

MINUTES OF USC LANCASTER FACULTY MEETING ON FEBRUARY 10, 2010

The minutes from December 4, 2009 were approved.

Reports of Officers

Dean Catalano: A written report was submitted, see **Appendix I**.

- Thomas Fox retired at the end of fall semester and Butch Lucas has taken over many of his duties. Butch Lucas is coordinating an emergency response plan. All faculty and staff will need to read the plan online and sign a document indicating that have read and understand the plan.
- USCL was approved to conduct three faculty searches for the fall semester. These will include an instructor of art and two tenure track positions in English and Political Science.

Dean Cox: A written report was submitted, see **Appendix II**.

Student Affairs (Collins): A written report was submitted, see **Appendix III**.

- The athletics search committee interviewed four candidates for women's softball coach and an appointment is expected in the next 2 weeks.
- Summer freshman orientation programs will be changing from 2-day to 1-day sessions. This is being done to make the process more cost effective, efficient, and accessible to the increasing numbers of students expected. Bruce Nims suggested that the student affairs office solicit input from faculty on such changes.
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Development (Garris): No written report was submitted.

- Professor Garris urged the faculty to help support development efforts for our campus and give \$8.33 per paycheck to USCL. This year, the development office has raised \$414,000.00 in donations from the community. This money is being used for student scholarships and building projects on campus.

Technology (Faulkenberry): No written report

- Replacement projectors are being purchased for Bradley classrooms 120 and 121. The existing projectors are over 5 years old and greatly need replacement.
- Faculty members are urged to turn off the projector lamps in all classrooms after they finish using them. This will increase the lifetime on these expensive lamps.
- Faculty members who use their laptops in lecture rooms should remember to plug the classroom computers back into the projection system when finished. IT receives frequent helpdesk calls from faculty who cannot get the projectors to work because they have been unplugged from the classroom computers.

Law Enforcement (Rutledge): No written report.

- The Law Enforcement department has implemented an emergency response call system. Notifications of campus closings or delays due to inclement weather are now being sent to your phone and email accounts. If you are not receiving these messages, check VIP to ensure your contact information is correct.
- If you see anything unusual or suspicious on campus, notify security immediately. Within a couple of months, there will be a campus plan for handling emergency situations.

System Committee Reports

Regional Campuses Faculty Senate: The next regional campuses faculty senate (RCFS) meeting will be held on February 12 in Columbia. A staff car with 4 seats is available. Danny Faulkner is coordinating transportation to the meeting. Visitor's passes are available for people driving their own car to the meeting. The meeting on April 9 will be held at USC Lancaster. John noted that a 14-passenger van is on order and will be available for large groups in need of transportation in the future. To drive the car, you will need to complete special training at USC Columbia.

- ***Rights and Responsibilities (Hammond):*** The process for the external review of scholarship in the faculty manual is going to be updated. Details of these changes will be on the RCFS web page. All faculty members should review these changes and send feedback to their senators before they are voted upon at the next RCFS meeting.
- ***System Affairs (Hammond/Gardner):*** At the upcoming faculty senate meeting, a substantive motion will be made to change the faculty manual's section on summaries of teaching evaluations. Currently, the faculty manual does not specify a common format for this information in T&P files. The motion will provide a template so that candidate files will be more uniform and complete in this area. Send any questions or comments on this change to Fran Gardner.

Local committee Reports

Assessment Committee (Hammond): The committee would like to thank all faculty who have submitted samples of student work to the assessment committee. You may be asked to help develop rubrics or score these samples of student work. Results will be reported by the end of this semester.

Announcements:

- The April faculty meeting date will be changed due to April 2 falling on Good Friday. On April 9, USCL is hosting the next Regional Campuses Faculty Senate meeting. The April meeting will be held the following week on Friday April 16th.

Attending:

S. Alhaddad, G. Atim, P. Barry, N. Bohonak, C. Bundrick, A. Burg, F. Burke, S. Campbell, C. Catledge, J. Catalano, S. Criswell, B. Collins, W. Collins, N. Davaut, S. Eliades, S. Emanuel, B. Faulkenberry, D. Faulkner, W.D. Ghorman, A. Golonka, L. Hammond, L. Harris, D. Hassell, J. Holt, S. Hunt, B. Obi Johnson, E. Moon-Kelly, L. Martek, T. McFadden, B. Nims, P. Parker, S. Penuel, T. Polenski, C. Priest, K. Richardson, J. Rutledge, A. Scott, T. Scarlett, R. Van Hall, S. Williams, T. Wolochwianski, K. Worthy

Faculty Secretary: Submitted as PDF on March 4, 2010 by Bettie O. Johnson

02/05/2010, Faculty Meeting, USCL, Dean's Update

Students: Spring 2010 enrollment will be up by approximately 10% over Spring 2009. Please remember to recommend both the archeological dig and the international study experiences to your advisees. The new softball coach will be named next week and we will begin NJCAA Division play in 2010-11.

Faculty: Even with retirements, the full time faculty census now exceeds 60. The budget has prevented us from hiring as many faculty as we need, but we have asked permission to do tenure track searches in political science and English and a search for an instructor of art. These positions would begin in Fall 2010. Dr. Cox will keep you informed and involved.

Facilities: Repainting and carpeting Bradley has begun and will continue during Spring Break. This work will be done at no cost to USCL. We also hope to finish the Hubbard interior project this year. Approximately \$450,000 of deferred maintenance funds is reserved to complete old floor unit removal, more asbestos remediation, painting and carpeting. The new picnic shelter at the GH& W Center should be completed soon. New gateway signage and partial fencing at the main entrance will be completed in the near future and has been primarily funded by grants from the City of Lancaster.

Planning: We are in the implementation stage of the long range strategic plan and the facilities master plan. We are working on a detailed landscaping plan that includes digital topographical maps of the entire campus. Fundraising for the new classroom building is now up to approximately \$2,000,000. We hope to build within two years. The Educational Foundation of USCL is still working on a plan that allows them to build and manage housing on Foundation land (contiguous to campus), but that may be delayed until Fall 2011.

Safety & Security: We are becoming a safer campus. Ongoing implementation of a security and safety study by Graham Consulting is part of an effort to upgrade overall campus safety and emergency response. New additions included a director of campus safety (Dr. John Rutledge), classroom interior thumb deadbolts, upgraded notification systems, and uniformed officers during peak hours. We now have an officially sanctioned USCL police department.

Financial: We have already experienced our first two budget cuts of the year (approximately \$146,000 or 7%). We have been told to plan for up to a 15% cut (or over \$300,000). We are currently operating at 39% of the SCCHE mission resource requirement (MRR) formula. That figure includes the federal stimulus money. USC Sumter, by comparison is operating at 72% MRR. If USC Sumter were funded at 39% MRR (as USCL is), an additional \$1,676,243 would have to be cut from the 2009-10 USC Sumter budget. If USCL were funded at the USC Sumter rate of 72%, USCL would then receive an additional \$1,944,371 in the 2009-2010 appropriation.

Community: The campus continues to be the center of community life for the Lancaster area. The Performing Arts Series has gone well this year and Cherryholmes was a big hit last month. We anticipate over 300 outside events on campus this year alone.

Appendix II (page 1 of 2) Dean Cox's Report, 02-05-10



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

**REPORT TO THE FACULTY ORGANIZATION
05 February 2010**

I apologize for my absence from today's meeting. I am attending a conference in Charleston, in my capacity as a board member of the Lancaster County Council of the Arts. Aside from the free wine and the beauty of the landscape in the South Carolina Lowcountry, I would much rather be there with you. Truly. I would. Yeah.

If you have not already done so, please make sure that the Academic Affairs Office receives a copy of your course syllabi (one for each section), as well as an up-to-date copy of your office hours. Please send to Pam Ellis, either in paper or electronic format.

If you have to miss class, or are going to be out of your office during your posted office hours, please let the Academic Affairs Office know so that, if students come by asking, we will be able to let them know. (Students are fond of complaining that professors are "never in their offices." We know that this is not the case, and your cooperation in this regard will help us keep students informed.)

Please make sure that you have given your proposed teaching schedule for SUMMER 2010, FALL 2010, and SPRING 2011 to your division chair. If you are interested in offering a course through PALMETTO PROGRAMS, there are still a few time slots available for the "distance education" room. Please let your division chair know as soon as possible.

A REMINDER ABOUT CLASS EVALUATIONS. USC policy requires that all courses with enrollments greater than five (5) to conduct student evaluations. If you are teaching a course with fewer than five (5) students enrolled, it is your option as to whether or not to distribute the student evaluations. If you decide NOT to administer the evaluation, then you need to write that on the envelope (e.g. "LOW ENROLLMENT") containing the evaluation forms and return it to the Office of Academic & Student Affairs.

PROVOST'S VISIT TO USCL. Provost Michael Amiridis will be on campus Tuesday, April 06. The current plan is for him to meet with faculty (without administrators present) during lunch (12:15 – 1:45 PM). If you have issues that you would like to have "on the agenda" do discuss with the Provost, please forward them to my office via e-mail.

Appendix II (page 2 of 2) Dean Cox's Report (cont'd), 02-05-10

SACS Reaccreditation: USC Lancaster submitted drafts of its responses to about twenty-five different SACS standards this past Monday. We should be getting some initial feedback on these submissions within a month or so, in time to make revisions before we have to make our final submissions. My sincere thanks to all offices and individuals on campus who have worked with this process. (If you are interested in reading our responses, please let me know and I'll be glad to send you an electronic copy.)

FRESHMAN ORIENTATION – SUMMER 2010: In an effort to make our orientation sessions more efficient, we are going to attempt to change formats and hold **four single-day orientation sessions** for incoming freshmen this summer.

The dates for these sessions will be **June 9, June 30, July 14, and August 4.**

The tentative schedule for each day's session is as follows:

8:00 – 8:30 a.m.	Registration
8:30 – 9:30 a.m.	Welcome (PALs, Dean Catalano, Dean Collins, Dean Cox)
9:30 – 10:30 a.m.	Foreign Language Placement Test
10:30 – 10:45 a.m.	Break (Students Meet with PALs)
10:45 – 11:30 a.m.	English Placement Test
11:35 – 11:45 a.m.	Law Enforcement & Security
11:45 – 11:55 a.m.	Technology
12:00 – 12:55 p.m.	Lunch & Student Organizations
1:00 – 2:00 p.m.	Campus Tours
2:00 – 3:15 p.m.	Admissions, VIP, and Financial Aid
3:15 – 5:00 p.m.	Meet with Advisors; Pre-register for Classes
6:00 p.m.	Parent Orientation (New Format – Set up In classrooms)

Please direct any and all questions regarding this new structure to Dean Collins or Ms. Laura Humphrey, Director of Student Life.

CONGRATULATIONS TO PROFESSOR BOB BUNDY who has been selected by the Lancaster Soil & Water Conservation District board of directors as **Lancaster County's 2010 Conservation Educator of the Year**. The award is presented in recognition of Bob's "innovative ways of teaching the students about natural resources and for supporting our education program" and his continual quest to find "new and creative ways to inspire students about natural resources." (Danny Faulkner was thrilled until he realized that the award was NOT for the "Conservative Educator of the Year." Don't worry, Danny. You're still in the running. ☺)



Walter P. Collins, III, Ph.D.
Acting Assistant Dean of Students

Report to Faculty

February 5, 2010

- **Athletics**—The search committee (Tracey Mobley, Caleb Morrison, Laura Humphrey, Walt Collins and Chair, Rick Walters) for the women's softball coach interviewed four candidates on January 22. A coach should be in place in the next 1-2 weeks. Our teams' Spring seasons are about to get started. Baseball is scheduled to begin play this weekend, but most likely will be rained out. Golfers will be in action on February 26 while the tennis teams play at Coker College on Friday, February 12 and at home against Belmont Abbey on Wednesday, February 17 at 2:30. All faculty should have received team rosters electronically from the Athletics Department. Printed game schedules will be available early next week. If you would like to help support Athletics at USCL through the Lancer Club, please contact the Athletics Department at (803) 313-7094 or visit the web page at <<http://www.usclathletics.com/default.html>>.
- **Study Abroad**—The trip to China (Beijing, Xian and Shanghai) for Maymester 2010 is coming together nicely. Leaders are Ms. Laura Humphrey and Dr. Sarah Hunt. We currently have approximately 8-10 people travelling with our group. A Facebook page to chronicle the progress of and planning for the trip has been established. On Facebook, search for *University of South Carolina Lancaster Study Abroad* and become a "fan."
- **Student Life/Activities**—
PALs for 2010-2011 were selected in mid-December. Congratulations to the following who were selected: Alyssa Soprano, Lauren Adams, Allison Moore, Stacey Stallard, Trey Deason, John McClure, Mary Lapsley Daly, Michael Bailey, and Laurice Ingram

Upcoming events:

Student Organizations in partnership with TRiO – **Hoops for Haiti BBall Tournament, Feb. 19** GHWC; Student Organizations will be offering items, including food, for small donations. All proceeds will be donated to American Red Cross for Haiti Relief efforts.

SGA Election and Career Day, Mar. 2 – SGA Applications available now for President, Vice President, and Secretary.

IM Volleyball, Mar. 17-19. More details to come.

International Food Festival, Mar. 31; 11-2 Student Center; \$7/plate

Dean Cox mentioned the tentative one-day summer orientation schedule in his report. I'd like to share with you the rationale (put together by Ms. Humphrey) for this change:

Appendix III (page 2 of 2): Dean Collins' Report (cont'd), 02-05-10

Campus factors:

- A one day orientation would be consistent with all Regional Campuses and the Columbia campus
- Save USCL money
 - Reduce food and material costs associated with the second day
- Potential to reduce the number of advisees
 - Our target number for each orientation session will be 80 (100 to 175 per session over last 3 yrs)
- With projected campus growth (over the next decade), we most likely will eventually need 4 orientations
 - We have the potential to grow 7% to 10% each year for the foreseeable future
 - With such growth, the size of our student body could double within 10 years

Student factors:

- Students seem to disregard the second day of orientation
 - In actuality we are reducing the number of orientation days from 6 to 4
 - More efficient use of time for presenters
 - More efficient use of time for advisors

Students who do not attend an advisement session on the second day will either seek their advisor at some point during the summer or wait until Registration – we want to try to eliminate both of these scenarios.
- Because of the economy most students work, and they find it difficult to take off two days from work
- This generation of students (the Millennial generation)
 - Technology and multi-tasking are a way of life (82% are online daily for an average of 12 hrs per day and some universities are conducting part of their orientation programs online)
 - They are used to “bits and bytes, flash and color”
 - Zero tolerance for delays
 - Content must be dynamically generated

For more on this, see Jason L. Frand's "The Information-Age Mindset, Changes in Students and Implications for Higher Education," 2000; and Claire Raines's "Managing Millennials" from the *Connecting Generations Sourcebook*, 2002.

Any campus activities can be publicized in the weekly **Campus News**. Send news items to Ms. Laura Humphrey (<humphrlb@gwm.sc.edu>) by Friday the week before you'd like them to appear.

▪ **Security—Be reminded that if an emergency occurs—health related, fights, suspicious behavior—simply dial 9-911 from a campus phone and identify the building on campus where you're located.** Don't try to find Dr. Rutledge or any other campus security personnel as they may be in class or off-campus at the time.

Behavioral Intervention Team (BIT)—The BIT web pages have now been linked from the following existing USCL pages: Academic Affairs, Student Affairs, Counseling Center, Law Enforcement and Security, Resources for Faculty, For Faculty and Staff, Information for Students. BIT is composed of faculty and staff from counseling, academic and student affairs and the health clinics who will respond to cases of student crises (emotional, suicidal, behavioral, etc...). A protocol (adapted from USC Columbia) and the series of web pages have been designed to support the intervention