



Faculty Organization Minutes

September 18, 2020

Next Meetings: 10/23 and 11/13 at NOON

- Dean's Report (below)
- Academic Dean's Report (below)
- Dr. Lownes: Measuring DEI Outcomes (email sent out during the meeting)
- Dr. Sixta Rinehart:
 - System Chairs Council-I am the elected Chair of this Council. This Council is comprised of Faculty Senate Chairs, Past Chairs, and Chair-Elects. It meets to discuss faculty senate matters that affect the system and to create collaboration and communication across the USC System including Palmetto College, Beaufort, Upstate, Aiken, and Columbia. This Council is currently putting together a USC System Faculty Leadership Council to collaborate with the system chancellors and provide faculty input on policy and procedures, transfer courses, admissions, revenue sharing, programs, and online programs in addition to any other system items. We are currently in the process of creating the bi-laws. This organization will be vetted by all faculty senates and will need the blessing of the Board of Trustees to come to fruition. Please send me any system issues that you have.
 - The Provost's Advisory Committee on Women's Initiatives (PACWI) serves all women-identifying people in the USC system. We provide events to help build professional skills and create a networking atmosphere for women at USC. We seek to increase female leadership across the USC system. We are having a virtual Pandemic Bingo night on October 8th at 6 PM, with prizes. Please mark your calendars. I will provide more information closer to the date of the event. We do

not charge for any of the events. Please let me know if you are interested in becoming a member. We would be delighted to have you join us!

- The Carolina Core committees in Columbia have been disbanded due to the needs of a new Provost. I handle our assessment for Palmetto College under Associate Provost John Catalano. I will attend a meeting this coming week concerning how Palmetto College will be affected by these changes, including assessment changes. In the mean time, please continue to conduct your committee business as usual if you are on one of the PC Carolina Core committees. I will update the faculty at Senate and at our next FO meeting concerning these changes.
- Prof. Emswiler: deadlines for Magellan and Caravel; Duffy, Plyler, Shaw award nomination form (emailed); PCC Faculty Welfare Resources link; CTE workshops; faculty social hour(!). Check email for all points.

In attendance

Taylor Atkinson

Dr. Lowell

Dr. Aziz

Prof. Ivey

Dr. Sixta Rinehart

Dr. Fouts

Dr. Anderson

Dr. Lownes

Dr. Lowe

Dr. Morris

Dr. Pisano

Dr. Deb Hudson

Dr. Charles

Dr. Dave Hudson

Prof. Emswiler

Gale Ashmore

Kevin Torres

Greta Bailey

Sandy Phillipslong

Dr. Schafer

Neill Hance

Dr. Maire-Afeli

Randy Lowell, USC Union
Dean's Report
September 18, 2020

Big thanks to everyone for all of the work and flexibility that has been put into getting us to this point in the semester, with it being such a unique time for all of us. A new PC COVID Dashboard has been launched for all of the PC campuses in order to provide weekly updates on where our campuses are in terms of numbers of cases. So far, we have been fortunate to have low numbers on that and appreciate everyone's help with those efforts.

Students

Enrollment for Fall 2020 as of 9/15 is at 1,016 headcount (609 FTE), which is down slightly from last year (around 136 headcount compared to this time last year), but with another 20-30 dual enrollment students still to be added. The source of that deficit is primarily from being down in the number of Pacer Pathway students we have at the Aiken campus this year, and from being down from last year in dual enrollment students across most of the 13 different high schools who we partner with for that. Critically, however, two populations that we are up in compared to last year are continuing students and new freshmen on campus. So in terms of recruiting and retaining regular students to campus, on both fronts we are still increasing and building in those areas on the multiple consecutive years of record enrollments for the campus. As we head into Fall II, we also still have an opportunity to get additional new and continuing students enrolled ahead of the Fall freeze to try and close the headcount gap a bit more. We look forward to our first sophomore class of pre-nursing students formally applying this year for next year's first upper division BSN cohort on campus for those 16 spots, and have more than 16 eligible candidates locally that will make for strong competition of our own students for admission. This continues to be a strong source of enrollment for the campus.

Athletics continues to be a strong source of enrollment growth on campus. Baseball and Softball are scheduled to have their first scrimmages this weekend. Women's Club Volleyball has begun holding practices as they begin building toward NJCAA status for next year. Club bass fishing will also have a chance to compete later this semester in order to qualify for spring competitions. Also, one of our pre-nursing students, Brianna Fish, who is on our Bantam Rifle Team, was presented with her Gold Medal earlier this week that she had won at an open competition in Walhalla prior to Spring Break back in the Spring, adding to her accolades as a Bantam that include beating all of the members of the Clemson rifle team at a previous competition.

Faculty & Staff

We have some new faces on campus since the semester started, including our two CNA temp staff who work our daily student check-in desk for us in the student lounge, Shanika Tucker and Christine Sousa. We also welcomed back recent graduate, Payton Moss, working part-time in Safety and Security with Tony Gregory. We also have Nicholas Jeter back on campus, working part-time IT with Jeremy Black.

We have a number of the Badger Face Shields+ available still, both in Academic Affairs and here in the Deans' Suite, in case anyone hasn't gotten one and wants to try that option out in the classroom or around campus.

Facilities

- The old library renovation project will officially launch demo and construction next week, specifically with dumpster set-up and initial prep on 9/22, and demolition work starting on 9/23. The timeline for completion of the project is still set for early December in order to have the space available for use in January. The funding for this work came in around \$200K under budget for the bid. This will leave a healthy contingency for the project, as well as funds for furnishing of the space.
- Had meeting yesterday with Columbia facilities to discuss upcoming ADA restroom renovations, which also are tied to state appropriation money. We will aim to have everything in place for this work to begin immediately following the end of the Spring semester, as the preliminary design will involve a complete overhaul of every restroom in the Main and Whitener Buildings, and the addition of a newly created Family Restroom on the first floor of the Main Building. The same funding source is intended to go toward upgrades to door locks on campus, primarily classroom doors.
- Baseball and soccer fields in Jonesville, and City Park Softball field in Union, all looking great, with much thanks to our coaches. Town of Jonesville also in the process of giving the adjoining gym over to us, which will serve as a great indoor practice facility for our teams. Annie working with Timken on grant funding to put toward some work on that gym once we have it.
- Truluck will need some HVAC work to replace two condensers. Working on quote for that to have done this semester. Additional state appropriation funds available for HVAC upgrades in Whitener Building, which will likely take place immediately following the Spring semester.
- Renovation of Dr. Keith's old office into SimLab for Nursing program is in the planning stages. Much of the equipment for this has been acquired with grant funding.
- Working on identifying funds that can be used for continuation of work on interior of Fine Arts Building. Aiming to resume that work by late Spring.
- Awaiting quotes on outdoor work behind new Student Services Building, which would create usable space there and create some visible connection/walkthrough with the Rippy Courtyard on the other side of that exterior wall.
- Grant for campus food pantry in progress.
- Wenston Wood of Jerry's Carpet Cleaning, has begun twice-a-week cleaning of classrooms, bathrooms, and common areas in the Bookstore/Lounge, Science & Nursing Building, Main Building, and Whitener Building, on Wednesdays and Fridays. This will supplement the ongoing daily efforts of our maintenance staff and allow for some opportunities to engage in some deeper cleaning of those areas as we go.

Budget

The budget is still on track for this Fall to be on target with COVID-adjusted projections. We still have our requisite 3-month reserves intact. We also just received word that we've been awarded \$25K by the Educational Foundation. And we're exploring the opportunity to submit for a Department of Education grant targeted at issues of COVID-related recovery, boosting remote learning infrastructure, and expanding on dual enrollment opportunities.

Also excited to have moved up in the Niche.com rankings for Best Community Colleges in South Carolina, to the #3 spot!

FO 9/18/20 AD Notes

Congrats –

- Kevin Torres – Full-Time Instructor of Spanish/French, can now add Italian to that list as he received confirmation of his Advanced score on the Italian proficiency exam. He will begin to offer Italian courses on campus in SP21, taking us to four language options for students next year (Spanish, French, Italian, and Portuguese)!
- Steven Lownes – Latin American Virtual Film Festival (Sept. 13- Oct. 17.) -- a great opportunity to promote diversity and multiculturalism on campus and within the community.

If you have any accomplishments that you would like to have shared during FO, please let me know!

Progress reports – Important change of date. For full semester classes, please submit Progress Reports to Academic Affairs (Me, Christen, & Amber) by **October 6th**. This should include the name of any student in your class who is at risk of failing the class at that point in time. Having these names by October 6th will allow time for our office and advisors to reach out to those students in case they need to consider replacing it with a Fall II course that would be starting on October 19th.

2 + 2 Elementary Education Program Information Session for Advisors: **October 2nd @ 10:00 via Collaborate.** Students beginning at a UofSC regional campus can transfer to this UofSC-Columbia program and complete the degree through UofSC Palmetto College. The Online Bachelor of Arts degree in Elementary Education is issued by the UofSC Columbia College of Education. The goal is to train homegrown teachers to stay and teach in Union County. They would also do their field and clinical experiences in Union County. “Start Here-Say Here.” As an advisor, you are expected to understand the program & curriculum so that you can help advise students interested in joining the program.

New FA II Course Offerings –

ENGL 101 section 707 CRN: 31964 Instructor: Brackett

PSYC 101 section 705 CRN: 31962 Instructor: Hansen

SPCH 140 section 703 CRN: 31963 Instructor: Moore

SOCY 353 (cross-listed with CRJU 341) Palmetto P15 CRN: 31957 (Laurens) & P16 CRN: 31958 (Union)
Instructor: Hauptman

SP21 Advising – I have started reaching out to faculty to determine spring schedules. Be thinking about what courses you want to teach and be on the lookout for an email from me to discuss schedule.

Syllabi – Thank you to everyone who has already submitted their syllabi. If you haven't done so already, please email a copy of the syllabus for each class that you are teaching this Fall as soon as possible to Christen (englance@mailbox.sc.edu) and Amber Ivey (ai1@mailbox.sc.edu).

Student Academic Success Center – Now offering virtual tutoring on Fridays. Students need to make an appointment to schedule a face-to-face tutoring session on Fridays. Student can use the link below to schedule a virtual or face-to-face tutoring session:

<https://calendly.com/usc-union-tutoring>

Lactation room – Union Medical Center is donating chairs, tables, and privacy screens. Big thank you to Lynn Edwards and Courtney Pinnell for securing those donations. I have put in a request to purchase remaining items (door lock, decorative pieces, mini-fridge). Should be ready before the end of the semester.

Academic Intervention Team – Provides early intervention across campus units to support students in poor academic standing (at-risk academically). We need one more faculty member to serve. Would like to have this setup with online portal for referral submissions by SP21.

Faculty Spotlight – 1st Faculty Spotlight will be Andrew Pisano. His feature will be posted on the UofSc Union website and social media pages. His information will also be sent to 4 local newspapers in Union, Laurens, and Clinton, as well as to the local radio station's (WBCU) FB page. Our 2nd Faculty Spotlight will be Kevin Torres. If you are interested in being featured. Please let me know.

FO webpage – Will soon be available. Will include committee memberships, by-laws, and meeting minutes.

https://www.sc.edu/about/system_and_campuses/union/internal/faculty_and_staff/facultyorganization.php

Course approvals – I would like for us to start offering new courses. If you are interested in trying to get approved to teach new courses, please let me know and I can submit those requests to Jean Carrano.

COVID Reminder –

- Daily COVID screening needs to be submitted on each day that you are on campus (even if you are only here for a short bit of time).
- As a reminder, if a student contacts you to let you know that they are having COVID-19 symptoms, have been exposed to someone who has tested positive, lives with someone who is awaiting the results of a COVID-19 test, are awaiting the results of a COVID-19 test themselves, or have tested positive, please ask the student to contact Lynn Edwards (edwar342@mailbox.sc.edu) and Courtney Pinnell (Pinnell@mailbox.sc.edu) before returning to campus. Also, you should go ahead and pass that information along to Lynn and Courtney yourself so that they can contact the student and initiate contact tracing protocols.
- COVID-19 Student Report Form – Used to facilitate communication to faculty members when a student tests positive or needs to self-quarantine due to contact tracing, or symptoms. Contact tracers will notify the student's professors about the duration of absence from classes and request any consideration they are able to give in attendance and make-up assignments. Information is FERPA protected and will only be shared with campus officials with a legitimate educational interest.

Qualtrics – Web-based platform that allows users to create surveys, collect and store data, collaborate with colleagues, and produce reports from anywhere.

Key Features:

- Create a survey and share data
- Mail distribution tools
- Statistical analysis and data visualization tools

- Data export functions (including Excel or SPSS)
- Survey templates
- support

Gauging interest to see if a cost-share option with other PC campuses would be possible. Tool would be shared between campuses with access on the main PC page

Name Plates for Offices – A batch order will be placed when all offices are moved permanently.

Academic Divisions – Long-term goal of creating 3 Academic divisions:

Humanities, Business – AFAM, ART, ENGL, Foreign Languages, HIST, MUSC, PHIL, RELG, SPCH, THEA, WGST

Behavioral Science, Business, Criminal Justice, & Education – ACCT, ECON, EDUC, PSYC, SOCY, MGMT, UNIV, POLI

Math, Nursing, Science – BIOL, CHEM, CSCE, MATH, NURS, PEDU

Important Dates –

November 3 (Tuesday) – General Election Day – Asynchronous Remote Class Day

November 4 (Wednesday) – Last day to drop a course or completely withdraw without a grade of “WF” being recorded. Last day to elect or revoke Pass/Fail option.

November 24 (Tuesday) – Face-to-face Instruction ends (last day for in-person exams).

November 25-29 (Wed. – Sun.) – Thanksgiving recess – No Classes

November 30 – December 4 (Wed. – Fri.) – Remote Class Days.

December 2-4 (Wed. – Fri.) – Reading Days.

December 7-14 (Mon. – Mon.) – Remote Final Exams (includes exams on Saturday).