

USC Lancaster Faculty Meeting Minutes December 6, 2024

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

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

Please note that minutes are not verbatim and as such, pronouns may be mixed in the comment sections.

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Faculty Meeting Minutes

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USC Lancaster Faculty Meeting Minutes
December 6, 2024

CALL TO ORDER: 12:32 PM Dana Lawrence

CORRECTION/APPROVAL OF MINUTES: The minutes of the November 1, 2024, faculty organization meeting were approved.

REPORTS OF OFFICERS:

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

- Highlights from her report, including:
 - Enrollment update and thanks to faculty advisors
 - Statistics Search is moving along
 - Athletics update: A student athlete on the soccer team was recognized as All American
 - Facilities updates: The Rose Garden will be undergoing work after Spring commencement ceremony; work on the chiller in Bradley building is waiting on parts to come in
 - Upcoming campus events: NASC arts fair and December Lunch and Learn ft. Claudia Heinemann-Priest; USCL holiday luncheon coming up on December 10; Lancaster Players performing “Miracle on 34th Street” Dec. 6, 7, and 8; Stevens Theater Showcase on Dec. 12
 - Thanks faculty who donated during Give Local
 - The Hubb’s pilot period is over, and the service has closed; please redirect inquiries to the Health Department
 - Campus Dean search (and Palmetto College Chancellor search) is underway
 - Recognized Dr. Richard Vanhall for 53 years of service

Questions and/or Comments: None

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

- Highlights from his report, including:
 - Faculty advising update: There will be two meetings to prepare faculty advisors for next year so look for the meeting links from Asheley Schryer (Meetings will be Dec. 9 & Jan. 9)

- Faculty Peer Review updates/reminders (see his report or [Faculty Resources webpage](#) for forms & more information):
 - Faculty Information Forms (FIFs) are due January 31st
 - First Year Review files will be due January 15th
 - Reach out to his office or your division chairs with questions about procedures or forms
 - Submission Links by academic division are in available his report (Appendix 2)
- USCL Redefined Teaching/Librarianship Load Request Forms are due January 17th
- Welcome Bernard Totten, who will be coordinating services at our Indian Land location.
- Travel Study proposals for Summer 2026 will be due in March 2024
- The Free Speech ad hoc committee has convened. They will share reactions to sample policies adapted from Columbia campus
- Final grades are due December 19
- Reviewed many faculty & staff accomplishments – see report for details

Questions and/or Comments:

A. Gerald – Do faculty sending in major Tenure/Promotion files (like Third Year Review) also need to turn in FIFs for that year?

T. Lekan and D. Lawrence – It is recommended, especially as having documentation for every year will help in preparing tenure files.

S. Alhaddad – The Banner system allows Columbia students to “waitlist” courses. Could we allow this on our campus?

T. Lekan – We will investigate this.

S. Alhaddad – What is the policy for overriding students into courses; does this require instructor consent?

T. Lekan – Yes. The procedure is that the student expresses interest (usually to their advisor), then their advisor/faculty member is supposed to contact the division chair to contact the faculty member about the potential override.

Academic Success Center – Written report. (Appendix 3).

Human Resources – Written report. (Appendix 4).

Medford Library – Written report. (Appendix 5).

Student Success and Retention – Written report. (Appendix 6).

TRiO – Written report. (Appendix 7).

REPORTS OF COMMITTEES:**USC SYSTEM COMMITTEES:**

Columbia Faculty Senate – Written report (Appendix 8).

System Affairs – Dr. Jerrod Yarosh, report submitted (Appendix 9)

PC Advisory Academic Advisory Council met prior to the last Senate meeting and held discussion of changing the Bachelor of Liberal in liberal arts to Bachelor of Arts and Integrative Studies, citing concerns about marketability, connotations of the term “liberal” in the name, employability for future students, need for better designation of what the degree is now. Requests feedback from FO to bring back to System Affairs.

Questions and/or Comments:

Discussion of proposed changes followed. Comments largely focused on the rationale behind the proposed changes, mentioning that something similar used to exist and expressing concern about preemptively changing based on incorrect association of “Liberal studies” with political liberalism, and potential costs of changing a degree title.

N. Lawrence – Can you clarify the motivation and the language in the fourth charge addressed in the report about administrators “double voting”?

D. Lawrence – Suggestion to clarify that academic deans cannot serve on T&P committees

LOCAL COMMITTEES:

Academic Advisory Council – Dr. Jerrod Yarosh, report submitted (Appendix 10).

- Reported a successful AI panel and sharing some relevant information sources about AI:
 - [Teaching with AI @ Auburn \(Canvas Course\)](#)
 - [CTE information about the Auburn Program](#)
 - [CTE Resource](#) developed to help faculty learn about AI and its implications for teaching and learning
 - [Provost’s AI Teaching Fellowship](#)
 - [Teaching and Learning with Generative Artificial Intelligence webinar series](#)
 - [Alternative Link to the series](#)
 - [Generative Artificial Intelligence Community of Practice](#) (GenAI CoP)
 - [Columbia Student Handbook/Student Focused Information](#)

to account for this); financial aid enrollment hours implications; responsibility of students and advisors versus imposing a restriction.

Curriculum Committee – Rebecca Freeman.

The committee will propose two curriculum changes based on feedback from the faculty: The Associate in Science degree's Math requirements and the associate in business CMS requirement.

Discussion included procedure (clarifying whether this is a local change or just the first step in recommending a change to Senate). The committee will investigate the procedure for the Math changes and present the proposed CMS changes as a motion under New Business.

USC Lancaster Executive Committee – Dr. Dana Lawrence

- Will present a motion under New Business to update language in local policy documents to match the Palmetto College faculty manual to reflect a charge from R&R.
- The Dean search posting has gone out

Questions and/or Comments: None

Instructor Peer Review Committee – Written Report (Appendix 11).

Tenure & Promotion Committee – Dr. Nick Lawrence

- The committee moved the deadline for T&P files to November 15th so the committee is reviewing the files and feedback will be shared by December 13th.
- First year review files will be due January 15th
- Reminder that T&P committee members are open for questions from faculty preparing their files for review

Questions and/or Comments: None

OTHER SYSTEM COMMITTEES:

UNFINISHED BUSINESS: None

NEW BUSINESS:

Curriculum Committee Motion – Rebecca Freeman

Motion to update the Associate in Science degree's CMS requirement to include Speech 145 and 230 (Passed).

Evaluation Committee Motion – Dr. Chris Bundrick

*Motion to update local Post-Tenure Review policy (Appendix 12). **Passed***

*Motion to revise the USC Lancaster Section of Appendix VIII of the PCCFM to reflect the new local Post-Tenure Review policy (**Passed**).*

Questions and/or Comments:

N. Lawrence – This motion has the full support of this year's Tenure & Promotion Committee. This aligns with current practice, and it is good to codify our local process since it is not specified in the manual.

T. Scarlett – It would be helpful to clarify whether candidates must include teaching evaluations in the tenure file.

A. Golonka – Is it required to also submit a FIF the same year you submit the sixth-year review file?

C. Bundrick – Admin will likely want something (most likely not a full tenure file), but the proposed policy does not address this. Some discussion followed about the merits of compiling FIFs each year as a record for future evaluation and necessity for regular administrative review.

Executive Committee Motion – Dr. Dana Lawrence

*Motion to update local bylaws to reflect PCCFM. (Appendix 13). **Did not pass.***

- A. Golonka – *Proposed a motion to **refer this matter of the local bylaws update back to committee** for revision (**Passed**).*

*Motion to update the Compiler policies and procedure to match the faculty manual (Appendix 14). **Tabled***

- N. Lawrence – Proposed a motion to table the Compiler Policies update to allow more time to investigate. (**Passed**).

Questions and/or comments:

C. Bundrick – Would it not be more straightforward to say that policies in the PCCFM are not local policies (referring to the manual) instead of continuously updating local policies to reflect all future changes to the PCCFM?

Discussion followed about the balance between the merits of minimizing time spent in updating local bylaws to reflect PCCFM changes with the benefits of including some information in the bylaws.

S. Alhaddad – Question about the enumeration system used in the table (in the Compiler policies document). This document does not match what is used in course evaluations (and what has been done in the past). Discussion followed, noting that this document reflects what is in the PCCFM but not necessarily what is done in practice, but that if it is specified in the document then they should match.

Resolution declaring FO opposition to BLS name change – Dr. Nick Lawrence

Motion for a resolution that the USCL FO opposes changing the name of the BLS Degree (Passed).

SPECIAL ORDERS: None

ANNOUNCEMENTS:

- A. Pangburn – See the schedule of upcoming USCL Hiking Club activities
- E. Moon-Kelly – Recent performance at Daniel Stowe Botanical Gardens in Belmont, NC on 11/30/2024, and upcoming performance: “We Three Flutes of Lancaster Are” December 8 at 3 PM
- P. Lawrence – ASC de-stress “Potting Party” 11 AM – 1 PM on December 9 on the Medford Patio
- S. Cruise – Help is needed for the student Christmas gift drive (direct purchase or Venmo/cash donations appreciated)
- S. Penuel – Founders faculty are invited to sign holiday cards
- T. Scarlett – This will be his last year as chair of the Hiring Priorities Committee. Continuity is important, so consider that for next year
- S. Criswell – Native American Studies Center’s art fair will be this weekend featuring artists and musicians so please come out.
- M. Lemhouse – Reminder to sign attendance sheet or speak with me to be counted as “Present” for today’s meeting

ADJOURNMENT: 2:33 PM Dana Lawrence

ATTENDING:

Sahar Aghasafari, Shemi Alhaddad, Connor Austell, Christopher Bundrick, Li Cai, Jill Castiglia, Courtney Catledge, Logan Cocklin, Stephen Criswell, Susan Cruise, Annette Duker-Golonka, Elizabeth Easley, Danelle Faulkenberry, Rebecca Freeman, Amy Gerald, Darris Hassell, Claudia Heinemann-Priest, Ernest Jenkins, Allison Jobe, Dana Lawrence, Nicholas Lawrence, Patrick Lawrence, Todd Lekan, McKenzie Lemhouse, Lynette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Evan Nooe, Bettie Obi-Johnson, Allan Pangburn, Phillip Parker, Suzanne Penuel, Bridgett Plexico, Kim Richardson, David Roberts, Deborah Rowell, Todd Scarlett, Peter Seipel, Sarah Sellhorst, Nahid Swails, Suzette Taylor, Brittany Taylor-Driggers, Bernard Totten, Richard Vanhall, Jerrod Yarosh

ABSENT:

Marybeth Berry, Dwayne Brown, Steven Campbell, Mark Coe, Walter Collins, Kimberly Covington, Maxie Ron Cox, Lucius Stanley Emanuel, Garane Garane, Lisa Hammond, Alissa Kate Holland, Jason Holt, Christopher Judge, Howard Kingkade, Tamika Lewis, Vincent Lewis, Fernanda Marques Burke, Leigh Pate, Michael Sherrill, Tania Wolochwianski, Andrew Yingst

Faculty Secretary: Document submitted by M. Lemhouse 31 January 2025 for faculty and staff review.



UNIVERSITY OF
South Carolina
LANCASTER

Dr. Courtney B. Catledge
Regional Palmetto College Interim Dean

Report to the USC Lancaster Faculty Organization
December 6, 2024

People

Enrollment

As of December 4, pre-registration for Spring 2025 is well underway. Thank you for your help with advisement and registration for next semester.

Faculty search continuing:

Instructor of Statistics

Athletics

Great Fall Seasons for Men/Women's Soccer and Women's Volleyball
Chloe Jewell (Women's Soccer) named All-American

Financial and Facilities

Thanks to Buddy Faile for the campus budget update presentations on Wednesday, November 13.

Select facilities project updates: We are in the beginning stages of **planning for upgrades to the Crawford Rose Garden** based on a conceptual design shared a while ago. The timeline would ideally have the project beginning in May after our 2025 Commencement ceremony. Additionally, the Bradley chiller project is in progress. There is a 30+ week lead time on the chiller but we are hopeful that the project will be completed by early summer 2025. We are in the planning stages for the USCL Center for Healthcare Workforce located in Hubbard Hall. This renovation along with the **accessible entrance on the south side of Hubbard Hall**. Finally, the **Medford Patio** project is in the final stages.

Other items...

- **Native American Studies Center Hosts 11th Annual Winter Art Festival** held at USC Lancaster's Native American Studies Center from 9 a.m.- 4 p.m. on Saturday, Dec. 7 as part of See Lancaster's annual Christmas in the City event.

- The **Holiday Luncheon for USC Lancaster faculty and staff** is on Tuesday, Dec. 10, 2024 from 11:30 to 1:30 in the Arnold Special Events Room.
- The **USC Lancaster Players December production of *Miracle on 34th Street*** begins tonight and continues through Sunday, December 8. Tickets can be purchased online by going to the Lancaster Players web page.
- **Stevens Theatre Showcase** on Thursday December 12, from 4-5:30 pm. Tour the newly renovated Stevens Theatre and meet members of the USC Lancaster Players.
- USCL's 3rd **First-Generation College Student Celebration** was held on Thursday, 11/7. Many thanks to TRiO for organizing the activities of the day.
- Please remember that **the university offers work-life balance and wellbeing support** through our [Employee Assistance Program](#). These services can be helpful in stressful times.
- **The Give Local community fundraiser took place on November 16 and gifts to the Educational Foundation of USC Lancaster totaled \$6,950 with 31 donors participating.** This was our largest giving day ever with Give Local. Thanks to all who were able to contribute.

Happy holidays to all. Enjoy the upcoming Winter Break and celebrations with family and friends.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
December 6, 2024

1. **2025 Calendar.** A separate attachment of this calendar has been shared with the campus and is available in the Academic Affairs Office. The focus is on deadlines for faculty/student matters. Thanks to Jocelyn Furlos-Beristain for her work on this document.
2. **Faculty Advising.** Asheley Schryer and I are grateful for the faculty who have indicated that they wish to serve as advisors during the spring 2025 semester. Going forward we will regularly ask faculty to indicate their intent to advise for the next academic year so that they can plan their service loads accordingly. Our next advising intent query will be sent in April to cover the 25-26 academic year.

We will host advising meetings to discuss spring updates. The meetings will be virtual and held over the common hour (12:15pm-1:00pm). There are two options (12/9 and 1/9). Please indicate on the form below which session you plan to attend. Please fill out this [form](#).

3. **Faculty Information Forms for Annual Administrative Reviews.** These forms are due no later than *January 31, 2025*. Supporting documentation may also be submitted electronically. Links by academic division are given below. The annual administrative review is completed by the Division Chairs and the Associate Dean. Please note that these FIF forms are also submitted to the relevant peer review committee. That committee will perform its own separate evaluation. If you have any questions, please do not hesitate to reach out to my office, your Division Chair, or a Peer Review representative.

4. Links for FIF Submission

<p><u>BBCE Division (includes Librarians this year)</u> Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here. Instructors who wish to be reviewed on teaching and service, click here</p>
<p><u>Humanities Division</u> Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here Instructors who wish to be reviewed on teaching and service, click here</p>
<p><u>MSN Division</u> Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here Instructors who wish to be reviewed on teaching and service, click here</p>

- 5. Redefined Load Requests.** Applications for a redefined load **are due to Division Chairs by January 17, 2025.** A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure. Tenure-track faculty are expected to submit redefined load applications.
- 6. Welcome Bernard Totten!** Bernard is our new Director of Corporate and Community Outreach and Coordinator of the USCL Indian Land Location. Bernard's experience includes being a Sales Director for Varsity Customs and a Program Manager for school systems in Brooklyn, New York. Bernard and his family are originally from Brooklyn and now live in the Indian Land area. He is well positioned to effectively serve as a USCL ambassador to our corporate and community partners. His office is located at the Indian Land Location and his e-mail is BTOTTEN@mailbox.sc.edu.
- 7. Travel Study Requests.** The Student Affairs Committee reviews and recommends applications for travel study courses. Proposals for Summer 2026 courses are now being accepted. The deadline for submission is March 15, 2025. For more information please see this link: [Travel Study - USC Lancaster | University of South Carolina](#)

8. **Free Speech Task Force.** The Task Force’s charge is to review a free speech policy adopted from USC Columbia and to make any suggestions about that policy to Palmetto College Vice Chancellor Walt Collins. Thanks to Pat Lawrence, for agreeing to chair the Task Force. Task Force Members:

Patrick Lawrence (chair/faculty)

Debbie Rowell (faculty)

Allan Pangburn (faculty)

Logan Cocklin (faculty)

Claudia Heinemann-Priest (faculty)

Garane Garane (faculty)

Lauren Thomas (faculty)

Shemsi Alhaddad (faculty)

Chris Bundrick (faculty)

Jeff Rammage (staff)

Erika Vancampenhoudt (student)

9. **Final Examinations.** Please note the following from the PC Faculty Manual: “Final examinations each semester are given in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the academic dean. All such deviations shall be reported to the office of the Palmetto College Campus Dean. This provision applies to all final examinations. It is recognized that this provision will cause occasional conflict (e.g., a student who has laboratories or once a week classes in two different courses at the same hour on Monday and Wednesday or Tuesday and Thursday). Such cases clearly require special handling and may necessitate examinations at other than the scheduled time. These should be conducted with prior approval of the academic dean, and in no case should they occur outside the total examination period.”
10. **Final Grades.** Final grades for the full 16-week semester are due by **December 19 at 9:00 AM**. While you enter final grades on Self-Service, please also enter grades for high school students on the special spreadsheet provided Dominique Waller earlier in the term. E-mail that spreadsheet directly to her at: WALLERDH@mailbox.sc.edu.

11. Recent Faculty Accomplishments.

a. Sahar Aghasafari

Aghasafari, S. (Ed.), & Blair, J. (Co-Ed.). (2024- 2025). *Art and Technology in STEM Education* [Special issue]. *The American Journal of STEM Education*.

Aghasafari, S., & Needles, T. (2024). Presenting *Enhancing STEAM Education Through Media Arts: A Multidisciplinary Approach*. The STAR Global Conference, University of Kathmandu, Nepal.

b. Li Cai and Sahar Aghasafari presented:

Cai, L.; Aghasafari, S. ChemArtistry: Integrating Media Arts into the Study of Fundamental Chemistry in the Age of AI. *2024 Southeastern Regional Meeting of the American Chemical Society*, 2024.

Aghasafari, S.; Cai, L. ChemArtistry: Integrating Media Arts into the Study of Fundamental Chemistry. *Science and Sensibility: Method Meets Art - A Transdisciplinary Conference*, 2024.

c. Claudia Heinemann-Priest has been an ally and member of the Murdered and Missing Indigenous Women and Relatives Task Force of South Carolina since December 2023. Our mission is to “advocate[] for the end of violence against Native women”, children, and Two Spirits. We “also seek[] to draw attention to the high rates of disappearances and murders of Native people, particularly women and girls.” We “coordinate[] with state and tribal task forces to address MMIP issues.” Anyone who is interested in MMIP issues: South Carolina level - <https://www.sccadvasa.org/>, Federal level - <https://www.bia.gov/service/mmu>

d. Bettie Johnson presented a research talk at the Southeastern Regional Meeting of the American Chemical Society on October 26 entitled “Using Games to Engage Students in General Chemistry.”

e. Chris Judge gave the following lectures:

Interpreting the Copperhead Bluff Site, a Mississippian Period Site on Great Pee Dee River, Florence County, South Carolina. Archaeology Day Conference, Archaeological Institute of the Pee Dee, Florence County Museum, Florence, South Carolina. October 12, 2024.

“Gathering up the Fragments: The Elusive Cheraw Indians in Colonial Times”

Exhibit Lecture for Resilience and Revolution: Native American People in 18th Century, South Carolina. Sumter Museum, Sumter, South Carolina. October 15, 2024.

- f. Native Americans at Beaver Creek: Ice Age to 1560s. Lecture at Liberty Hill Community Center, Liberty Hill, South Carolina. November 9, 2024.

Indigenous Archaeology and Ethnohistory in the Pee Dee Region. Invited paper in session: Centering an Indigenous Lowcountry: Recent Research from Colonial South Carolina. 80th Annual Meeting of the Southeastern Archaeological Conference, Williamsburg, Virginia. November 15, 2024.

- g. **McKenzie Lemhouse** received the South Carolina Library Association's [New Librarian Award](#) for 2024 at the SCLA annual conference last month. This award recognizes librarians making significant contributions to the field early in their careers.
- h. **Evan Nooe** has been elected as Executive Committee Interim Secretary for the "Disney, Culture & Society Research Network."
- i. **Evan** delivered a book talk with Lifelong Learning @ Rock Hill on November 20.
- j. **Evan** published a book review in *The Western Quarterly* on *The Great Power of Small Nations: Indigenous Diplomacy in the Gulf South* by Elizabeth Ellis.
- k. **Peter Seipel** had "In Praise of Ineffectiveness" accepted for publication in *Philosophia*, a selective peer-reviewed journal.

Upcoming Events.

- The Native American Studies Center will be holding its annual Winter Native American Art and Craft Festival from 9-4 on December 7.
- **The Lancaster Players** will perform *Miracle on Thirty Fourth Street* on December 6th & 7th @ 7:30pm; December 8rd @ 2pm.

From Erin Moon-Kelley:

Winds of Time Woodwind Quintet, comprising of members of the Charlotte Concert Band (including Prof. Erin Moon-Kelly), performed at Daniel Stowe Botanical Gardens in Belmont, NC on 11/30/2024 as part of their Holidays at the Garden Celebration.

The Lancaster County Council for the Arts and EMK Music Present.....

“We Three Flutes of Lancaster Are”

December 8, 2024 at 3:00 PM

The Historic Springs House

201 W. Gay St.

Lancaster, SC 29720

Cast: Sarah Baker, Bette Acker, and Erin Moon-Kelly

Bette Acker, Erin Moon-Kelly, and Sarah Baker join forces to bring their festive sticks of silver (i.e. flutes) to downtown Lancaster. The trio will feature some ethnic carols from Europe, a little bit of Native American inspired "winter spirits," the heavenly sounds of JS Bach's timeless Christmas Oratorio, and the oldies but goodies you know and love! Come enjoy the family friendly music in the beautifully decorated art gallery of the Historic Springs House! Free admission! donations for the Lancaster County Council for the Arts greatly appreciated! For information, please visit www.emk-music.com or <https://www.artslancaster.com/>. See you there!

Report to the USC Lancaster Faculty Organization

Academic Success Center

Pat Lawrence, Director

Announcements

- The ASC is open to assist students during finals. The last day for fall tutoring will be December 12th
- We will return for tutoring with the start of classes next semester. The first day for tutoring will be January 13th.
- The ASC's repotting party will be Monday December 9th from 11 to 1 pm. See below for details.

Recent and Upcoming Events Overview

In November, the ASC held two more review sessions for nursing subjects (BIOL 243 and NURS 216) as part of our Health Sciences Studio service. Peer-tutors Caysen Horton and Kennedy Bumbrey led these sessions as usual, and they were attended by 12 students in total.

The ASC was the site for the Academic Advisory Council's discussion of AI and cheating on November 18th. Panelists Alan Pangburn, Suzanne Penuel, Deborah Rowell, Susan Cruise, and Pat Lawrence shared their perspectives on AI in the classroom to an audience of students and faculty.

The ASC will hold a repotting party during finals week to give students an opportunity to do something to ease their stress. Students can come to the new patio on the east side of Medford Library between 11 and 1 pm and help us put the ASC Studio's plants into new, bigger containers. In addition, students can pot their own plant to take with them and nurture in the new year.

Summary of Tutoring Data

Year-to-year trends: At 64 sessions, the ASC was substantially lower than this same time last year, but almost exactly the same as in 2022. These figures should be interpreted in light of the fact that the new full week break for Thanksgiving reduced our operating hours by three full days. The extremely high activity levels of 2024 may also have been a result of more aggressive outreach at that time, as well as some quirks of our tutor staffing cycle. We may be able to replicate those results again, but it will take sustained effort and may come in waves.

Session distribution trends: Interest in different service formats remains strong, but the shift in the weight of different session types indicates a relative decline in-person visits during November. The number of visits by student athletes would appear to have jumped from 7% in October to 11% in November; however, the November visits represent only two unique individuals. This may indicate continued need for athlete outreach. Dual enrollment use of services remains very low. Course distributions look typical, though there may have been a decline in demand for biology subjects and a small increase in studio services relative to other courses.

(See charts below for data breakdown.)

Contact Information

Phone: 803-313-7113

Web: sc.ed/lancaster/asc

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

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

Appendix: Summer Tutoring Data



¹ Note that the student-athlete and dual-enrollment data is only collected for conventional tutoring appointments, not for studio services. For this reason, the total number of sessions listed here excludes studio numbers.

Session Distribution by Field and Course



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

MEETING: Faculty Organization Meeting- December 6, 2024

TODAY'S DATE: December 4, 2024

ATTACHMENTS: 3

INFORMATION ITEMS:

1) Thank You!

A sincere thank you to everyone who contributed their annual and/or sick leave to the USC Leave Pool. Your kindness makes a difference!

2) Employee Assistance Program: Holiday Resources

Our Employee Assistance Program vendor, MyGroup, is offering several resources to help us through the holiday season.

Resources include articles on holiday planning, healthy holiday eating, and holiday safety, tools for stress management and relaxation, and help with finding gifts, party essentials, and making holiday travel plans.

Remember that MyGroup is available 24 hours a day, 7 days a week, 365 days a year. This is a confidential resource for employees and their dependents.

To contact MyGroup call 800-633-3353 or visit the website: www.mygroup.com then choose Current Participants, select Employee Resources, followed by Access Work-Life Services. To log in enter USC as the username and guest as the password.

Please view the attached flyers for more details.

3) Rehire Student Assistants and Temporary Employees

Please submit approved Personnel Request Forms to rehire student assistants and temporary employees for Spring 2025 as soon as possible.

Students

Remember the hourly rate for a student assistant on the Lancaster campus should be \$9.00 unless approval is received for a higher rate. Students may work up to 20 hours per week during the Spring semester. Student employment for Spring semester ends on May 15, 2025.

If a student is graduating in Spring 2025 their last day of employment should be May 3, 2025, if graduating from USC Lancaster or May 10, 2025, if graduating from Palmetto College.

To be eligible for hire students must be pre-registered for at least 6-credit hours for Spring 2025.

Please view the Student Employment Policy for further information.

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

Temporary Employees

Christmas and Holiday break is only nine (9) calendar days. If a temporary employee intends to take their annual 15-day separation during the break, please be sure that they have a full 15-day calendar break. If you want a temporary employee to return when the campus reopens on January 2, 2025, and have a separation their last working day should be on or before December 17, 2024.

Personnel Request Forms

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

https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resource_sources/index.php

The Supervisor or Department Head, Associate Dean, Business Manager, and the Dean must approve all Personnel Request Forms prior to them being submitted to the Human Resources Department for processing.

4) Campus Closure

Our campus will be closed from Tuesday December 24, 2024, through Tuesday December 31, 2024, in observance of the Christmas holiday. Additionally, we will be closed on Wednesday, January 1, 2025, in observance of New Year's Day.

The campus will officially reopen on Thursday, January 2, 2025.

Faculty and FTE staff are not required to record holiday hours on their timesheets.

Please ensure that student assistants and temporary employees do not log hours into the Time and Absence system for the listed dates unless they have actually worked.

Medford Library Faculty Meeting Report

December 6, 2024

SERVICE STATISTICS AND PROGRAMS

- 2091 unique visits
- 2547 LibGuide views
- 102 Study and Lounge Area Reservations
- 11 Conference Room uses
- 10 Computer Lab uses
- 2 Book a Librarian
- 1 Library Instruction Classes

CIRCULATION STATISTICS

- 62 General collection items
- 1 Reserve item
- 1 Government Document collection item
- 2 Graphic Novel collection items
- 9 Juvenile collection items
- 2 Oversize collection item
- 3 On Display items
- 43 Special Collection items

LIBRARY ACTIVITIES

- Study Snacks and stress relief resources were placed throughout the library from December 2 – 6.
- The library patio space has been completed. The side door to the patio space is open and available as an entrance/exit.

UPCOMING EVENTS

- The library will be closed from December 24 – January 1. Online resources will still be available.
- Library hours for December 16-20.
 - Monday – Thursday: 8 AM – 6 PM

- Friday: 8 AM - Noon
- Library hours for January 2-3.
 - Thursday: 9 AM – 5 PM
 - Friday: 9 AM – 2 PM

GENERAL AND ADMINISTRATIVE ACTIVITIES

- Instruction classes are available in person and virtually. Classes can be taught on campus, at the Indian Land location, and at the Native American Studies Center. Request a library instruction class today.
- Is there something that you would like the library to have? Request materials
- 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.

Student Success and Retention

USCL Faculty Organization Report

December 6, 2024

****Save-the-Date: Celebration of Lancer Excellence will take place in Medford Library on April 10, 2025. Call for proposals will be sent in January.****

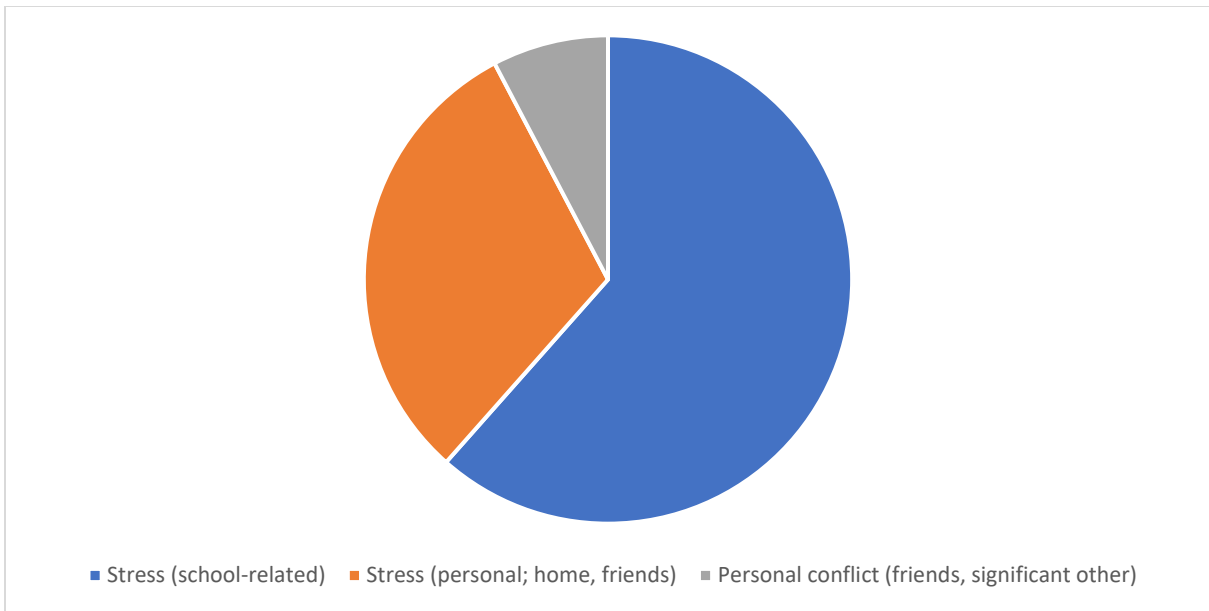
Academic Advising

- **Spring 2025 Faculty Advisors:** Please fill out this [form](#) (last one, I promise) to let us know what areas you would like to advise and to sign up for the spring meeting (2 possible dates).
- **Scholarship Deadline Reminders:** The scholarship application due date for continuing and transfer students is March 15, 2025. Please communicate this deadline with your advisees as appropriate.
- **Winter Term Important Dates:** To view winter term dates, go to <https://my.sc.edu/codes/partofterms/>. Select USC Lancaster, Spring 2025, 4WT – Lancaster Winter Session.
- **Updated Advising Website:** The [Advisement and Registration - USC Lancaster | University of South Carolina](#) page has been updated to include FAQs with videos and links.
- **Courses:**
 - LIBR 101: Information Literacy is online asynchronous from 03/17/2025 - 05/06/2025. No pre-reqs. Counts as INF.
 - MKTG 457: Introduction to Sales is online asynchronous from 01/13/2025 - 05/07/2025. No pre-reqs.
 - PEDU 112: Basketball is MW from 11:00AM-12:15PM. Offered 01/13/2025 - 03/05/2025 and 03/17/2025 - 05/06/2025. No pre-req. Flyer attached.
 - SPTE 315: NCAA Compliance is MW from 8:00AM-9:15AM. Offered 01/13/2025 - 05/07/2025. No pre-req.
 - PSYC 401: Psychology of Physical Activity is online asynchronous from 03/17/2025 - 05/06/2025. Min C or better PSCY 101 (cannot be taken concurrently).
 - **Update from Dr. Neal about PSYC 380 and PSYC 401:** PSYC 401 (Psych of Physical Activity) has PSYC 101 as a prerequisite, but PSYC 380 (Sport Psych) does not. I'm willing to waive 401's prerequisite for any student that has done well in PSYC 380. PSYC 380 performance is likely be a better predictor of 401 success, so students that have excelled in PSYC 380 will be able to join us in PSYC 401, sans PSYC 101.
 - Have a class you want to share? Send it my way!

Counseling Services

Monthly Status Report (November)

- As in previous months this semester, students continue to seek counseling resources due to stress and anxiousness, primarily due to school-related concerns such as assignments, due dates, etc. Because of the increased stress experienced by students and demands for counseling, I have also spoken/counseled students via phone to accommodate the need for sessions. I have also connected with students via email for increased interaction and support.
- Counseling Services and Student Life partnered to host its first "Movie Day" on November 14th from 11 am -1 pm, showing "Inside Out 2," a movie about a teenage girl battling anxiety.



FORMAT	
In-person	20
Tele-health	7
Phone	4
Total	31

TYPE	
Drop-in	5
Scheduled	26
Total	31

**Information provided by Tamika Lewis, MA, LPC, NCC*

Early Alerts

Thank you to everyone who has submitted early alerts for the fall 2024 semester. At this point, it is past the deadline for students to withdraw from a course without impacting their GPA. However, if you feel like a student needs extra support, please still submit an early alert.

To submit an alert, please complete [this form](#). If you have multiple alerts to submit, you can email Zoe Byrd at zmburd@email.sc.edu. In the email, please include the student's name, student ID, reason for alert, class name, and recommendation (contact Professor, tutoring, withdraw from class, counseling, etc.).

**Information provided by Zoe Byrd, Academic Advisor for Arts and Business, Early Alert Coordinator*

Leadership Distinction

Asheley Schryer will teach a spring section of UNIV 401. This course is for any students that are pursuing Graduation with Leadership Distinction and are on track to graduate in Spring or Summer of 2025. If a student is interested in registering for the course, they must meet with either Asheley Schryer or Liz Easley to confirm they have submitted the required application and meet eligibility requirements.

**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.*

Student-Athlete Success Programming

All student-athletes are scheduling meetings with their advisors to register for Spring semester. So far over 80 student-athletes have completed their registration. The goal is to have everyone registered by the end of the semester.

- The schedules are closely monitored to ensure student-athletes in season are not missing several classes, if possible, we will see if they can change their schedules.
- If a student is in season, I will reach out to professors ahead of time about missed classes due to games.
- Schedules are also checked to make sure all student-athletes are taking 12 credit hours or more unless otherwise approved by athletic director to ensure athletic eligibility.

Student-athletes are continued to be encouraged to communicate with their professors regarding any class issues/concerns.

Please feel free to contact me with any questions:

https://sc.edu/about/system_and_campuses/lancaster/faculty_staff/calhoun_natalie.php

**Information provided by Natalie Calhoun, Student-Athlete Success Coordinator.*

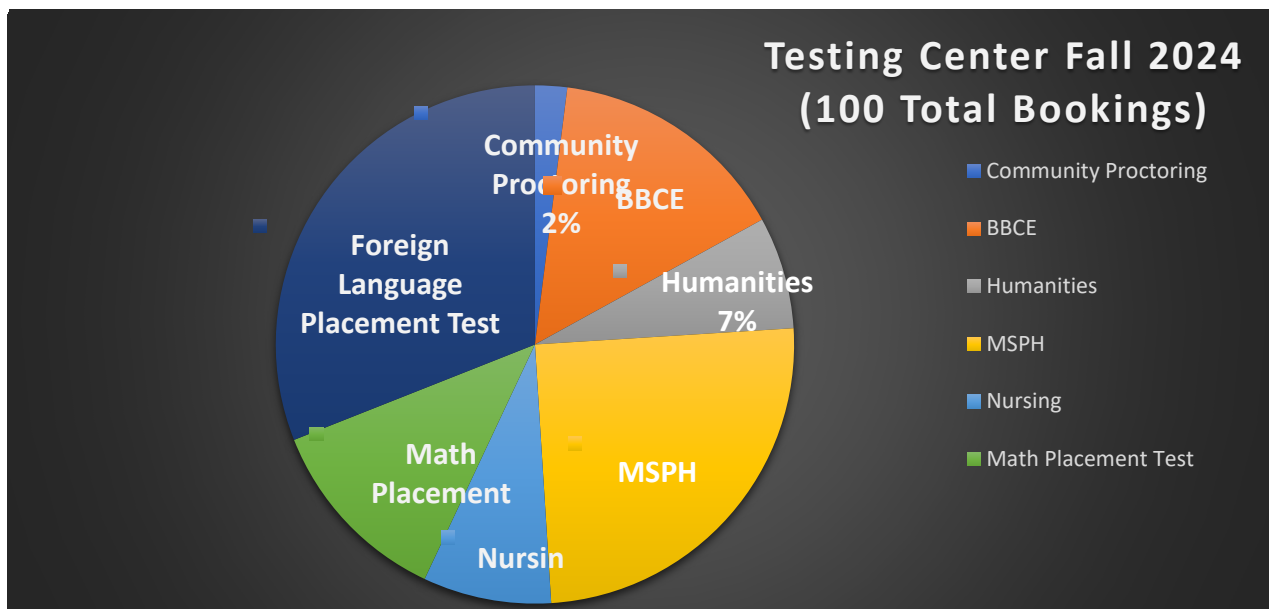
Student Disability Resource Center

Testing Center

As of November 26, 2024, the testing center has proctored 100 tests. Of the 100 tests proctored, 43 were either Foreign Language Placement Test or the Math Placement Tests. Twenty-five tests were in the MSPH category, 15 tests fell in the BBCE category, and the remaining 15 tests were in Humanities, Nursing, and Community Proctoring.

Please remind students to Reserve a Room for testing using the link below. The link can also be found on the USCL Student Disability Resource Center page under my picture.

<https://usclancaster.libcal.com/space/163652>



**Information provided by Amy Hood, Student Disability Resource Center (SDRC) Coordinator*



Matt Williamson
Director and Principal Investigator
Office of Federal TRiO Programs

REPORT TO THE FACULTY ORGANIZATION

Friday, November 6, 2024

OPPORTUNITY SCHOLARS PROGRAM

Enrollment Update

- At present, we are officially serving 94 with eight qualified applicants to be entered into Blumen. This new enrollment number of 102 will get us closer to the mandated 165 students we are required to serve prior to the end of the grant cycle on August 31, 2025. The TRiO staff work hard to help these, typically First Generation, college students achieve successes on and off campus, as well as have a wonderful college experience while at USCL.

Annual Performance Review (APR)

- For the third straight year, the OSP staff has achieved a perfect 15 points towards Prior Experience points on the current SSS project. These points are vital when it comes to being awarded another five-year cycle grant. The entire TRiO staff is elated but is gearing up for the Upward Bound APR which is just around the corner!

Careers in Science Lecture Series

- We were honored to host **Mackenzie Jackson**, a P3 Pharmacy Student at the University of South Carolina College of Pharmacy. She spoke on Tuesday, November 19 of her journey as a student and provided insight into to her success with “Tips and Tricks” to aspiring students. Fifty-two faculty, staff and students were in attendance.

Discussion with Deans Series

- USCL SGA’s Discussions with Deans Courtney Catledge and Todd Lekan took place on Thursday, November 21 in the TRiO LRC. Fifty-four faculty, staff, and students enjoyed a relaxed discussion with the Deans on a variety of campus topics.

First-Generation College Celebration

- We celebrated FG College Celebration on Thursday, November 7 and the turnout was awesome with 120 students participating. This campus event was sponsored by the Office of Federal TRiO Programs and Student Life. Special shoutout to Dean Courtney Catledge and Jeff Rammage for their support. Also, many thanks to TRiO OSP students, Joaquin Espinoza, Landon Tidwell, and Erika Vancampenhoudt who interviewed many FG faculty, staff and students about their educational journeys.

USCL Cares Winter Clothes Drive (November)

- **USCL Rotaract Club** sponsored this campus event to collect winter clothing for survivors of Hurricane Helene in Western North Carolina. Sixty faculty, staff and students donated **462 items** to this cause.
- **USCL Rotaract officers**, April Witherspoon (President), Meredith Faircloth (Vice President), Ebony Brown (Treasurer), and Michaela Johnson (Secretary), presented at the Lancaster Rotary Club lunch meeting, Thursday, November 21. These officers talked about the community service projects they had completed, as well as the ones that were ongoing. They also talked about upcoming fundraisers in Spring 2025.
- All presentations were held in the TRiO Learning Resource Center at 12:15 p.m.

Upcoming Activities and Events

DATE	EVENT	TIME	LOCATION
12/05	COLLEGE GOAL SC Free Application for Federal Student Aid (FAFSA)	2:00 PM to 7:00 PM	Medford Library, TRiO LRC
12/18	USCL Cares 1 Gift 1 Child Angel Tree Distributing donated gifts to students at the three most needy schools in LCSD.	9:30 AM to 10:30 AM	Brooklyn Springs and Clinton Elementary Schools, and Southside Early Childhood Center
12/20	USCL Rotaract at Clinton Elementary Sponsoring a Pizza Party for 10 recognized students by teachers and school principal for their participation and achievements	1:00 PM	Clinton Elementary School

UPWARD BOUND PROGRAM

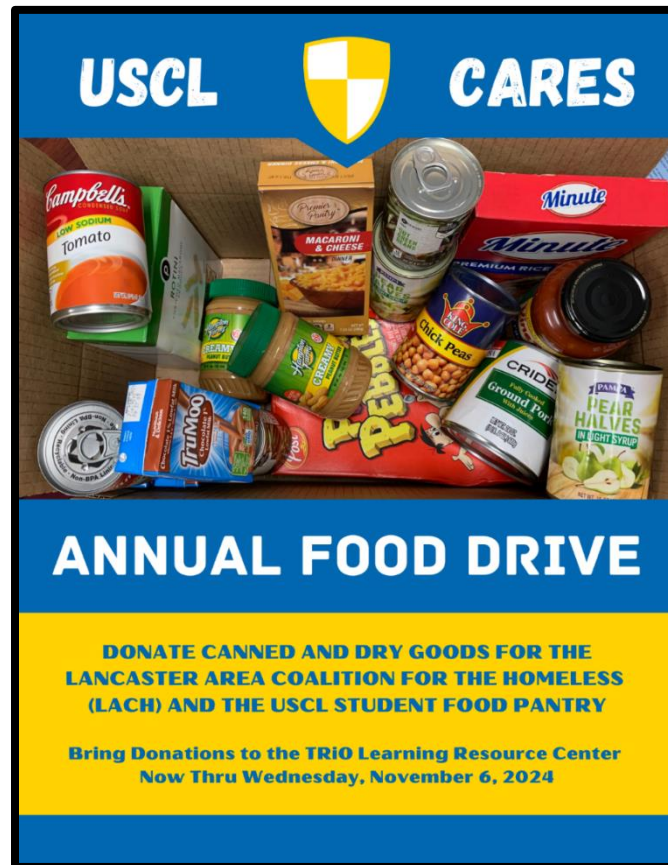
Upward Bound Enrollment Update

- At present, we are officially serving 71 participants. This current enrollment number is nine over the mandated 62 which is a net positive for the program on the Annual Performance Review (APR) - which is expected to “go live” later this month. The TRiO staff work hard to help these First-Generation high students achieve successes on and off campus.

USCL Cares Annual Food Drive

- The USCL Cares Annual Food Drive (see below) has officially ended but donations are still coming, and we truly appreciate the generous donations.

- Donations benefit the **Lancaster Area Coalition for the Homeless (LACH)** and the **USCL Student Food Pantry**.



LEGISLATIVE UPDATES

Congressional Appropriations

- Congress returned this week from the Thanksgiving recess with a number of priorities to get through before the end of the year.
- Lawmakers will have three weeks in session before the end of the congressional term. In that time, they will have to extend government funding beyond the end of the current continuing resolution (CR) on December 20. At this time, it seems most likely that Congress will pass a second CR that will extend the Fiscal Year 2025 (FY25) funding battle until early spring.



Supporting Federal TRiO Programs

- With the budget likely to be voted on in the new Congress, the Council for Opportunity in Education (COE) is urging us to engage in advocacy. New Representatives and Senators are preparing to be sworn in, and many will have never heard of TRiO. It is our job to make sure they are supportive of TRiO by the time Congress votes on the final FY25 budget.
- Asking members of our legislative delegation to join the Congressional TRiO Caucus is a great way to foster support for 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 or **Matt Williamson** at mwilliam@mailbox.sc.edu.

FACULTY SENATE MEETING NOTES

Wednesday, November 6, 2024

No report from the President because of his attendance at the USC Staff Senate meeting

Report from the Provost: Referred to 2 bi-weekly calls to update faculty – one on AI in higher education and another on faculty development offerings such as Thomas Cooper Library workshops and programming from the Center for Teaching Excellence.

Question about the outcome of the presidential election and any foreseen effect on graduate student visas given that there was difficulty with student visas after Trump's first election in 2016. Provost referred question to Vice Provost for Global Affairs.

Report from Dr. LaNaé Budden, Director of the First-Generation Center: PPP about Center that provides support and advocacy for first generation students. These students have a desire to work on campus and can do this through the Federal Work Study (FWS) program. There were more details about how to hire FWS students, how they qualify, the benefits to students and benefits to the institution.

Reports of Faculty Standing Committees

Committee on Courses and Curricula: Will be working on a more streamlined, clear process for submitting curriculum proposals. There are 93 to approve at this meeting and 250 for the next meeting. Please see report at link below for details. All proposals passed.

Faculty Advisory Committee: Committee was charged with a course of action based on the Carolina Core Revision Report to establish a standing committee to address issues of general education. There is already a Carolina Core Approval Committee (CCAC) within the Office of the Provost which reviews proposals and assessment, which requires a lot of work. Hence the new Committee on the Carolina Core (CCC) will be separate and overseen by the Faculty Senate. The CCC will collaborate with the CCAC, but won't overlap with duties. See link below for proposal language.

Because this involves change to Faculty Manual, this is first notice. December meeting will have formal discussion, voting, etc.

Good of the Order: Next Faculty Senate meeting: Wednesday, December 4, 2024, at 3 p.m.

The documents used in the meeting are on the official site for [Faculty Senate Meetings](#).

PC System Affairs Report for FO Meeting 12-6-2024

System Affairs meet on 11-8-2024 and discussed five items/charges. The first charge was the “Use of Artificial Intelligence and how best to adapt/adopt/refuse/etc.” after continued discussion and outside of meeting time exploration the committee has curated a list of AI resources at the University of South Carolina. These resources represent the best practices and those who are most up-to-date on how to incorporate and manage AI in the classroom. Thus the committee recommends that each campus/faculty review the resource list provided at the end of this document and use AI accordingly to the resources standards, while following Columbia for any standard in language.

The second charge focused on “Creation of a Grants Coordinator Position for PC faculty.” To this end the committee discussed the need and benefits of such a position and what they could provide to PC faculty. The committee is currently crafting a potential position description. Once created there will be a formal recommendation/request for the Executive Committee to further pursue the creation of this position. The recommendation/request will be made most likely at the next faculty senate meeting.

The third charge addressed was “The review of the grievance procedure”. To this end, the committee had a productive conversation and was given new information shared by the Faculty Senate Chair that HR/Legal at Columbia advised strongly the need to not have overlapping procedures at the local and then at the PC level when it comes to grievance. System Affairs has requested additional clarity and a formal position from HR/Legal/EC respect to the existence and or removal of local grievance processes. Once this formal statement is given the committee will work towards revising the procedure focusing on efficiency and effectiveness in resolving the grievance. The hope is to have clarity before the next PC Senate meeting, so the committee can work on any necessary revisions and present the revised procedure at a future Senate meeting.

The fourth charge addressed was to “Investigate whether academic deans should participate in the T&P process or not (different across campuses).” Through discussion and review it was noted that the PCC Manual has a statement addressing the role of administration in the T&P process, On page 28 of the 2024 Manual bullet point 2: *Faculty holding administrative positions (such as chair, dean, provost or president) which enable them to make recommendations on a candidate may not vote on those candidates.* Also on Page 28, bullet point 3: *Meetings at which candidates are considered for tenure and promotion are closed to everyone except those eligible to vote on the candidate.* The committee found this sufficient to address the charge. The committee also felt a need for additional clarity from HR/Legal about possible differences across campuses.

Lastly, the PC Academic Advisory Council wants System Affairs to review a proposed name change of the Bachelor of Arts in Liberal Studies to ***Bachelor of Arts in Integrative Studies***. The committee discussed the proposed change and PCAAC committee members offered further rationale and explanation for the proposal during the afternoon sessions to the senate focusing on a hope to increase enrollment, to better signify the course work taken, as well as marketability/employability for those who obtain this degree. Currently *liberal* carries connotations not indicative of the degree given the political climate and location of the students. System Affairs will discuss after hearing back from each regional campus and proceed accordingly on whether to propose the change or not.

USCL Academic Advisory Council Report for 12-6-2024 FO Meeting:

1. First the AAC wants to thank both the panelists and the attendees of the AI Panel held on 11-18-2024. If one would like to hear the recording, please contact McKenzie Lemhouse.
2. The AAC has recently discussed how to help our students succeed. To this end, the AAC has a discussed proposing a limit in the number of hours a student can take during the summer. Below is the AAC's statement of recommendation to administration. Additionally, there is a short explanation for why the AAC is making this recommendation, and also seeking any feedback from faculty on this recommendation.

Statement: *The Academic Advisory Council recommends to the Dean/Associate Dean that students be limited to taking six hours of coursework over the entire summer, with the provision that those students who would like to attempt hours beyond six may petition the Associate Dean of Academic and Student Affairs. The Associate Dean will review each petition and then approve or deny the petition for the requested additional summer hours.*

Rationale: *Due to the accelerated nature of summer courses, there is a greater time commitment needed each day to be successful. Limiting the number of hours a student can take may help promote a manageable course load. Additionally, limiting student hours in the summer would match current standards of having limits during the spring and fall semesters where approval is needed beyond a given amount. The goal is to create a structure for student success, and this limit can help guide them to that end and lessen student rates of WDFs.*

To Faculty: The committee would like to gauge your support for such a restriction.

The Instructor Peer Review committee received 1 file to review for the Rank of Senior Instructor. We have reviewed and unanimously approved the file for the Rank of Senior Instructor. We have sent our decision to Dean Catledge.

Brief Title of Proposed Change	Clarifying the Post-Tenure Review Process at USC Lancaster
Committee Proposing Revision	Evaluation
Date of Presentation to Faculty Organization	12/6/24
Faculty Organization Approval Date	TBD

Rationale for Proposed Revisions

- Faculty wanted to clarify post-tenure policy

Summary of Proposed Revisions

- This motion defines the campus policy for post-tenure review including the purpose of the post-tenure review process, due dates, a general description of the post-tenure review file, and a summary of the review process

Additional Action upon Approval

- Move to Revise the USC Lancaster Section of Appendix VIII of the PCCFM
- Permanently upload policy to Faculty Resources Page (https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/faculty_resources/index.php)
- Backup policy on S drive and FO Blackboard page

Current	Proposed
N/A	See below

USCL Post-Tenure Review Process

Purpose

1. Post-Tenure Review is required by state law (see Section 59-103-30), which makes the Commission on Higher Education responsible for tracking a number of “critical success factors and performance indicators,” one of which is “post-tenure review for tenured faculty”
2. Because review procedures already in place provide detailed annual evaluation of faculty performance, the post-tenure review process at USCL serves primarily as a way to satisfy the requirements of Section 59-103-30 by periodically assessing tenured faculty’s work within the context of preexisting evaluation.

Procedures (from the Palmetto College Faculty Manual)

1. Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review of the previous six years of work: the criteria for tenure and promotion will be used as a basis for this review. The file will be submitted to and reviewed by the local tenure and promotion committee. The file is not subject to external review and the faculty member is not required to include the compiler’s summary of teaching evaluations. The “highly effective” record as listed in the Palmetto College Campuses Faculty Manual on pages 8 - 11 is not required for this review. The results of this review will be provided to the faculty member and forwarded to the local campus dean.
2. When a post-tenure review receives an overall rating of unsatisfactory, the faculty member will be referred to a local campus committee which will work with the faculty member to develop a plan and timetable for correcting deficiencies. Within budgetary constraints, the local campus will provide reasonable fiscal support for the implementation of such plans.
3. The procedure which governs “termination for cause” of any tenured faculty appointment is clearly articulated in the Palmetto College Campuses Faculty Manual and no process of outcome associated with post tenure review shall supersede the guidelines established by these provisions.

File Composition

Post-Tenure Review Files must include (a compilation of the FIFs from the period under review could satisfy a-d):

- a. A list of all courses taught during the period under review or for librarians, a list of all applicable duties during the period under review
- b. Data from of the student course evaluations for courses taught during the previous three years (this can be a summary or the raw evaluations) (not applicable for librarians)
- c. A list of scholarly activities conducted during the period under review.
- d. A list of service activities conducted during the period under review
- e. Copies of annual performance evaluations (peer and Administrative) for the review period
- f. A copy of the official report of sabbatical activities (if applicable)

Submission, Criteria and Notification¹

¹ For full-time administrators with tenure and faculty rank and who report directly to the Palmetto College campus dean or directly to the chancellor of Palmetto College, participation in the post-tenure review process is suspended throughout the duration of their administrative appointment. Upon return to full-time faculty responsibilities, the post-tenure review

1. Post Tenure Review Files are due to the USCL Tenure and Promotion Committee on January 31
 - a. For a faculty member's first post-tenure review, this will be due five years (and a couple months) after the tenure file was submitted and will cover the five and a half academic years following the period covered by the tenure file. Faculty who apply for promotion before their post-tenure review is due, will restart their post-tenure review clocks at that point². (For second-semester appointments who submit a tenure file on March 31, the post-tenure review will cover the five calendar years following the period covered by the tenure file.) Post-tenure reviews after the first will be submitted every five years and will cover the preceding five calendar years.
 - b. The Associate Dean's office will maintain the post-tenure review calendar. Extensions to the post-tenure review clock are available via the Associate Dean in line with the Provost policies on extensions (ACAF 1.31)
2. For purposes of post-tenure review, an effective rating (as described in the manual) in teaching, scholarship and service will result in an overall satisfactory post-tenure review and a rating that scores one or more of the areas ineffective will result in an overall unsatisfactory post-tenure review
 - a. Satisfactory Review
 - i. If the overall post-tenure review is "satisfactory," the evaluation of the faculty member is concluded with a report from the committee.
 1. The report might be a simple paragraph, such as: "On behalf of the USC Lancaster Tenure and Promotion Committee, I am pleased to inform you that the committee has met and completed our review of your post tenure file. I am also very pleased to inform you that we were unanimous in our decision of **satisfactory** upon review of your file. Congratulations on successfully completing the post tenure review process."
 - ii. A copy of the post-tenure report will be sent to the Associate Dean.
 - b. Unsatisfactory Review
 - i. If the overall PTR Committee evaluation of the faculty member is **unsatisfactory**, the local Tenure and Promotion Committee shall establish a development plan designed to restore the faculty member's overall performance to a satisfactory level. The plan shall include the appointment of a unit development committee (if necessary) to assist the faculty member in improving performance. The development plan will form the timeline and basis for evaluations of the faculty member until satisfactory performance is restored.
 - ii. A copy of the development plan will be sent to the Associate Dean.

Approved by USCL FO: date

policy for these individuals will be in effect.

² Successful promotion to full is not required for the promotion application to serve as post-tenure review

Proposed Revisions to the USCL Bylaws
USCL Faculty Organization

Brief Title of Proposed Change	Updating committee descriptions and details to match PCC Faculty Manual
Committee Proposing Revision	Executive Committee
Date of Presentation to Faculty Organization	

Rationale for Proposed Revisions

- Committee descriptions in USCL Bylaws don't match the language in the PCCFM. In some cases, the description is no longer accurate, as a result.
- Additional information about membership or start date of positions added to clarify requirements of position and to have all information in one place.

Section and page numbers of the current Bylaws for proposed revisions

Current	Proposed
<p>PALMETTO COLLEGE CAMPUSES ACADEMIC ADVISORY COMMITTEE</p> <p><u>USCL Membership:</u> one member elected by the faculty to serve a two-year term. The Chair of this committee will be the Director of the BOL/BLS programs. The committee will meet twice per semester or as needed and will report to System Affairs before each Senate meeting.</p>	<p>PALMETTO COLLEGE CAMPUSES ACADEMIC ADVISORY COMMITTEE</p> <p><u>USCL Membership:</u> one member elected by the faculty to serve a two-year term. The Chair of this committee will be the Director of the BOL/BLS programs. The committee will meet twice per semester or as needed and will report to System Affairs before each Senate meeting. Three additional Palmetto College faculty members are appointed by the chancellor or vice provost.</p>
<p>PALMETTO COLLEGE CAMPUSES FACULTY SENATE</p> <p><u>USCL Membership:</u> Elected by faculty for a term of three years, or until a successor is elected. Alternates are elected for a one-year term. The most current version of the <i>Palmetto College Campuses Faculty Manual</i> describes specific requirements for membership.</p>	<p>PALMETTO COLLEGE CAMPUSES FACULTY SENATE</p> <p><u>USCL Membership:</u> Elected by faculty for a term of three years, or until a successor is elected. Alternates are elected for a one-year term. The most current version of the <i>Palmetto College Campuses Faculty Manual</i> describes specific requirements for membership. Senate terms begin with the first senate meeting of the academic year.</p>
<p>PALMETTO COLLEGE CAMPUSES GRIEVANCE COMMITTEE</p>	<p>PALMETTO COLLEGE CAMPUSES GRIEVANCE COMMITTEE</p>

Purpose: *The Grievance Committee considers individual grievances brought before the committee by members of the faculty. The committee examines alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it attempts to resolve the matter through mediation or other appropriate action. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment. Grievance procedures are detailed in the Palmetto College Campuses Faculty Manual.*

PALMETTO COLLEGE CAMPUSES RESEARCH AND PRODUCTIVE SCHOLARSHIP COMMITTEE

USCL Membership: Two tenured members elected by the faculty for a term of one year or until a successor is elected. No one who participates in administrative review of candidates or who serves on the local Tenure and Promotion Committee or Regional Campuses Grievance Committee may be elected to this committee. No member shall serve for more than three consecutive years. At least one representative shall be at the full professor level. No faculty member may serve on the committee during the year in which the member's case received active consideration. If a campus is unable to meet the membership rules exceptions may be made subject to approval by the local faculty organization, the Palmetto College Campuses Faculty Senate Executive Committee and the Office of the Palmetto College Chancellor.

Purpose: *The Grievance Committee shall consider individual grievances brought before the committee by members of the faculty. The committee shall examine alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it shall attempt to resolve the matter through mediation or other appropriate action. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment. Grievance procedures are detailed in the Palmetto College Campuses Faculty Manual. An elected Grievance Committee will hear all tenure and promotion related grievances for candidates whose files were reviewed by the Palmetto College Tenure and Promotion committee elected at the same time. As such, members of the Grievance Committee may have work that extends beyond the usual one-year term.*

PALMETTO COLLEGE CAMPUSES RESEARCH AND PRODUCTIVE SCHOLARSHIP COMMITTEE

USCL Membership: Two tenured members elected by the faculty for a term of one year or until a successor is elected. Neither the campus dean, nor the academic dean, nor any local division chair, nor any emeritus professor, nor anyone who serves on the Palmetto College Campuses Tenure and Promotion Committee or Palmetto College Campuses Grievance Committee may be elected to this committee. No member shall serve for more than three consecutive years. At least one representative shall be at the full professor level. No faculty member may serve on the committee during the year in which the member's case received active consideration. If a campus is unable to meet the membership rules exceptions may be made subject to approval by the local faculty organization, the Palmetto College Campuses Faculty Senate Executive Committee and the Office of the Palmetto College Chancellor.

**PROVOST'S PALMETTO COLLEGE CAMPUSES
ADVISORY COMMITTEE**

Membership: Two representatives elected from the faculty on alternate years for a term of two years or until a successor is elected.

Purpose: *The Provost's Palmetto College Campuses Advisory Committee is constituted and its business conducted at the will of the Provost. The purpose of this committee is to provide recommendations regarding the academic mission of the University and academic and academic support issues affecting the Palmetto College Campuses to the President, Provost, or other committees and governing bodies.*

**PROVOST'S PALMETTO COLLEGE CAMPUSES
ADVISORY COUNCIL**

Membership: Two representatives elected from the faculty for a term of two years or until a successor is elected.

Purpose: *The Provost's Palmetto College Campuses Advisory Committee is constituted and its business conducted at the will of the executive vice president for academic affairs and provost. The purpose of this committee is to provide recommendations regarding the academic mission of the University and academic issues affecting more than one campus to the president, the executive vice president for academic affairs and provost, or other committees and governing bodies.*

Proposed Revisions to the USCL Compiler Policies and Procedures
USCL Faculty Organization

Brief Title of Proposed Change	Updating compiler policies and procedures to match PCC Faculty Manual
Committee Proposing Revision	Executive Committee
Date of Presentation to Faculty Organization	

Rationale for Proposed Revisions

Current	Proposed																		
<p>For faculty member going through these processes (referred to as “the candidate” below), the compiler will create a report that includes the following:</p> <ul style="list-style-type: none"> • An average of the course evaluations of the candidate. • The campus-wide average for the same timeframe. 	<p>As specified in the <i>Palmetto College Campuses Faculty Manual</i>, faculty member going through these processes (referred to as “the candidate” below), the compiler will create a table with the candidate’s average scores as well as the campus scores for each question on the student evaluation, excluding any questions concerning the use of Blackboard and other technology. Additional summarized data may be requested by the campus and/or academic unit on the candidate’s behalf for this table (Table 1). <u>This summary will include data going back either as far as the period the tenure or promotion file covers, or as far back as records are available, whichever period is shorter. The candidate will not be held responsible for maintaining records beyond what the university has access to at the time of the preparation of the file, and the absence of such data shall not affect the consideration of a candidate’s file at any level of the review process.</u></p> <p><u>Table 1. Summary of Teaching Evaluations Dataset</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th><u>Q1</u></th> <th><u>Q2</u></th> <th><u>Q3</u></th> <th><u>Q4</u></th> <th><u>(and so on, as needed)</u></th> </tr> </thead> <tbody> <tr> <td><u>Faculty</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>Campus</u></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>(and so on, as needed)</u>	<u>Faculty</u>						<u>Campus</u>					
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Timeline

Before the last day of class for the spring term, the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15. The candidate will provide the compiler with the information requested below.

The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 20. The candidate will review the screenshot and notify the compiler of any errors by May 25.

By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluation Dataset, as described in the Palmetto College Campuses Faculty Manual.

Information Requested from Candidate

It is the candidate's responsibility to provide the following information to the compiler by May 15. The compiler may request additional information in order to complete all requests.

Timeline

Before the last day of class for the spring term (or by September 1 for second-semester appointments), the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15 (September 15 for second-semester appointments). The candidate will provide the compiler with the information requested below.

The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 20 (September 20 for second-semester appointments). The candidate will review the screenshot and notify the compiler of any errors by May 25 (September 25 for second-semester appointments).

By June 1 (October 1 for second-semester appointments), the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluation Dataset, as described in the Palmetto College Campuses Faculty Manual.

Information Requested from Candidate

It is the candidate's responsibility to provide the following information to the compiler by May 15 (September 15 for second-semester appointments). The compiler may request additional information in order to complete all requests.