USC Lancaster Faculty Meeting Minutes
December 3, 2021

Please note: To access the recordings of previous Faculty Organization meetings, do the following:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click Tools on the left-hand menu.
4. Click on Blackboard Collaborate Ultra on the right.
5. On the black bar with the word "Sessions" on it, click the three lines (the menu) to the left on this bar.
6. Choose Recordings.

Also, chat messages are shown on the recordings, but not necessarily reported within these minutes. ***These minutes are not verbatim*** and as such, pronouns are often mixed in the comment sections.

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USC Lancaster Faculty Meeting Minutes
December 3, 2021

<u>CALL TO ORDER:</u> D. Lawrence, 1:00 PM

<u>CORRECTION/APPROVAL OF MINUTES:</u> The minutes of the Nov 5, 2021 faculty meeting were approved with a correction about the results of the Compiler motion which passed.

<u>GUEST</u>
<u>REPORTS OF OFFICERS:</u>

Dean of the Campus – Dr. Walter Collins, report submitted (updated report, Appendix 1).

- Covid19 numbers remain low – link in report.
- Thank you for all your work and a great Fall semester. Hope you enjoy the upcoming break.

<u>Questions/comments from the floor</u>: None

  Penuel – last time we talked, you said you were going to have a talk with Brandon about the tenure bill. Is there anything you can add at this point?

  Collins – I have talked to Brandon since that meeting on Tuesday about the bill to cut tenure out of SC public universities. Notes about the bill [please watch the recording for full details, about 6 minutes into video]. Bill Taylor originally submitted the bill – was chair of the higher education subcommittee for the house, until this year –Taylor will not be chair in January. In January, Tim McGinnis will be the new chair. From Brandon's perspective this bill has little to no chance of going far. The person who submitted the bill is not there in January, so there is no one there to "push the bill". Usually, the house member that submits the bill usually pushes the bill. [please see video] What Suzanne suggested [the statement form the faculty] is the right move and will not hurt. In January the house will reconvene, and we'll know more about whether this bill will receive any traction.

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

- Page 1
    - Advising and Registration – doing well on the numbers. 433 traditional degree-seeking students registered as of Nov 29. 703 DE students. Still registering new DE students.
    - Dominique – reminder to fill out the DE grade spreadsheets.
    - Kudos to our students Alex and Brooke for the presentation just before this meeting – USCL Faculty Forums.
    - Spring 2022 calendar at the end.
    - FIF is due Jan 31, 2022 – links to submit FIFs are on page 2 of this report.
- Page 2
    - Redefined Load Requests – please submit by January 18th
    - New staff advisor – Zoe Byrd

- o Travel Study Requests – renewing applications for travel study courses. Applications sent out probably early January. For 2023.
- Page 3
  - o Congratulations for Karlee Christian, Haley Sims, and Albert Blackmon who received Arras Foundation Horizon Educational Grants.
  - o Associate Dean will be out of country during December – please include Pam and Asheley on any emails.
  - o Recent Faculty Accomplishments – please see report.
- Pages 4
  - o Upcoming Events – please see report
  - o Another reminder –about all Chik Fil A orders for campus events – through Karen Collins.

Questions/comments from the floor:

Alhaddad – in your report you included process – is the administrative review process going to be mirroring this?

Lekan – 2018 document on the website

Alhaddad – so the administrative review process will basically be the same as the peer review process.

Academic Success Center – Dr. Dana Lawrence - report submitted (Appendix 3)

- Tutoring is available through the exam dates
- Reminder that Pat Lawrence will take over as Director of ASC in January.

Admissions – Justin Pearson – shared a presentation – please see the video on Blackboard.

- Slogan "You're way ahead when you start here"
- Number 1 in the state again.
- Revamped the admission packets this year with slogan, etc.
- Spring 2022 headcount 1335, DE 823, FTE 848; we are 22% ahead from last year for headcount and 16% for FTE.
- Fall 2021 headcount 1730 (-4% enrollment compared to 2020), DE 959 (-8%) and FTE 1144 (-1.5%). The differences are due to AP courses being offered the high schools.
- Freshmen enrollment is ~9% higher than Fall 2020. Differences appear to be DE and continuing student related.
- Calendar of events – please see video
- Component to online application – track high school seniors that encourages them to apply as a freshman. If they are in USCL classes, they are sent these packets.
- Seven Palmetto Fellow Scholarship students on our campus.
  - o Students can now receive funding if at our campus.

Questions:

Lekan – let Karlee Christian know if you want visitors in your classrooms during the spring recruitments.

Collins – in chat - The Palmetto Fellows Scholarships just became available to 2-year campuses in July and our admissions team has done an excellent job recruiting those 7 that we have to our campus.

Director of Corporate Partnership and Engagement – Albert Blackmon - presentation – please see video

- Wanted to inform about a 6-hour personal finance bootcamp.
    - 3-day event in April – April 4, 6, and 7, from 6-8 PM each day.
- Maybe we can do some other bootcamps in other disciplines.
- Please see the video for the information and how the program is set up.

Human Resources—Tracey Mobley Chavous, report submitted (Appendix 4)

IT – Blake Faulkenberry, report submitted (Appendix 5)

Medford Library – Rebecca Freeman, report submitted (Appendix 6)

TRIO Report – Matt Williamson, report submitted (Appendix 7)

REPORTS OF COMMITTEES:
USC SYSTEM COMMITTEES

Palmetto College Campuses Faculty Senate

- **Executive Committee** – Ernest Jenkins
    - Met Nov 12th
    - Motion document that establishes how to handle 3 electable positions on a committee [see video]
    - Discussion continuing and those are in the committees.
    - DEI item came up regarding statements about DEI statements included in materials for applicants will go to System Affairs.

- **Rights and Responsibilities Committee** – Andy Yingst
    - Continuing to work on details about a part of the manual about what happens to a bad post tenure review.

- **System Affairs Committee** – Jerrod Yarosh
    - Reorganizing the faculty resource page for Palmetto College.

- **Welfare Committee – Bettie Obi Johnson**

Minutes of Dec 3, 2021

- Verified date for tenure and promotion – Friday January 28th. Speakers for scholarship and teaching. Still need someone to talk about service.
- The committee will also be talking about the process for giving our awards. Dec 7th the nominees are due
- Rubric will be posted on the PCCFS website next week
- Working on the salary issues. There will be a $100,000 salary increase addressing PCCF issues. We'll continue the annual welfare survey which will be in March.
- Resources page – the analytical page view along with formatting issues.

OTHER SYSTEM COMMITTEES

Columbia Faculty Senate –report submitted (Appendix 8)
Question
Penuel – is the impression from this meeting that we should not reach out as a faculty about the Bill?
Burke – technical difficulties prevented a response from Burke.
In chat: I went back and listened again to the recording from the meeting. President Pastides believes there is strength in numbers and that going in as an united front would be the best approach. He is working with instate peer institutions and the CHE to oppose this bill. He stated there is a strong argument against passing this bill.
Penuel – the number of co-sponsors on the bill is creeping up, so this does look like this is going to be a serious thing in the future. Or maybe not.

LOCAL COMMITTEES:
Art Search Committee – Brittany Taylor-Driggers – report submitted (Appendix 9)

Athletics Advisory Committee – Elizabeth Easley – report submitted (Appendix 10)

- Developing a checklist that the athletes can use to help encourage initiative and responsibility of the athletes to communicate with faculty members.
- If you are having issues with any student athletes, please send the questions their way.

Questions:

Cruise – Quick question and concern – is there any discussion on how much class athletes miss. From her own experience, she had a number of absences of the soccer players, more so than the other athletes. Can this be addressed and who needs to address this.

Easley –You are the second person to bring this up and she'll bring this up at the next meeting

Lekan – one thought connected to this – we might look into some standard form for athletes to bring to their faculty about dates that they may miss due to athletic events. Same format for athletes for all groups.

Easley – a checklist for the athlete to put a signature on this so that the student notifies the faculty. Something that the athlete has marked off about giving the schedule to the faculty members or missing class, etc.

N. Lawrence – like the others saying in the chat, he has also had this issue. The students that missed my classes, as Susan Cruise said, these students missed days or weeks. The students did notify him, so he did know they were going to miss. Maybe this is not on the students, but maybe this is more about the coaching staff and scheduling, more than on keeping faculty updated.

P. Lawrence – The bigger issue may not be that the faculty may not know that there is an absence, but that the student may not be keeping up with the work. He would worry that a form that the faculty member signs off on may give the student the idea that they are not responsible for the material they miss. Any form signed should not be a form that says the material is excused

Market – my situation is that I identified the athletes at the beginning of the semester. The baseball players have an excuse due to notification, but some of the athletes than show up in class. … [please see video for more information] – there is no roster or game schedule up online or by the coaches, so there are discrepancies with some students claiming to have games that do not show up and others that do show up but are also athletes.

Taylor-Driggers – Would like to see advisors to these students know their practice schedule as well or be told about the schedule. The practices are interfering with class as well as the games.

Easley – as an advisor, she discusses this with her advisees that are athletes. This is a good reminder.

D. Lawrence – Liz you may have not seen all the comments in the chat.

Easley – comment on Moon-Kelley comment about reaching out to Nick Calhoon – any time there has been an athlete issue she has reached out to Nick and encourages faculty to reach out. Bettie's comment about assessing participation and attendance grades – Question in chat: How should we assess participation / attendance grades for athletes missing class? Can we get some guidance to make this process smoother and more uniform?

Feel free to email Liz if any questions or comments.

Lots of discussion in the chat which was not recorded.

DEI Committee – Adam Biggs and Dana Lawrence

- Book discussion group – books have been placed in mailboxes
- Link to receive a book: https://forms.gle/HK3cUsVnhV13GtMa6
- Palmetto DEI Council will meet to discuss the welfare report

History Search Committee – Suzanne Penuel

- Small number of applicants.
- Will meet again sometime next week to see if we need to reach out to some people.

<u>**Questions:**</u>

N. Lawrence – on a different search committee – I have some concerns that we are just not getting the level of applications in these searches that we have expected in the past. It's something to think about. Just find this troubling and it affects all of us in a way.

English search Committee – Chris Bundrick – report submitted (Appendix 11)

Local T&P Committee – Chris Bundrick – report submitted (Appendix 12)

<u>UNFINISHED BUSINESS:</u>

Motion – Add SPCH 230 to A.S. in Business Degree – Curriculum Committee (Appendix 13)

- o We discussed the rationale last week. Is there any discussion?
- o Vote today through Blackboard
- o Results – motion passed

<u>NEW BUSINESS:</u>

<u>SPECIAL ORDERS</u>

<u>ANNOUNCEMENTS:</u>

D. Lawrence – USCL Players: ***The USC Lancaster Players will present "A Christmas Carol: A Live Radio Play" on December 3rd & 4th @ 7:30 pm, December 5th @ 2:00 pm in Stevens Theatre and a virtual performance on December 5th @ 7:30 pm. Tickets are $15 for adults, $12 for Students/Children, and the virtual performance is $18. We have Season Passes that are available for purchase as well. Santa will also be making a stop at USC Lancaster with some treats, a keepsake photo and much more for only $5 per person. These tickets along with Season Passes can be purchased at sc.edu/lancaster/players. This is number 2 of the 4 shows for this academic year. For more information, call 803-313-7000, text 803-386-8893, or email usclplrs@mailbox.sc.edu.

Freeman – The library is having an event for faculty and staff on December 14. We will have supplies to create body scrubs and stress balls

Criswell & Taylor-Driggers - The Winter Sale at the Native American Studies Center is Tomorrow from 9am-3pm. All safety protocols will be enforced.

Moon-Kelly - Charlotte Concert Band 12/18/2021 at ChristmasVille in Rock Hill. FREE!! I have solos. Lots of stuff for kids. Concert at 3 PM

Cruise – Please let any students with children know about the Secret Angel for help with gifts for their children who may need help with presents this Christmas.

Yingst – Email earlier this week from Evaluation Committee – about alternate peer-review in the spring and volunteers. Second announcement – faculty chair after this meeting and it is Dana's last meeting as chair. Thank you for running an amazing faculty organization. We all know how much work this was to move meetings online. Thank you. Plaque.

Adjournment: 2:18 PM

ATTENDING: Shemsi Alhaddad, Mark Ammons, Albert Blackmon, Chris Bundrick, Fernanda Burke, Li Cai, Walter Collins, Stephen Criswell, Susan Cruise, Jerry Currence, Liz Easley, Rebecca Freeman, Annette Golonka, Darris Hassell, Kate Holland, Jason Holt, Ernest Jenkins, Chris Judge, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, McKenzie Lemhouse, Lynette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Uday Neelakantan, Bettie Obi Johnson, Allan Pangburn, Phillip Parker, Leigh Pate, Justin Pearson, Suzanne Penuel, Kim Richardson, David Roberts, Todd Scarlett, Nahid Swails, Brittany Taylor-Driggers, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst. Also: Unknown caller.

ABSENT: Marybeth Berry, Adam Biggs, Noni Bohonak, Dwayne Brown, Steven Campbell, Jill Castiglia, Courtney Catledge, Mark Coe, Kim Covington, Stan Emanuel, Garane, Lisa Hammond, Claudia Heinemann-Priest, Howard Kingkade, Pernell Lewis, Babette Protz, Denise Roberts, John Rutledge, Ann Scott, Peter Seipel, Sarah Selhorst, Mike Sherrill, Suzette Taylor, Dick Van Hall.

Faculty Secretary: Document submitted by A. Golonka on December 16, 2021 for faculty and staff review.

UNIVERSITY OF
South Carolina
——— LANCASTER

Dr. Walter P. Collins, III
Regional Palmetto College Dean

Report to the Faculty Organization of USC Lancaster
December 3, 2021

COVID-19

SC DHEC continues to coordinate drive through COVID testing for the community on the USC Lancaster campus in the parking lot on the east side of Carole Ray Dowling. Testing is available Monday-Friday, 9:00 to 4:00.

USC Lancaster continues to host on-campus **saliva testing sessions** and **vaccine clinics** throughout the semester. DHEC will administer the vaccines. Our Campus Health page has all of the up-to-date details. Our iPad giveaway for vaccinated students will finish today for the Fall semester. There will also be a drawing for one $2500 student scholarship next week.

The **Palmetto College COVID-19 dashboard** is linked here.

Please remember that the university offers work-life balance and wellbeing support through our Employee Assistance Program (EAP). These services are helpful in times of adjustment.

People

Enrollment

As of December 2, 2021, pre-registration for Spring 2022 stands at 1335. We are currently 21.58% ahead of registration numbers over last year. Thank you for your help with advisement and registration for Spring 2022.

Athletics

The Athletics Advisory Committee met on Thursday, December 2. Dr. Liz Easley, chair of the committee, will provide an update of items discussed.

Searches

Many thanks to everyone serving on the various faculty and staff search committees as that work continues into the Spring 2022 semester.

New staff members

Please join me in welcoming the following 2 new staff members to USC Lancaster:
Mr. Angelo Sciulli—Assistant Registrar
Ms. Gloria Stover—Admissions Assistant

USC Lancaster in our Communities

The **Town-Gown Advisory Group** held its second meeting of the semester on November 16. The group conversation was about the recently awarded Promise Neighborhood Grant and the roles that the campus and community will play in the programmatic roll out of support services for the Clinton/Rucker/Lancaster High attendance zones.

Corporate Partnership and Engagement

There will be a short presentation by Albert Blackmon regarding the grant-funded Personal Finance Boot Camp during today's meeting.

Other items...

- The next **Lunch & Learn at the NASC** is December 10 at noon with a talk entitled "'Really? You don't look like an Indian...': An Examination of Native American Representation through Mascots in South Carolina by Hannah Bauer, SC Commission for Minority Affairs.

- The **USC Lancaster Players** will present performances of *A Christmas Carol*, A *Live Radio Play* this weekend, December 3-5. For more information and to purchase tickets, visit [this link](#).

- Participation in **Give Local Lancaster** yielded around $3,000. Many thanks to those who were able to contribute. Additionally, the **Big Thursday Scholarship Fund** will receive approximately $15,000 as a result of the successful fundraising event last month.

- If you have not already done so, please remember to complete your **assigned university training**—Preventing Harassment and Discrimination for Higher Education—by December 17, 2021. If you have trouble logging in, please let Tracey Mobley-Chavous or me know. Please submit a copy of your completion certificate to your direct supervisor.

I hope you all have a restful and enjoyable winter holiday break.

UNIVERSITY OF SOUTH CAROLINA LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
December 3, 2021

1. **Spring 2022 Advising and Registration Update**

   a. As of November 29, **433 traditional degree-seeking** students have been registered compared to **375** this time last year. 267 were registered on November 1. Goal: 507.

   b. As of November 29, **703 dual enrollment students** have been registered compared to **614** last year. Goal: 915.

   c. New DE Students will register: December 7 and 9 (Bundy Auditorium) 5:30pm to 7:30pm (advising in Bradley 112 and 113).

2. **USCL Faculty Forums.** Forums run @noon on Zoom on FO Fridays. If you have some ideas for a presentation during Spring 2022, please let me know. Note that this does not have to be a formal talk. Roundtables and open-ended discussions are most welcome!

3. **Spring 2022 Calendar.** I have included a calendar for spring 2022 at the end of this report. The focus is on deadlines for faculty and student matters. Thanks to Pamela Ellis for her work on this.

4. **Faculty Information Forms for Annual Administrative Reviews.** These forms are due no later than *31 January 2022*. Supporting documentation is optional but may also be submitted electronically. Links by academic division are given below. The annual administrative review is completed by the Division Chairs and Associate Dean. Please note that these FIF forms will also be forwarded 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. At the end of this report, I have included USCL Peer Review guidelines for completing the FIF and the FIF form itself.

5. **Links for FIF Submission**

BBCE Division ((includes Librarians this year)
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](#)

Humanities Division
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](#)

MSN Division
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](#)

6. **Redefined Load Requests.** Applications for a redefined load are due by January 18, 2022. A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order 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. If approved, faculty are not eligible for overload compensation during the term of course reduction. Please make these requests using the form included at the end of this report.

7. **New Staff Advisor.** Please join me in offering a warm welcome to **Zoe Byrd** who will be joining the Academic Affairs office on December 14 as a staff advisor. She is currently finishing her Bachelor of Arts in Liberal Studies and Graduation with Leadership Distinction in Diversity and Social Advocacy. During her time as a USCL student she has served as a PAL, volunteered with HOPE, participated in the Social Justice Program through Columbia, and worked as a DEIA summer intern with the Arras Foundation.

8. **Travel Study Requests.** The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus, and it approves applications for travel study courses. The committee will have met the morning before this FO meeting to discuss the call for travel study requests. Look for that call in early January.

9. **Arras Foundation Horizon Educational Grants Awards. Congrats to these colleagues on their awards!**

   a. **Karlee Christian and Haley Sims** received a $2000.00 award toward our Lancer Ambassador's Program.

   b. **Albert Blackmon** secured a $2000.000 grant to offer a free 6-hour Personal Finance Bootcamp to high school students and their guardians. This 3-day event will be held on April 4, 6 and 7 and will be delivered via Philip Parker, Stan Emanuel, Mike Sherrill and Albert Blackmon. More details are forthcoming.

10. **Associate Dean's December Schedule.** Please note that I will be off campus from December 7 through December 18 giving panel presentations on the philosophy of disability at Italian universities in Naples, Potenza, Cosenza, and Rome. I will be back in the office December 20-23. For those matters requiring my attention in December before the holiday break, it would be helpful if your e-mails to me included both Pamela Ellis (PELLIS@mailbox.sc.edu) and Asheley Schryer (SCHRYER@mailbox.sc.edu). Thanks in advance for your patience!

11. **Recent Faculty Accomplishments.**

   a. **Marybeth Berry** will be presenting her RISE funded performance of "On the Spectrum" directed by Tyrie Rowell at the San Diego Fringe Festival in June 2022.

   b. **Stephen Criswell** gave a talk on Native American Trickster Figures for the USC Columbia Trio program on November 9th.

   c. **Susan Cruise** and her student **Rio Shadow** have been awarded $1,000 funding for their project "*Addressing Food Insecurity Among Students At The University Of South Carolina Lancaster*" by the Mini-Grant Review Committee at the University of South Carolina (Columbia). Rio is a freshman, so this grant and the funding is particularly notable for her.

   d. **Lisa Hammond's** collection *Lily Watch* was published in November 2021 by Seven Kitchens Press, a micropress publishing hand-tied chapbooks of poetry. Limited edition copies are available directly from the press.

   e. **Nick Lawrence** served as Content Editor for a special double issue of *South Central Review,* which was themed by the question "What's Your Favorite Novel." Nick published the following in the issue:

i. Introduction. In "What is Your Favorite Novel?" Special Double Issue of *South Central Review*, 38.2-3 (Fall 2021): 1-3.

ii. Interview with Catie Disabato. In "What is Your Favorite Novel?" Special Double Issue of *South Central Review* 38.2-3 (Fall 2021): 182-195.

12. Upcoming Events.

a. The USC Lancaster Players will present the *A Christmas Carol: A Live Radio Play* on December 3 and 4 at 7:30 PM and December 5 at 2:00 PM (live stream @7:30). For more information: https://sc.edu/about/system_and_campuses/lancaster/experience/clubs_and_organizations/lancaster_players/index.php

b. The next Brent Burgin Lunch and Learn event hosted by the Native American Studies Center will occur at noon on December 10. For information: https://sc.edu/about/system_and_campuses/lancaster/study/student_opportunities/native_american_studies_center/lunch_learn_series/lunch_learn_2021/index.php

Annual Faculty Peer Review
UNIVERSITY OF SOUTH CAROLINA LANCASTER

PURPOSE

As stated in the *Palmetto College Campuses Faculty Manual*, the University of South Carolina is committed to annual review of all faculty. On the University of South Carolina Lancaster campus, each faculty member must undergo an annual peer review. The peer review process is designed to provide an opportunity to document the professional development of the faculty member, and to provide regular and constructive evaluations of the performance of the faculty member. Annual Peer Review also provides an opportunity to assess the contributions of the faculty member to the mission of USC Lancaster.

EXEMPTIONS FROM ANNUAL FACULTY PEER REVIEW

Each faculty member is required to undergo annual faculty peer review. Faculty members preparing files for first or third-year review, the tenure and promotion process, or post-tenure review may be exempted from the annual faculty peer review process. Those faculty members should refer to the *Manual* and to USC Lancaster's policies for the specific requirements of these reviews. Administrators subject to administrative review by faculty may elect not to undergo annual faculty peer review in addition to administrative review.

PREPARATION OF THE ANNUAL FACULTY PEER REVIEW FILE

Annually each faculty member shall complete a Faculty Information Form (FIF) detailing the faculty member's professional activities conducted during the previous calendar year. The FIF is arranged according to the criteria for tenure and promotion found in the *Palmetto College Campuses Faculty Manual*, and the faculty member is encouraged to consult the *Manual* closely in the preparation of the FIF. The criteria stated in the *Manual* recognize three broad areas: Effectiveness as a Teacher and/or Librarian, Scholarship, Service. In documenting effectiveness for these criteria, the faculty member should focus specifically on their contributions to the mission of USC Lancaster in the performance of each of these areas.

FACULTY EVALUATION

The Local Tenure and Promotion Committee evaluating the annual peer review files of tenured and tenure-track faculty will evaluate faculty on three categories, assigning a rating of Effective or Not Effective in each category, as well as an overall rating of Effective or Not Effective.

The Instructor Peer Review Committee will use the same method to evaluate full-time instructors, but because those instructors do not have a scholarship component to their job responsibilities, their evaluation will be based on Effectiveness as a Teacher and/or Librarian, omitting the Scholarship ranking. Full-time instructors who have scholarship accomplishments to report have the option of choosing to be evaluated by the Local Tenure and Promotion

Committee with the scholarship category included. A faculty member wishing to be evaluated in this way should indicate that preference by checking the appropriate box on the FIF.

For a description of the current criteria for each of these areas, please refer to the most recent edition of the *Palmetto College Campuses Faculty Manual*. It is important that the faculty member include activities in each relevant section of the FIF, and the faculty member is encouraged to present limited narrative providing context and explaining the importance of the most significant activities included in the file. Faculty members should note that within the category of service, USC Lancaster sets a high priority on service to the community.

PROCEDURES AND DEADLINES

Annual peer review shall be conducted according to the following schedule:

January 31   The faculty member shall have submitted a completed FIF to the office of the Associate Dean for Academic Affairs.

February 15   The office of the Associate Dean for Academic Affairs shall have provided the appropriate review committees (hereafter referred to as "the committees") access to the FIF for each faculty member undergoing annual faculty peer review.

April 30   By this date, each member of the faculty will have received from the committees a written evaluation on the Peer Review Form (PRF). Each faculty member must sign his or her PRF acknowledging that the evaluation has been completed. This signature does not necessarily constitute agreement with the evaluation, and every faculty member has the right to respond to the annual peer evaluation in writing. The original of the signed PRF shall be given to the faculty member, and a copy shall be given to the Associate Dean for Academic Affairs, who will maintain the copy as a part of the faculty member's personnel file.

May 31   By this date, any faculty member who wishes to respond to the annual peer evaluation in writing must have submitted his or her response to the Associate Dean for Academic Affairs. Any written response from a faculty member to his or her PRF must be attached to the copy maintained in the office of the Associate Dean for Academic Affairs.

COMMITTEE PROCEDURES

Annual Faculty Peer Review will be conducted each year by the Tenure and Promotion Committee and the Instructor Peer Review Committee as detailed above. Evaluation of the faculty member will be based on the FIF submitted by that faculty member, and the evaluation will proceed in the following manner.

1. After review of the FIF, each member of the committees will evaluate the performance of each faculty member, producing brief comments for each of the areas of the criteria.

2. The appropriate review committee will meet and discuss each of the areas, determining an overall ranking for each candidate in each area as Effective or Not Effective, as well as an overall ranking for each candidate. If the committee cannot determine a ranking by consensus, the committee will conduct a vote with a tie resulting in a ranking of Effective. The committee should also at this time discuss and justify individual narrative comments and edit those comments for clarity as the committee deems necessary. It is desirable that the committee reach consensus in the preparation of the narrative comments, but when necessary, dissenting comments shall be included.

3. The Chair of each committee will collate the comments for each faculty member being evaluated and include these comments in the narrative section of the PRF.

4. Each member of the appropriate review committee must sign the PRF. These signatures do not necessarily indicate that all members of the committee agree with all comments on the form or the overall ratings, but rather indicate that the committee members have reviewed the PRF and that their comments and ratings have been included in the process.

5. Members of the committees may not participate in their own peer evaluations, and as such, members of the committees will not sign their own PRF's, except to acknowledge their receipt of the finished form at the completion of peer review.

Faculty Information Form
{insert current year}

This information is requested of each faculty member at USCL in order to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, a process which includes both a peer and an administrative review (as mandated by University Policy). Information included in the Scholarship and Service (but NOT Teaching/Librarian Effectiveness) sections may be pulled and compiled for campus and Palmetto College reporting purposes, unless requested otherwise in writing by the faculty member.

Name of Faculty _____

Academic division of faculty member _____

Please select the one category most appropriate for your faculty status:
- ☐ Tenure-track / tenured / visiting faculty
- ☐ Tenure-track faculty undergoing first year review
- ☐ Tenured faculty undergoing post-tenure review (must include previous six years of professional activities)
- ☐ Full-time instructor (reviewed with scholarship component)
- ☐ Full-time instructor (reviewed without scholarship component)

PROFESSIONAL ACTIVITIES
January 1, {insert current year} - December 31, {insert current year}

Please include information from the current calendar year only. For a description of the current criteria for each of the areas below, please refer to the most recent edition of the *Palmetto College Campuses Faculty Manual*. For more specific guidelines on completing this form, see the faculty resources available on the USCL website.

Effectiveness as a Teacher and/or Librarian:

Scholarship:

Service:

Optional Personal Statement:

FACULTY REQUEST FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP

Note: In the case of Faculty Librarians, the "teaching load" referred to herein will refer to the number of hours worked per week in librarianship duties. Also, where the Academic Division Chair is referred to herein, the Library Director will assume that same approval responsibility for faculty librarians.

A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure. **If approved, faculty are not eligible for overload compensation during the term of course reduction.**

Newly hired assistant professors will automatically be eligible for the redefined teaching load but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal. (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

"Regular" Teaching/Librarianship Load	"Redefined" Teaching/Librarianship Load
Humanities & Social Sciences 24 credit hours (8 courses)	Humanities & Social Sciences 21 credit hours (7 courses)
BBC&E 24 credit hours (8 courses)	BBC&E 21 credit hours (7 courses)
Natural Sciences 22 credit hours (6 lectures, 4 labs)	Natural Sciences 19 credit hours (5 lectures, 4 labs)
MATH 24 credit hours (6-8 courses)	MATH 21 credit hours (6-7 courses)
Library 37.5 working hours/week	Library 30 working hours/week for one semester of the fiscal year

Distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member as well as the general needs of the campus.

APPLICATION PROCEDURES

1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair. Requests are due by January 18.

2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:

   a) What are the educational goals that will be achieved in terms of teaching or scholarship?

   b) How will this redefinition of load increase the faculty member's contributions to the mission of the University?

   c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested? If not, what is the anticipated timeline for completion?

   d) How will the results of this project be demonstrated?

3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.

4. Tenure-track assistant professors (i.e., untenured tenure-track faculty) are automatically eligible for the redefined teaching load but are still asked to submit a proposal.

5. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms. This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.

UNIVERSITY OF SOUTH CAROLINA LANCASTER

APPLICATION FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
2022 – 2023 Academic Year

Name: **Date:**

Academic Division: **Academic Discipline:**

Academic Rank: **Tenured?**

Proposed Teaching/Librarianship Load for   <u>Fall Semester</u>   <u>Spring Semester</u>
Academic Year:

Title of Proposed Research Project:

Anticipated Result of Proposed Research Project
(book, chapter, article, presentation, etc.):

Detailed Description of Proposed Project: (use additional pages as necessary)

1. I have read and I understand the terms and conditions applicable to my request for a redefined teaching load.

   _____
   (initials)

2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined teaching load.

   _____
   (initials)

_____   _____
Faculty Member Signature   Date

This document must be submitted to the faculty member's Division Chair no later than January 18, 2022.

If no form has been received, the faculty member will be assumed to be performing a normal (full) load in 2022-2023.

ADMINISTRATIVE REVIEW OF REQUEST

_____   ___   **Approved**   ___   **Not Approved**
Division Chair/Library Director   **Date**

_____   ___   **Approved**   ___   **Not Approved**
Associate Dean for   **Date**
Academic & Student Affairs

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	**3**	**4**	**5** Open Advisement and Registration	**6** Open Advisement and Registration	**7**	**8**
9	**10** • Spring (16wk) classes start • Spring 1 classes start • Syllabi and Office hours to Academic Affairs	**11**	**12**	**13**	**14**	**15** Redefined Teaching Load for next year due
16	**17** • Spring (16wk) Last Day to Register/Change • Spring 1 Last Day to Register/Change • Martin Luther King Day (no classes)	**18** Redefined Teaching Load for next year due	**19**	**20**	**21**	**22**
23	**24**	**25**	**26**	**27**	**28**	**29**
30	**31** Faculty Information Forms (FIF) due					

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Spring 1 Last Day of Class					

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 • Spring 1 Final Exams • Deadline to notify faculty for eligibility for tenure, promotion, post-tenure	**2** Spring 1 Final Exams	**3**	**4**	**5**
6 • Spring Break (no classes) • Spring 1 Grades Due by 12 pm	**7** Spring Break (no classes)	**8** Spring Break (no classes)	**9** Spring Break (no classes)	**10** Spring Break (no classes)	**11** Spring Break (no classes)	**12** Spring Break (no classes)
13 Spring Break (no classes)	**14** • Spring 2 Classes Begin • Summer I, II, III, IV, and Fall Registration Begins	**15** Deadline for faculty to notify intent to apply for tenure, promotion	**16**	**17**	**18**	**19**
20	**21**	**22**	**23**	**24**	**25**	**26**
27	**28**	**29**	**30**	**31**		

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Spring (16wk) Last Day of Class	26 Reading Day	27 Spring (16wk) Final Exams	28 • Spring (16wk) Final Exams • Spring 2 Last Day of Class	29 Spring (16wk) Final Exams	30 Spring (16wk) Final Exams

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 • Spring (16wk) Final Exams • Spring 2 Final Exams	3 • Spring (16wk) Final Exams • Spring 2 Final Exams	4 Spring (16wk) Final Exams	5	6	7 USCL Commencement Exercises at 2:30
8 • Spring (16wk) Grades due by 12 pm • Spring 2 Grades due by 12 pm	9 • Summer I Classes Begin • Summer IV Classes Begin	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Summer I Last Day of Class	28 Summer I Reading Day (no classes)
29	30 Memorial Day (no classes)	31 Summer I Final Exams				

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Summer I Grades due at 12 pm	4
5	6 • Summer II Classes Begin • Summer V Classes Begin	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Summer II Last Day of Class	25 • Summer II Reading Day (no classes)
26	27 • Summer II Final Exams • Summer IV Last Day of Class	28 Summer IV Reading Day (no classes)	29 • Summer II Grades due by 12 pm • Summer IV Final Exams	30		

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Summer IV Grades due by 12 pm
3	4 Independence Day (no classes)	5 Summer III Classes Begin	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 • Summer III Last Day of Class • Summer V Last Day of Class	26 • Summer III Reading Day (no classes) • Summer V Reading Day	27 • Summer III Final Exams • Summer V Final Exams	28	29 Summer III Grades due by 12 pm	30

19

Academic Success Center Report
For December 3, 2021 Faculty Meeting
Submitted by Dana Lawrence

Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu

Announcements:

Tutors will be available through Wednesday, December 8

Fall 2021 Tutoring Information

- **The Fall 2021 Tutoring Schedule can be found here: https://www.sc.edu/about/system_and_campuses/lancaster/documents/academic_success _center/tutor_schedule.pdf**

- **If you would like to received electronic versions of your students' tutoring session reports, please fill out this (very short) form.**

- **Students can choose in-person or virtual tutoring**

- **Tutoring is available by appointment and on a walk-in basis—STUDENTS CAN SCHEDULE ONLINE OR BY CALLING 803-313-7113**

- Students can schedule tutoring appointments at the following link: https://usclacademicsuccesscenter.setmore.com/

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as 15 minutes in advance.**
- The booking page allows students to book a maximum of ten days in advance (in an effort to allow as many students as possible to have access to tutoring services, and to cut down on no-shows).

Data:

FALL 2021

	August 2020*	August 2021	Sept. 2020*	Sept. 2021	Oct. 2020	Oct. 2021	Nov. 2020	Nov. 2021	Dec. 2020	Dec. 2021
Number of Tutors	6	4 (2 add'l in training)	6	6	5	5	5	5		
Total Number of Sessions	6	12	57	87	77	87	38	76		
Tutoring Sessions/Day (avg)	1.2 (5 oper-ating days)	2 (6 oper-ating days)	3.1 (18 oper-ating days)	5.1 (17 oper-ating days)	4.5 (17 oper-ating days)	5.8 (15 oper-ating days)	2.5 (15 oper-ating days)	4.8 (16 oper-ating days)		
Tutoring Sessions/Tutor (avg)	1	3	9.5	14.5	15.4	17.4	7.6	15.2		
# of tutor hours per week	68	52 (incl trainees)	68	52	60	47	60	47		
Virtual	6	0	57	14	77	18	38	9		
In-Person	n/a	12	n/a	73	n/a	69	n/a	67		
Appointment	6	11	57	86	5	83	38	75		
Drop-in	n/a	1	n/a	1	77	4	n/a	1		

Tutoring Sessions by Area

	August 2021	Sept. 2021	Oct. 2021	Nov. 2021	Dec. 2021
Biology	1	1	3	1	
Chemistry	0	10	4	5	
Computer Science	0	0	3	4	
French	0	0	0	0	
Math/PCAM 105	11	50	45	37	
NURS	0	9	7	5	
Spanish	0	7	5	2	
Statistics	0	0	0	0	
Writing	0	10 • ENGL: 8 • Other: 1 • PALM: 1	17 • ENGL: 15 • PALM: 2	18 • ENGL: 15 • HIST: 1 • Other: 1 • UNIV: 1	
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	3 • Rev. for Math placement test: 2 • Study Strategies: 1	4 • Study Strategies: 4	
TOTAL # OF SESSIONS:	12	87	87	76	

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	9	0	1	0	10
# of individual students (SEPT)	21	5	9	4	39
# of individual students (OCT)	21	13	9	2	45
# of individual students (NOV)	27	6	8	1	42
# of individual students (DEC)					

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

MEETING: Faculty Organization Meeting- December 3, 2021

DATE: December 2, 2021

ATTACHMENTS: 0

INFORMATION ITEMS:

1) Please complete the Title IX Anti-Discrimination and Harassment training by December 17, 2021. Be sure to provide your Division Chair a copy of your certificate upon completion.

   Each University of South Carolina employee including FTE, Research Grant, Time-Limited, Temporary Faculty (Adjuncts), Temporary Staff, Student, and Affiliates (with the exclusion of student affiliates and tech licensing affiliates) are required to complete the training.

   Each employee should have received an email with the subject line: University of South Carolina – Columbia has assigned you training. This email may have gone to your other/junk folder.

   If you are unable to locate the email you may still login and begin your training by using links located on the USC Columbia Equal Opportunity Programs website or on the USC Lancaster Human Resources website.

   The link for USC Columbia is located under the heading Faculty and Staff Training and listed as Faculty & Staff Training Login. https://sc.edu/about/offices_and_divisions/equal_opportunities_programs/

   The link on the USC Lancaster web page is listed as Harassment, Discrimination, and Title IX Training. https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/index.php

2) Thank You to everyone who donated annual and sick leave to the USC Leave Pool. Your generosity is greatly appreciated!

3) Please remember to submit an approved Personnel Request Form to the Human Resources Department to hire/rehire student and temporary employees for the Spring semester if necessary.

   Submitting request prior to December 3, 2021, is most helpful.

   Please do not allow an employee to begin or continue working until their hire/rehire process is complete.

4) Please review your Open Enrollment changes in MyBenefits to ensure that all your selections appear correctly. MyBenefits is located at https://mybenefits.sc.gov

   Once logged into MyBenefits select Review Benefits from the drop-down list to see your 2022 benefits. If you notice any errors, please email tmobley@mailbox.sc.edu or call 803-313-7152 so that I may help resolve any issues.

5) The Christmas/December Holiday begins on December 24, 2021 and ends on January 3, 2022.

   Please be sure that student and temporary employees do not report working hours in the Time and Absence System on the dates mentioned above unless they work on that day.

   Campus will officially reopen on January 4, 2022.

USC Lancaster Faculty Organization
Campus Technology Update
December 3,2021

Highlights

- ➢ **Recent Internet Outages:** I want to reiterate that these outages impacted multiple Palmetto College locations and are fully happening within the infrastructure of Segra, the network services provider for the University of South Carolina and multiple SC State Government entities. With this being the third outage inside of 20 days and second within 25 hours, this is being escalated with Segra. Both recent outages were fiber "cuts" and were caused by a third party. I also submitted a summary of these outage events for the last 2 years to the Division of IT Network Infrastructure group to be combined with data from other campuses and divisions within the University. I should have more information to share about this for my next report to the Faculty Organization. On the campus level, I have started a project to aggressively pursue activation of a secondary network path for the campus to provide Internet access if the primary network path fails.
- ➢ **Virus and Malware protection software:** The Division of IT is no longer licensing Symantec End Point protection nor Fireeye for computer virus and malware protection. Microsoft Defender is the product being adopted and deployed. This project is just over 80 percent complete. Most of the computers remaining are laptops. If you are using a University owned laptop, please expect to be contacted by a member of the IT Staff to coordinate this update.
- ➢ **Classroom Audio/Video upgrades:** A Purchase Order has been dispatched for the audiovisual upgrades in the Bradley Building. Installation dates for both active projects are still yet to be determined. Faculty will be notified as soon as the installation dates are schedules for both Founders Hall plus Bradley 120/121, NASC and the Bradley Building.

- ➢ **Other project updates**:

  - o Bradley Classroom media computers: Should be received and installed by the start of Spring 2022.

Medford Library

SERVICE STATISTICS AND PROGAMS

- **2086** unique visits
- **1248** LibGuide views
- **57** Study Area Reservations
- **6** Computer Lab Reservations
- **33** Community computer uses
- **4** Book a Librarian consultations

CIRCULATION STATISTICS

- **57** General collection items circulated
- **4** Reserve collection item circulated
- **52** Juvenile collection items circulated
- **4** Government Document collection item circulated
- **4** New Book collection items circulated
- **1** Special collection items circulated
- **1** Oversize collection items circulated
- **2** Display items circulated

EVENTS

- Upcoming event
    - December 14 – Self Care in the Library
        - This event is geared towards faculty and staff and is open to everyone. Create body scrubs and stress balls for yourself or as a present. Treat bags will be made available as well.
- Previous events
    - November 1 – Día de los Muertos drop in event
    - November 30 – Study Break drop in gaming event

RESERVE ITEMS

- Materials on reserve for only Fall semester will be removed on December 13. Personal items will be returned to faculty/staff mailboxes in Hubbard.
- Reserve items for Spring semester can be placed on Reserve at any time.

PUBLISHED? LET US KNOW SO WE CAN BUY YOUR BOOK!

- https://usclancaster.libguides.com/c.php?g=322991&p=2164202

HELPFUL LINKS

- Request Library Instruction:
  https://usclancaster.libguides.com/c.php?g=322991&p=2164214
- Place materials on Reserve:
  https://docs.google.com/forms/d/e/1FAIpQLSedUHSP4B1lin9BFQUZwff3SJhaHl9vcFsvECnTaMTLYcKd2A/viewform
- Book a Librarian: https://usclancaster.libguides.com/c.php?g=322991&p=2164200
- Reserve the library computer lab: https://usclancaster.libcal.com/space/113144
- Document the impact of your scholarly activities: http://bit.ly/20Gu02g
- Check out tools for teaching and learning support: http://bit.ly/1nMHxrm
- Material Recommendations. Have something you would like to see added to the collection? Please let us know.
  https://usclancaster.libguides.com/c.php?g=322991&p=2164202

UNIVERSITY OF
South Carolina
LANCASTER

A Regional Palmetto College

Matt Williamson
Director, TRiO Programs

REPORT TO THE FACULTY ORGANIZATION
December 3, 2021

Opportunity Scholars Program:
- We are continuing to encourage students to pre-register for the Spring 2022 semester.
- 21 students traveled with us on Friday, November 12, 2021, to Charleston where we visited Middleton Place and participated in the **Beyond the Fields: Slavery at Middleton Place** guided tour.
- We hosted **OSP Holiday Movies & Treats** during this past week, which served as a much-needed respite for students during their final week of classes.
- We are very proud of OSP students **Katherine Balch**, **Charlie Guiver**, **Renee Cooper**, **Blake Hough**, **Diamond Mingo**, and **Caleb Parker** who will be participating in the USC Lancaster Players production of *A Christmas Carol: A Live Radio Play* this weekend.

Upward Bound:
- We are very proud to report that since our current grant cycle began in 2017, we have served 169 low-income, first generation (LIFG) students from Andrew Jackson, Buford, and Lancaster high schools.
- Our hybrid **Spring 2022 Internship Academy** will begin on Tuesday, January 18, 2022. We are once again very fortunate to have Bridgett Plexico serving as our coordinator for the academy. Participants will learn soft skills while exploring a range of career options through the online Microburst Learning EmployABILITY Soft Skills platform.

Student Organizations:
- **D.E.F.I.N.E.** is a peer mentoring organization which is open to all female students enrolled at USC Lancaster. D.E.F.I.N.E. members chose to adopt a local family this Christmas and will present the gifts to this family early next week.

- The **G.E.N.T.S.** (Gentlemen Engaged in Necessary Training for Success) group serves as a community service and peer mentoring group for all male students enrolled at USC Lancaster.
  Group members generously donated two microwave ovens to the USCL Student Food Pantry on December 2, 2021. In addition, this group will be coordinating an upcoming visit to the Lancaster Children's Home.

Annual Performance Reports:
- A very special thank you to **CoSonja Allen** and **Eddie Boykin** for a successful submission of the 2020-21 Final Annual Performance Report (APR) for Upward Bound, which was sent to the federal Department of Education (ED) on November 29, 2021. We are proud

to announce that we received 13.5 out of a possible 15 Prior Experience (PE) points that will assist us in the upcoming Upward Bound competition for the next five-year grant cycle.

- The APR for the OSP project will open on January 10, 2022, with a due date of February 11, 2022. This report will measure the performance of the project for the first year of its five-year grant cycle covering the period September 1, 2020 through August 31, 2021.
- If anyone would like a copy of the final report for either of these grant projects, please contact Matt Williamson at mwilliam@mailbox.sc.edu.

Community Service:

- We concluded the very successful **USCL Cares Annual Food Drive** last month. 80 boxes of nonperishable food items were delivered to Brooklyn Springs and Clinton elementary schools on November 16, 2021.
- OSP students in partnership with the D.E.F.I.N.E. and G.E.N.T.S. organizations, are sponsoring the **Baby Bottle Fundraiser**. Proceeds will benefit the Lancaster Women's Enrichment Center, located on Main Street. This non-profit agency supplies vital care, counseling, education, and workforce initiatives and referrals for expectant mothers in our local community.
- The **USCL Cares 1 Gift, 1 Child Angel Tree Campaign** will conclude on Friday, December 10, 2021. Faculty, staff, and students are encouraged to take a **Holiday Dream Card** from the Angel Tree in the TRiO Learning Resource Center and return with their donated gift items. These gift donations will benefit needy children at Brooklyn Springs and Clinton elementary schools and Southside Early Childhood Center.
- The **USCL Cares Annual Coat Drive** will commence on Monday, January 10, 2022, and will run through Friday, February 11, 2022. Items collected will go to United Way of Lancaster County's Hunger and Homelessness Awareness Week to benefit the Lancaster Area Coalition for the Homeless (LACH).

Student Positions:

If you know a student interested in working up to 20 hours per week, TRiO has student position openings for Office Assistants next semester. Duties will include, but are not limited to, answering telephone calls, transferring callers to professional staff members, making copies, distributing mail, and directing students to other campus departments and offices. To apply, please have them submit a resume to CoSonja Allen at cdallen@mailbox.sc.edu.

Columbia Senate Report
USCL Members Reporting to USCL Faculty Organization

Date of Report: December 3, 2021, Faculty Meeting

Dates of Columbia Senate Meetings: December 1, 2021

General
- Dr. Thad Westbrook (Invited Guest): gave update on the Presidential Search Committee (interviews have been conducted and there is a front runner that will be meeting with the Columbia Senate at the request of the Board of Trustees; date of this meeting has not been determined but should be scheduled shortly).
- Dr. Jason Stacy (Invited Guest): discussed the current positivity rates for the Columbia campus (1.4% average for fall semester, 0.3% currently) and the emergence of the Omicron variant (Covid protocols likely to remain in place for spring 2022 semester).
- Interim President Pastides: spoke about 1) tuition freeze for spring 2022; 2) the Covid protocols to continue in spring and the new variant; 3) Title IX training must be completed by December 17; 4) Provost and Vice President for Research searches are under way and will conclude in the spring semester; 5) effort to oppose the SC House Bill 4522 (Cancelling Professor Tenure Act) is underway with discussions among USC, peer state institutions, and CHE to make a good case against the bill; current tenure-track faculty and tenured faculty would be grandfathered in; new hires (after 12/31/2022) would be affected by this bill; 6) the SC House Bill 4605 (Freedom from Ideological Coercion and Indoctrination) seeks to ban Critical Race Theory (CRT) in SC schools.

Curricula & Courses
A public list of all proposed changes is available by following this link: https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php

On that webpage, you may search or filter by status, course title/number, college/school, proponent, or Carolina Core Learning Outcome. Each entry gives a detailed description of the proposed changes, justification, date it goes into effect, and the approval process.

The following is a summary of changes voted on in the December 1, 2021 meeting.

- Change in Course:

    o ASTR 340 Introduction to Relativistic Astrophysics

- BIOL 654 Speciation
- HIST 470 Constitutional History of the United States
- MART 101 Making Media That Matters
- PHYS 202 General Physics II
- PHYS 306 Principles of Physics III
- PHYS 310 Intermediate Experimental Physics
- PHYS 340 Introduction to Relativistic Astrophysics
- PHYS 499 Undergraduate Research
- PHYS 501 Quantum Physics I
- PHYS 503 Mechanics
-
- PHYS 506 Thermal Physics and Statistical Mechanics
- PHYS 515 Mathematical Physics I
- PHYS 516 Mathematical Physics II
- PHYS 541 Advanced Experimental Physics I
- PHYS 546 Introduction to Astrophysics
- PSYC 455 Introduction to Neuroscience
- PSYC 560 Advanced Topics in Neuroscience
- PSYC 570 Neuroscience Laboratory
- RELG 471 Interfaith Dialogues in the 21st Century; New Course Name – Race and Religion
- IBUS 310 Globalization and Business
- IBUS 521 Ethnographic Methods in International Marketing
- AESP 350 Aerospace Systems
- AESP 420 Flight and Orbital Mechanics
- BMEN 271 Introduction to Biomaterials
- BMEN 391 Kinetics in Biomolecular Systems
- ECHE 311 Chemical Engineering Thermodynamics
- ECHE 430 Chemical Engineering Kinetics
- ECHE 466 Chemical-Process Analysis and Design II
- ELCT 101 Electrical and Electronics Engineering
- ELCT 363 Introduction to Microelectronics
- ELCT 563 Semiconductor Electronic Devices
- New Course Name – Semiconductor Devices for Power,
- Communications and Lighting
- EMCH 577 Aerospace Structures I
- JOUR 416 Creative: Strategy to Execution
- JOUR 461 Sports Journalism
- JOUR 507 Communicating Science, Health and the Environment; New Course Name – Health Communication: The Science and Practice
- JOUR 521 Interactive Communication Strategies

- o SLIS 250 Introduction to Content Management Systems and Information Design; New Course Name – Information Design
- o SLIS 410 Knowledge Management, New Course Name – Knowledge Work as an Organizational Asset
- o SLIS 420 Communication and Information Transfer; New Course Name – Information and Communication Needs and Assessment
- o SLIS 435 Digital Information Infrastructure; New Course Name – Planning and Sustaining Digital Projects
- o SLIS 450 Information Issues in Cultural Heritage Institutions; New Course Name – Information Issues in Community Institutions
- o SLIS 480 Emerging Topics in Information Science
- o MUSC 115 Music Theory I
- o MUSC 215 Music Theory III; New Course Name – Music Theory II
- o SOWK 382 Introduction to Field Education

- New Courses:

  - o ARTS 547 Advanced Interaction Design
  - o CLAS 325 Classical Roots of US Constitution
  - o CLAS 370 Rise and Fall of the Athenian Empire
  - o CLAS 371 The Caesars: Rome's First Family
  - o COLA 399 Interdisciplinary Undergraduate Research
  - o ENVR 517 Socionatural Coastlines in Global Perspective
  - o ENVR 534 Water and Sanitation in Global Perspective
  - o GEOG 517 Socionatural Coastlines in Global Perspective
  - o HIST 337 Stalinism
  - o ITAL 330 Teatromania: Italian Theater Practicum
  - o NSCI 498 Individual Research in Neuroscience
  - o NSCI 499 Senior Thesis
  - o NSCI 560 Advanced Topics in Neuroscience
  - o NSCI 570 Neuroscience Laboratory
  - o AESP 365 Aerodynamics II: Compressible Flow
  - o AESP 460 Special Problems: Aerospace Engineering
  - o AESP 543 Aerospace Propulsion
  - o BMEN 575 Engineering of Soft Materials
  - o ECHE 575 Engineering of Soft Materials
  - o SCHC 490 State Government Program: Seminar
  - o SCHC 491 State Government Program: Internship
  - o SCHC 492 South Carolina Washington Semester Program: Contemporary Issues in Politics
  - o SCHC 493 South Carolina Washington Semester Program: Internship
  - o SCHC 494 Honors Internship

- o EPID 349 Infectious Disease Epidemiology

- Course Terminations:

  - o PHYS 308 Classic Experiments in Physics I
  - o PHYS 309 Classic Experiments in Physics II
  - o PHYS 509 Solid State Electronics
  - o PHYS 510 Digital Electronics
  - o PHYS 512 Solid State Physics PHYS 514 Optics, Theory, and Applications
  - o PHYS 521 Biophysics
  - o PHYS 531 Advanced Physics Laboratory I
  - o PHYS 532 Advanced Physics Laboratory II
  - o RELG 514 The Quest of the Historical Jesus
  - o NURS 212 Evolution of Nursing Science

- Change in Degree Program

  - o Bachelor of Fine Arts, Art Studio, 120 Credit Hours
  - o Bachelor of Arts, Economics, 120 Credit Hours
  - o Bachelor of Science, Economics, 120 Credit Hours
  - o Bachelor of Science, Marine Science, 128 Credit Hours
  - o Bachelor of Science, Physics, 120 Credit Hours
  - o Religious Studies Minor, 18 Credit Hours
  - o Bachelor of Arts, Religious Studies, 120 Credit Hours
  - o Bachelor of Science, Geological Sciences, 120 Credit Hours
  - o Bachelor of Arts, Environmental Studies, 120 Credit Hours
  - o Bachelor of Science, Environmental Science, 128 Credit Hours
  - o Geophysics Minor, 25 to 28 Credit Hours, New Credit Hours – 18 to 20
  - o Geological Sciences Minor, 24 Credit Hours, New Credit Hours – 20
  - o Bachelor of Science, Statistics, 120 Credit Hours
  - o Change to Concentration – Dance Education, K-12 Certification
  - o Medical Humanities and Culture Minor, 18 Credit Hours
  - o Change to Concentration – Bachelors: BSBA, Accounting, New Concentration, Sustainability in Business, 12 Credit Hours
  - o Accounting, BSBA, 125 Credit Hours
  - o BSBA, Business Economics, 122 Credit Hours
  - o BSBA, Real Estate, 122 Credit Hours
  - o BSBA, Risk Management and Insurance, 122 Credit Hours
  - o BSBA, Finance, 122 Credit Hours
  - o BSBA, International Business, 128 to 131 Credit Hours
  - o BSBA, Management, 122 to 128 Credit Hours
  - o BSBA, Operations and Supply Chain, 123 Credit Hours

- BSBA, Marketing, 122 Credit Hours
- Business Administration Minor, 18 Credit Hours
- Bachelor of Science, Biomedical Engineering, 130 Credit Hours
- Chemical Engineering Minor, 18 Credit Hours
- BSE, Chemical Engineering, 131 to 138 Credit Hours
- Computer Science Minor, 18 Credit Hours
- BSE, Civil Engineering, 124 to 142 Credit Hours
- Bachelor of Science in Engineering, Electrical Engineering, 126 to 139 Credit Hours
- Bachelor of Science in Engineering, Aerospace Engineering, 126 to 138 Credit Hours
- College of Engineering and Computing Landing Page in Bulletin, 120 Credit Hours
- BAIS, Interdisciplinary Studies, 120 Credit Hours
- Bachelor: BAJMC: Public Relations, Sports Media Concentration, 12 Credit Hours
- Change to Concentration – Bachelor: BAJMC: Broadcast Journalism, Sports Media Concentration, 12 Credit Hours
- Change to Concentration – Bachelor: BAJMC: Advertising, Sports Media Concentration, 12 Credit Hours
- Change to Concentration – Bachelor: BA – Journalism and Mass Communications in Mass Communications, Sports Media Concentration, 12 Credit Hours
- Change to Concentration – Bachelor: BAJMC – Visual Communications, Sports Media Concentration, 12 Credit Hours
- Change to Concentration – Bachelor: BAJMC – Journalism, Sports Media Concentration, 12 Credit Hours
- Bachelor of Science, Information Science, 121 Credit Hours, New Credit Hours 120
- Informatics Minor, 18 Credit Hours
- Bachelor of Science, Music Industry Studies, 128 Credit Hours
- Social Work Minor, 18 Credit Hours

- Courses Approved for Distributed Learning Delivery

  - BIOL 612 Virology – Classical and Emerging Concepts
  - NSCI 300 Introduction to Neuroscience
  - CYBR 498 Internship: Global Experience in Cyberintelligence
  - CYBR 499 Internship: Cyberintelligence
  - THEA 562 History of the Theatre II
  - EDSE 585 Secondary Internship Seminar I
  - EDSE 586 Secondary Internship Seminar II

- o ITEC 510 Emerging Information Technology Trends
- o ITEC 534 Advanced Human Computer Interaction
- o SCHC 380 HNRS: Interdisciplinary Proseminars
- o HRTM 275 Introduction to Beverage Management
- o HRTM 290 Hospitality and Tourism Practicum
- o JOUR 307 Media, Sports and Race
- o JOUR 444 Multimedia Sports Storytelling
- o JOUR 509 Environmental Communication: The Science and Practice
- o SLIS 380 Special Topics in Information Science
- o JOUR 515 Mass Communications Capstone Portfolio
- o MUSC 230 Introduction to Beat Making and Digital Audio Production
- o MUSC 231 Introduction to Digital Music Creation
- o MUSC 113 Special Topics in Popular Music
- o MUSC 305 Introduction to Music Industry Studies

- Courses Approved for Graduation with Leadership Distinction:

Course Prefix	Course Number	Course Title	GLC Pathway
HPEB	335	First Aid and Emergency Preparedness	Community Service
SPTE	560	Performing Arts Management and Leadership	Professional and Civic Engagement: Leadership
MUSC	595	Community Engagement through Music	Professional and Civic Engagement: Leadership
RETL	295	Retailing Practicum	Professional and Civic Engagement: Internships
HIST	110	Conquest, Colonization, Captivity: The Americas, 1441 – 1888	Global Learning; Diversity and Social Advocacy
HIST	420	Colonial Latin American	Global Learning; Diversity and Social Advocacy
HIST	425	Caribbean Race and Slavery, 1500-1900	Global Learning; Diversity and Social Advocacy
SPAN	304	Cultural Readings and Advanced Conversation	Global Learning
EDFI	361	Comparative and International Education	Global Learning

Instructional Development

The following proposal voted on and approved during the December 1, 2021 meeting.

Proposed APPs/CIM questions for Adding Online Modality

Date Pre-Authorization was approved by Provost.

<u>Program Impact</u>

<u>Impact on Carolina Core Students:</u>
For adding online modality, provide an assured fully online pathway through the Core. List each class and identify which college(s) or school(s) has committed to offer fully online sections on a regular basis (i.e., at least once a year).

<u>Letters of Concurrence from impacted college representatives</u> :
Letters required from all colleges/units offering the above Carolina Core classes

<u>Impact on Other Units or Palmetto College Campuses:</u>
For adding online modality, provide an assured fully online pathway through all remaining degree requirements, including College Requirements, Program Requirements, and Electives. List each class and identify which college(s) or school(s) has committed to offer fully online sections on a regular basis (i.e., at least once a year).

<u>Letters of concurrence from the relevant units and Palmetto College</u>
Letters required from all colleges/units offering the above classes

<u>Impact on face-to-face program within the major</u>
How will the addition of online modality impact the face-to-face program. For instance, is it expected that staffing for the online program will draw from staffing for the face-to-face program, and to what extent? Is it expected that the online program will draw students away from the face-to-face program, and to what extent? What measures will be taken to ensure the sustainability of both programs?

<u>What previously approved online programs does UofSC offer that are closely related to the proposed program and how are they related?</u>
Highlight any similar programs (or programs that may be perceived as similar) offered by other UofSC campuses <u>including Palmetto College</u>; articulate clearly the differences between the proposed program and those already approved; and provide a detailed rationale for initiating the proposed program online.

<u>Assessment plans</u>
Will the proposed assessment measures, targets for acceptable performance, and/or program oversight for collecting and responding to assessment results remain the same as those for the existing face to face program?

Volunteer Request

We are looking for volunteers to serve on the standing committees. The list and charges all the standing committees is here.

Please consider volunteering for a committee. Additionally, please share this email with your faculty and encourage them to sign up. Any full-time tenure-track or professional-track faculty member may serve. To sign up, complete the online form in the link below by **Dec. 14**.

Volunteer Form

The work of Faculty Senate committees plays a critical role in the success of shared governance. Please signup today!

M. Audrey Korsgaard
Professor of Management
Chair, Faculty Senate

Art Search Committee Report

Faculty Organization Report
December 3, 2021

Submitted by Brittany Taylor-Driggers

The Art Search Committee met this morning December 3rd, 2021, at 9am. As of today, we have received four applications.

Due to the low number of candidates, the committee decided to extend our internal deadline to after the new year. We will meet again after this deadline to assess the candidates and send forward a list for interviews to be held spring 2022.

Athletics Advisory Committee
Faculty Organization Report
12/03/2021

The Athletics Advisory Committee met on 12/02/2021 and discussed best practices for improving communication and academic updates between student-athletes, coaches, and faculty members.

The committee will be collaborating with the Athletics department to develop a checklist for student-athletes to utilize at the beginning of the semester and possibly at midterm to encourage regular check-ins with their professors. We hope to pilot this checklist during the Spring semester.

12/3/2021
ENGL Search Committee Report

As of 12/1 we have received 41 applications for the English position. The search committee will be meeting soon to decide on a shortlist for remote interviews to be scheduled in January or February.

12/3/2021
Local Tenure and Promotion FO Report

Local T&P and local *ad hoc* promotion committees have completed voting on two tenure and promotion files and two promotion files and forwarded those files to dean's office.

Local T&P will reconvene in spring 2022 to complete the remaining third year review, post-tenure reviews, and peer evaluations.

University of South Carolina Lancaster Faculty Organization

Brief Title of Proposed Change	Add SPCH 230 to AS Business Degree
Individual Proposing Revision	Curriculum Committee
Date of Presentation to Faculty Organization	November 5, 2021
Faculty Organization Approval Date	

Rationale for Proposed Revisions

1. A recent survey of local businesses regarding skills they'd like employees to have leaned heavily toward business communication (conflict resolution, and so forth).

2. SPCH 230 satisfies the CMS requirement of the Carolina Core and counts toward Professional and Civic Engagement for GLD

Summary of Proposed Revisions

Changes in the Bulletin as follows

Current	Proposed
V. Effective, Engaged and Persuasive Communication: Spoken Componet (CMS) - 3 hours Requirement must be met by taking SPCH 140	V. Effective, Engaged and Persuasive Communication: Spoken Component (CMS) - 3 hours Requirement must be met by taking SPCH 140 or SPCH 230

Changes to the degree worksheet as follows

ASSOCIATE IN SCIENCE (BUSINESS) DEGREE WORKSHEET

(for students entering in FALL 2017 and thereafter)

Course Requirements (The most common Lancaster campus options are listed below; additional approved courses in each category maybe found at the [Carolina Core website](#))

NAME:			
Student Number:		MATH Placement:	
Anticipated Major:		FORL Placement:	

Communication/Written Component (CMW) – 6 hours		
ENGL 101 (grade of C or better)	03	
ENGL 102 (grade of C or better)	03	

Analytical/Problem Solving Skills (ARP) – 3 hours		
One course chosen from: MATH 122 or 141 or 170; or CSCE 101 or 102; or PHIL 114; or STAT 110 or 112 or 201 or 206		
	03	

Scientific Literacy (SCI) – 4 hours		
4 hours total of lab science, chosen from among approved SCI courses: BIOL 110, BIOL 120(L), BIOL 208, BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 101, CHEM 102, CHEM 105, CHEM 107, 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)		
	04	

Global Citizenship/Multicultural Understanding: Foreign Language (GFL) – 0-6 hours		
Foreign language courses (SPAN recommended) through the 110 level or a score of "2" or better on placement test.		

Effective, Engaged and Persuasive Communication: Spoken Component (CMS) - 3 hours		
Requirement must be met by taking SPCH 140		
SPCH 140 or SPCH 230	03	

Global Citizenship/Multicultural Understanding: Social Science (GSS) – 3 hours		
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		
	03	

Aesthetic & Interpretive Understanding (AIU) –3 hours OR		
ARTE 101, ARTE 260, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ARTS 210, ENGL 270, ENGL 282, ENGL 283, ENGL284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 180, FILM 240, MUSC 110, MUSC 140, THEA 170, THEA 200 **OR** HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112		
	03	
–		
ACCT 225	03	
ACCT 324	03	
MGMT 371	03	
FINA 369 or FINA 341 or **FINA 363** or PHIL 320 or PHIL 324	03	
ECON 221 or 224 or FINA 301 or 364	03	

Credit cannot be received for both ECON 224 and either ECON 221 or ECON 222
FINA 363 Prerequisite ECON 221, ACCT 225, and STAT 206.

–		
ITEC 143 or **ACCT 226**	03	
ITEC 270 or *ECON 222* or ECON 224	03	
ITEC 242 or *ENGL 463*	03	
MKTG 350 or MGMT 374 or MGMT 376	03	

Credit cannot be received for both ECON 224 and either ECON 221 or ECON 222.

Additional elective credit to meet 60 hours total. No more than three (3) hours of PEDU credit may count		

Other requirements:
1. 2.00 GPA (minimum) required on all work attempted at USC
2. Final 15 semester hours must be earned at USC Lancaster
3. Courses may not be repeated for additional credit.

BOLD Items count towards a 4 year degree in Business at U of SC.
Italicize **Items count towards a 4 year degree in Business or BOL at U of SC.**
Underlined **Items count towards a 4 year degree in –BOL at U of SC**