
Take Advantage of Information Literacy and Research Skills Classes
Faculty Librarians are skilled in **helping students gain confidence in information-seeking behaviors and information evaluation, usage, presentation and ethics.**

Please reserve a time for a librarian to visit your class once or several times throughout the semester. **BONUS:** We can also help you identify and implement great **tools and technology for teaching and learning.** Set up your class appointment(s) here: http://bit.ly/1zywX85

Of Note
In January 2015, Medford Library:
- Had 4,825 unique visits
- Circulated 105 General Collection items
- Checked out 15 Reserve items
- Processed 8 ILL borrowing requests
- Processed 22 ILL lending requests
- Fulfilled 27 PASCAL Delivers borrowing requests
- Fulfilled 30 PASCAL Delivers lending requests

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APPENDIX #5: WEBMASTER'S REPORT

February 6, 2015
Faculty Meeting

Report

Lori Harris, Webmaster

1. Palmetto College campuses are in the very early stages of a redesign project for all of our websites.

2. While the <u>information</u> on our site is as current as the people who feed me the information keep it, the USCL website <u>design</u> has not changed in years BECAUSE I kept hearing that the greater Columbia campus was going to include us in a grand redesign project. That did not happen, but Palmetto College has taken up the charge. Summer Yarborough and Randy Rollings are leading the project.

3. I don't have a lot of information now about the timeframe or what the end result will look like, but there is an emphasis on scaling back to the most critical information that needs to be available online.

4. I have lately been cleaning up the website of old files, and this is what we have currently (numbers are approximate):

    a. 700 html webpages in the standard template with the blue left navigation bar;

    b. 1700 images;

    c. Over 800 PDF documents;

    d. Other support files;

    e. Total: **roughly 3300 files of all types**.

Those are all the details I have at the moment, but as the project progresses, I will let you know of major developments.

APPENDIX #6: SYSTEM RIGHTS & RESPONSIBILITIES REPORT

Rights and Responsibilities Report 2-6

Rights and Responsibilities are considering a number of issues, chief among them are potential changes in the external review of the T&P process.

In the 2-13 senate meeting we're bringing forward a motion to clarify the way campuses calculate their senate delegations' size.

The general senate is considering additional motions that will:
- Form an advisory council that will "consider matters pertaining to the curricula for these baccalaureate programs, and will make recommendations for curriculum changes to the Faculty Senate, via the System Affairs committee."
- Remove teaching evaluation data from the effective teaching table in PCCTP-6 of the T&P File

I want to enthusiastically encourage anyone with concerns or comments to communicate them to the USCL delegation so that we can better reflect your perspectives at senate.

Additionally, the USCL delegation has elected Chris Bundrick to the nominating committee, which works to generate the ballot for senate officers. (Senate offices for which USCL should probably provide candidates include: Vice-Chair, Secretary, Executive Committee At-Large Representative, Manual Liaison, Columbia Senate: Committee on Faculty Welfare, and Columbia Senate: Special Committee on Conflict of Interest.) Please think about how you or your colleagues might be able to pitch in by serving in one of these roles.

Columbia Senate Report

From the 2/4/2015 Columbia Senate meeting; reporting to the 2/6/2015 USCL Faculty Organization meeting.

Senators: Alhaddad, Bohonak, Campbell

Presentation by PCCFS Chair and Vice Chair

- Talked about the four regional campuses, including achievements of each campus.

Committee on Curricula and Courses

- Change in entrance requirement for Economics BA and BS. Students are not required to complete MATH 122 or MATH 141 with a grade of C or better before entering the program.
- Change in curriculum for Economics BA and BS, and for the minor in Economics.
- SOCY 307 now cross-listed as RELG 338.

Report of the President

- Discussed Carolina Day, budget issues, and the hiring procedure for the next Provost. Goal to have a new Provost before Fall 2015.

Report of Senate Chair

- Proposal for new Columbia Senate standing committee for Information Technology. Will be voted on in April.
- Discussion of procedure for promotion of non-tenure track faculty members.

Report of the Secretary

- Renovations to South Carolinian Library.

APPENDIX #8: USCL STUDENT AFFAIRS REPORT

Student Affairs Report: 2/6 Faculty Meeting

The deadline for the [Elliott White Springs Writing Contest](#) (3/27) is approaching. Please encourage students to submit.

Travel Study Proposals are due March 1. See the [web site](#) for more detail.

A [recording](#) of the Travel Study workshop is available in the S drive

APPENDIX #9: CURRICULUM COMMITTEE MOTION

The curriculum committee proposes the following three motions.

1) We move that the degree plan for the Associate of Arts and Associate of Science Degrees be amended as attached, so that the number of required hours of GSS be reduced from 6 to 3 in each case.

   (This will cause our GSS requirement to match the requirement of the Carolina Core, meaning that a much wider range of students will be able to get one of these degrees while only taking the courses required for the 4-year degree they intend to get from another campus.)

2) We move that the format of the current degree plans be amended to the format as in the attached "Associate of Science Degree Plan Lancaster," (with similar adaptations for the Associate of Arts plan).

   (This will allow students to find what courses are offered on our campus and which meet the learning outcome without going through the Carolina Core website.)

3) We that the committee description of the Curriculum Committee be amended as below:

   The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty. **Additionally, the committee will annually review and update the lists of Carolina Core courses offered at USCL that appear in certain USCL degree plans.** The committee may also investigate various other issues concerning the curriculum at USCL.

ASSOCIATE IN ARTS DEGREE TEMPLATE

Course Requirements
(The most common Lancaster campus options are listed below; additional approved courses in each category may be found at the Carolina Core website. http://www.sc.edu/carolinacore/courses.php)

ENGL 101	3	
ENGL 102	3	
3 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses: MATH 111i, MATH 111, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110.		
	3-4	
7 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses: BIOL 206, BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 102, CHEM 105, CHEM 111, ENVR 101(L), GEOG 202, GEOL 101, GEOL 103, GEOL 110, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L).		
	3-4	
	3-4	
Foreign Language course at the 109 level or higher, or a score of 2 on any foreign language placement test.		
3 hours chosen from among approved GHS courses: HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112.		
	3	
3 hours chosen from among approved GSS courses: AFAM 201, ANTH 101, ANTH 102, CRJU 101, GEOG 103, POLI 101, POLI 201, PSYC 101, SOCY 101.		
	3	
6 hours chosen from among approved AIU courses: ARTE 101, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 180, FILM 240, FREN 290, MUSC 110, , MUSC 140, , THEA 170, THEA 200.		
	3	
	3	

3 hours chosen from CMS, INF or VSR courses (may not be a course used above): SPCH 140, PHIL 325, SAEL 200, SPCH 140, STAT 112, HIST 108, PHIL 211, PHIL 320, POLI 201.		
	3	
Additional elective credit to meet 60 hours total.		

Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.

Note: Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:
6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR.

ASSOCIATE IN SCIENCE DEGREE PLAN

Course Requirements

(The most common Lancaster campus options are listed below; additional approved courses in each category may be found at the Carolina Core website. http://www.sc.edu/carolinacore/courses.php)

ENGL 101	3	
ENGL 102	3	
6 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses: MATH 111i, MATH 111, MATH 112, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110.		
8 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses: BIOL 206, BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 102, CHEM 105, CHEM 111, ENVR 101(L), GEOG 202, GEOL 101, GEOL 103, GEOL 110, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L)		
	4	
	4	
Foreign Language course at the 109 level or higher, or a score of 2 on any foreign language placement test.		
3 hours chosen from among approved GHS courses: HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112		
	3	
3 hours chosen from among approved GSS courses: AFAM 201, ANTH 101, ANTH 102, CRJU 101, GEOG 103, POLI 101, POLI 201, PSYC 101, SOCY 101,		
	3	
	3	
3 hours chosen from among approved AIU courses: ARTE 101, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 180, FILM 240, FREN 290, MUSC 110, , MUSC 140, , THEA 170, THEA 200		
	3	

3 hours chosen from CMS, INF or VSR courses (may not be a course used above): SPCH 140, STAT 112, HIST 108, PHIL 211, PHIL 320, POLI 201		
	3	
Additional elective credit to meet 60 hours total. No more than 3 hours of PEDU courses may be included.		

Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.

Note: Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:
6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR.