

## **USC Lancaster Faculty Meeting Minutes April 4, 2025**

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

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

Please note that chat messages are preserved in the Teams meeting record but are not necessarily reported in the minutes. Minutes are not verbatim and as such, pronouns may be mixed in the comment sections.

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**USC Lancaster Faculty Meeting Minutes**  
**April 4, 2025**

**CALL TO ORDER:** 12:30 PM by Dana Lawrence

**CORRECTION/APPROVAL OF MINUTES:** The minutes of the March 7, 2025, faculty organization meeting were approved.

**REPORTS OF OFFICERS:**

*PCCFS Welfare Committee* – Dr. Katie Klik

Shared recent milestones and information about the Faculty Welfare Survey and its progress. Reminded faculty to participate when invited.

Questions and/or Comments: None.

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

Shared highlights from the Campus Dean's report, including:

- Enrollment updates
- Ongoing search updates – Statistics position search ongoing
- Athletics updates
- Campus events including Family Fun Day community outreach event, Give 4 Garnet, Commencement

Questions and/or Comments:

C. Bundrick – Comment about the value of on-campus life, regarding the online modality noted in the Statistics position description.

A. Duker-Golonka – Clarified that the Statistics position is not fully online but the option is there.

[Discussion followed about the benefits of bringing students to campus, reminders to faculty that they can share input by serving on the Hiring Priorities committee and/or bringing to Dean's Advisory committee and Division chairs.]

P. Lawrence – Can you share more about the legislative update (particularly funding compared to last year?)

B. Newton – Responded that recurring dollars are low but that numbers can fluctuate before June.

*Associate Dean for Academic and Student Affairs* – Dr. David Roberts report submitted (**Appendix 2**).

Shared highlights from Associate Dean's report including:

- Campus events including campus awards banquet and commencement (faculty are reminded to RSVP)
- Reminders about course evaluations
- Emphasized notes on advisement from his report. Faculty should include and enumerate their time spent on advisement in the Service section of Faculty Information Forms (FIFs) each year. Also emphasized importance of detailing committee work so that service can be appropriately evaluated.
- Reminder of end-of-year dates, importance of sharing dual-enrollment students' grades with Dominique Waller's office.
- Shared faculty and staff accomplishments (and reminded faculty and staff to inform his office when they receive awards)
- Noted that the summer hours limitation discussed at previous meetings has not happened yet

Questions and/or Comments:

S. Penuel – Will there be greater demand for faculty advisers due to dual-enrollment changes?

D. Roberts – The change is that forms are going online so we hope to have more metrics to track moving forward.

A. Schryer – We're currently in a good place with advising, but faculty are welcome to volunteer if they are interested in advising.

C. Catledge – Comment to add additional faculty accomplishments that missed the report, including Brittany Taylor Driggers, Sahar Aghasafari, Annette Duker-Golonka, F. Evan Nooe, Bettie Obi-Johnson, and Susan Cruise.

S. Criswell – Comment requesting faculty to share challenges obtaining grants with Jerrod Yarosh (as part of PCCFS System Affairs) to help advocate for a grants coordinator role.

N. Lawrence – Commented disappointment with the conversation about summer hours cap stalling.

[Discussion followed clarifying concerns with the specifics of the cap (including science hours, limiting the summer as a whole versus by term). Asheley Schryer's office will investigate further.]

***Director of Academic Success Center*** – Dr. Patrick Lawrence, report submitted. (Appendix 3).

Shared end-of-semester updates about the Academic Success Centers services and operations, including:

- The ASC will run through April 17<sup>th</sup> then reopen May 12<sup>th</sup>, 2025 with a smaller summer staff.
- Reminder to recommend outstanding students for recruitment as tutors for the fall semester
- Hosting oral presentations at the 2025 Celebration of Lancer Excellence

Questions and/or Comments:

T. Wolochwianski – Can dual enrollment students become tutors?

P. Lawrence – Yes, but the hiring process is more complicated.

*Human Resources* – Written report (**Appendix 4**)

*Student Success and Retention* – Written report (**Appendix 5**)

*TRiO Programs* – Written report (**Appendix 6**)

**REPORTS OF COMMITTEES:**

**USC SYSTEM COMMITTEES:**

*Columbia Faculty Senate* – Written report (**Appendix 7**)

**LOCAL COMMITTEES:**

*Curriculum Committee* – Rebecca Freeman

Shared updates on the MATH 111i and 115 credit discussion from previous meetings. Confirmed that we can make the change if campus approves. She invited faculty discussion and comments.

Questions and/or comments:

D. Lawrence – How would this change impacts students who complete Bachelor's degrees later?

Z. Byrd – The courses are prerequisite classes; BA and BS students would need higher-level math coursework anyway.

*Evaluation Committee* – Written report (**Appendix 8**)

*Executive Committee* – Dr. Dana Lawrence

Share updates on the Dean search and reminded voting FO members to vote on contested positions on the 2025-2026 FO slate (vote conducted via paper ballots).

Questions and/or comments: None

*Hiring Priorities Committee* – Written report (**Appendix 9**)

*Student Affairs Committee* – Dr. Susan Cruise (**Appendix 10**)

Shared end-of-semester updates including:

- Inviting proposals for travel study in 2027.
- The Lancaster Chamber of Commerce is interested in partnership and a pilot project has been approved.
- Scholarship announcements
- The winner of the annual Elliott White Springs Award writing contest will be announced at the Celebration of Lancer Excellence

Questions and/or comments: None.

**OTHER SYSTEM COMMITTEES:** None.

**UNFINISHED BUSINESS:**

*Free Speech Task Force Motion to Amend USCL FO Bylaws* – Dr. Patrick Lawrence  
(Appendix 11)

Shared updates about the progress of the task force, including:

- The group has continued the conversation brought forward at the previous FO meeting.
- Our campus cannot write its own free speech policy. It must use the official University of South Carolina policy. Recommendations are in process.

The task force recommends creating a standing committee to continue this work. To that end, they wish to present a motion to amend campus FO Bylaws to create said committee (which would be empowered to establish local procedures, discuss incidents on campus, etc.)

The motion passed with the following friendly amendments:

- Change “and” to “or” in the third bubble
- Make the administrative appointment an appointment by FO Chair
- Specify that Staff representatives would be elected by the Staff Senate

Questions and/or comments:

N. Lawrence – The official policy [regarding campus free speech] will be set by the end of this semester?

P. Lawrences – Yes but the timeline of its implementation is less clear.

Discussion followed, including concerns over security personnel knowing/enforcing current policy, justification of labor going into a new committee if the policy will defer to Columbia anyway.

P. Lawrence – The rationale is that it is important to formally set procedures specific to our campus [for example, not “relocate [unpermitted protesters] elsewhere in Columbia”].

C. Bundrick – The reason this work is going to be valuable is that it will show our campus how to implement University policy, with the consent of stakeholders.

S. Cruise – Was there a specific inciting incident?

P. Lawrence – There was a peaceful protest last fall, but also general current events.

S. Penuel – I'd like to propose a **friendly amendment** to change “and” to “or” in the third bubble [**passed**]

S. Penuel – I have concerns about the committee membership. Discussion about membership and administrative participation followed:

C. Bundrick: **Friendly amendment** to make the administrative appointment an appointment by FO Chair [**passed**]

T. Mobley Chavous – **Friendly amendment** to specify that Staff representatives would be elected by the Staff Senate [**passed**]

C. Heinemann-Priest – Will the students elect their representatives?

P. Lawrence – We like the idea, but it can be challenging to get student participation. The student representative will be the Student Government Association Vice President, so there is some election.

L. Cocklin – Could we amend so that students can elect up to three appointments? [discussion of precedent for “elected or appointed” language, use of “up to” language followed, ultimately determining that this would be an issue for internal committee discussion].

### **NEW BUSINESS:**

*Motion to approve new campus description* – USCL Welfare Committee (**Appendix 12**)

The motion **passed**, with a friendly amendment to update the Native American Studies Center start date to Fall 2012.

### **SPECIAL ORDERS:**

D. Lawrence – Reminder to vote

### **ANNOUNCEMENTS:**

- L. Martek – Earth Day event April 22
- E. Moon-Kelley – Performances: “Imaginarium” April 26 and “Tuning Up for Spring” March 30
- A. Pangburn – Outdoor Club’s last hikes April 18 and 26
- L. Cai – Recognition of Dana Lawrence’s work as FO Chair this year
- D. Lawrence – Recognition of Liz Easley as incoming FO Chair
- E. Easley – Reminder of approaching graduation cord applications due date
- C. Catledge – Reminder of campus musical performances
- R. Freeman – Medford Library hosting Lancaster County Council of the Arts exhibits
- A. Duker-Golonka – Recognition of Todd Scarlett’s retirement
- S. Penuel – Recognition of Todd Scarlett’s leadership in faculty governance

**ADJOURNMENT:** 2:27 PM

**ATTENDING:**

Sahar Aghasafari, Shemsi Alhaddad, Christopher Bundrick, Zoe Byrd, Li Cai, Jill Castiglia, Courtney Catledge, Logan Cocklin, Stephen Criswell, Susan Cruise, Annette Duker-Golonka, Elizabeth Easley, Rebecca Freeman, Amy Gerald, Claudia Heinemann-Priest, Christopher Judge, Dana Lawrence, Nicholas Lawrence, Patrick Lawrence, McKenzie Lemhouse, Tamika Lewis, Lynette Martek, Fernanda Marques Burke, Tracey Moble Chavous, Erin Moon-Kelly, Brandon Newton, Franklin Evan Nooe, Phillip Parker, Suzanne Penuel, David Roberts, Deborah Rowell, Todd Scarlett, Asheley Schryer, Peter Seipel, Sarah Sellhorst, Suzette Taylor, Brittany Taylor-Driggers, Richard Van Hall, Tania Wolochwianski, Jerrod Yarosh

**ABSENT:**

Connor Austell, Marybeth Berry, Dwayne Brown, Steven Campbell, Mark Coe, Walter Collins, Kimberly Covington, Maxie Cox, Lucius Stanley Emanuel, Garane Garane, Lisa Hammond, Darris Hassell, Alissa Kate Holland, Jason Holt, Ernest Jinkins, Mary Allison Jobe, Howard Kingkade, Vincent Lewis, Angela Neal, Bettie Obi-Johnson, Allan Pangburn, Leigh Pate, Kim Richardson, Michael Sherrill, Nahid Swails, Andrew Yingst

***Faculty Secretary:*** Document submitted by M. Lemhouse on 29 August 2025 for faculty and staff review.



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David Roberts, Interim Associate Dean for Academic & Student Affairs

## **REPORT TO THE FACULTY ORGANIZATION**

### **April 4, 2025**

1. **2025 Spring Fling** will be held between Monday, April 7th through Thursday, April 10th. Students, staff, and faculty can expect fun games, good food, and memorable takeaways throughout the week.
2. **Banquet Award Ceremony for Teacher of the Year and Servant Heart Awards.** During the evening of Wednesday, April 9<sup>th</sup> from 5:30-6:30 PM all faculty, staff, and students are invited to an awards banquet. These will include faculty & staff awards, Athletics, Lancer Ambassadors, and more. For more information, please contact Mr. Jeff Rammage: [JRAMMAGE@mailbox.sc.edu](mailto:JRAMMAGE@mailbox.sc.edu).
3. **Celebration of Lancer Excellence.** Students will be presenting posters, presentations, and more on Thursday, April 10<sup>th</sup> in Medford Library. The event goes from 11:30 – 1:00. Please drop by to hear and see them!
4. **Call for Commencement Participation.** USC Lancaster will hold its annual Commencement Exercises at 11:00 a.m. on Saturday, May 3<sup>rd</sup>, in the Starr-Hubbard Parking area near the Rose Garden. I am asking all full-time faculty to please notify the Office of Academic & Student Affairs of your attendance plans by Thursday, April 10<sup>th</sup>. Send your acceptance to Pamela Ellis ([PELLIS@mailbox.sc.edu](mailto:PELLIS@mailbox.sc.edu)). On behalf of our graduates, I want to thank you for attending. Student-faculty connections at commencement are a vital part of its emotional core.
5. **Course Evaluations.** This is a reminder that all course evaluations for the full-term Spring 2025 semester will be given between April 14 and close on April 28 at 11:59 PM (the last regular class day of the semester). Course evaluations for second-eight-week classes will be given between April 21 and close on May 1. Students will be prompted with reminders periodically during this time period. If you are teaching in a synchronous



format, consider taking time during your class to have students access and complete the course evaluations.

6. **As Advisement Begins**, I encourage you to keep track of the number of advisees you see, as well as the time spent on advisement as a whole. Administration takes this as an important aspect of service and would appreciate it if you shared all you do in regards to advisement in your next Faculty Information Form. We want to make certain we can address how much we value the time and energy you put into this important aspect of service to our students and the campus.
7. **Finishing the Semester**. The last day of class for the 16-week semester is April 28. Final exam week begins April 30th and ends May 7th. Final grades are due by Noon on May 11<sup>th</sup>.
  - a. Be sure to get the numeric grades for your dual enrollment students to Dominique as soon as possible as well.
  - b. Do not give a grade of “NR” to your students. Instead, give a grade of “FN.”

#### 8. **Recent Faculty Accomplishments.**

- a. **Dr. Tamika Lewis successfully defended her dissertation on Tuesday April 1<sup>st</sup>!** She has a Ph.D. in Counselor Education and Supervision, Liberty University. Her Dissertation topic: “A Transcendental Phenomenological Study of the Challenges Unique to Black Male Teachers Working in Title 1 Low Income Schools in South Carolina.”
- b. **Phillip Parker** presented a commentary to wallethub.com related to loud budgeting strategies. It was published on their website in February.
- c. **Native American Studies Center faculty and staff** participated on the USCL NASC at the Southeast Native Studies Conference at UNC Pembroke. The panel consisted of Dr. Stephen Criswell, Dr. Evan Nooe, Professor Chris Judge, Professor Logan Cocklin, Professor Claudia Heinemann-Priest, Beckee Garris, and Katie Shull.

#### d. **Evan Nooe:**

Evan’s article, “‘It’s in the Blood’: Settler Family Memories of Native Violence in the American South” was published in *History & Memory*, 37.1 (Spring/Summer 2025): 164-193.

Evan was awarded a 2025 Excel Grant for his project “Touring Florida’s Past: Portrayals of Florida History through Tourism.”

- e. **Erin Moon-Kelly** will be playing principal piccolo in the Indian Land Chamber Orchestra's premiere performance on April 13<sup>th</sup> at 6:00 PM. It will be held at Faith Presbyterian Church in Indian Land. All are welcome!
- f. **Ashley Lowrimore**, who freelances with the Lancaster News, has won first-place in the Arts & Entertainment category for "Steele shares sorrows in script" in the South Carolina Press Association's 2024 news contest.
- g. **Chris Judge** presented a lecture, "Native American Archaeology in and Around Chester County, South Carolina." Wild Hope Farm, Chester, SC, March 16<sup>th</sup>.
- h. **Stephen Criswell:**

Stephen led a workshop on Contemporary Native American Communities in South Carolina for the USC's Inclusive Excellence Institute on February 28<sup>th</sup>.

Stephen gave a talk at the York County Public Library on Native American Representations in American Pop Culture on March 15<sup>th</sup>.

- i. **Marybeth Berry:**

Marybeth's new musical "The Puzzle" has been accepted for performance at the Festival De Mondì in Spoleto, Italy in June

Marybeth will be traveling to Ireland with USCL students to direct "Waiting for Godot" while performing "On the Spectrum: directed by Tyrie Rowell by special invite from Ardgillian Castle in late July.

Awarded the Excel Grant for her project, "The Puzzle: A New Musical."

- j. **Connor Austell:**

Connor was accepted to present at an international, multi-disciplinary colloquium entitled, "US-UK Transatlantic Crossing in the Arts and Literature from 1823 to Today." This is hosted by the Université de Lorraine in Nancy, France in October. He will be presenting a lecture on Thomas "Blind Tom" Wiggins, focused specifically on his 1867 tour of the British Isles.

Awarded the Excel Grant to fund our 2025-2026 season of performances for the Lancaster Performance Series. This funding will allow us to

continue providing high-quality musical experiences for our campus and local communities in the upcoming academic year.

k. **Sahar Aghasafari has two Presentations at the International Society for Technology in Education, San Antonio, TX:**

*Presenting Heartbeats and Molecules: Integrating AI, Media Arts, and Graphic Storytelling in STEM.*

*Presenting Media Arts in STEAM Education: Enhancing Skills for Emerging Technologies.*

**Exhibition:** Organized Graphic Design Students' Exhibition titled, "Concept, Design & Creativity," presented April 1-May 1 in the Student Gallery of Founder's Hall.

9. **Upcoming Events & Announcements:**

- a. **Amy Gerald** invites everyone to see the new display in the cases at the entrance of Founders Hall. It is titled, "A History of the Grimkes: An American Family of Speakers, Writers, and Poets." The display is a collaboration between Amy Gerald, Brittany Taylor-Driggers, and Sidney Wood, graphic design assistant. The six panels detail family members across four generations who were notable progressive thinkers and activists, including sisters Sarah and Angelina, their nephews Archibald and Francis, and Archi's poet daughter, Angelina, or "Nana."



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## Report to the USC Lancaster Faculty Organization

### Academic Success Center

*Pat Lawrence, Director*

#### Announcements

- The ASC is hiring peer tutors for fall, with particular need in BIOL, CHEM, and SPAN. We'd love to hear about exceptional students who would be able to help others excel.
- The last day of spring tutoring will be May 7<sup>th</sup>. (Send those students working on last minute papers and projects!) We will open for summer tutoring on May 12<sup>th</sup>.
- Join us on April 10<sup>th</sup> in the ASC Studio for student presentations as part of next week's Celebration of Lancer Excellence.

#### Recent and Upcoming Events Overview

On March 31<sup>st</sup>, the ASC welcomed members of the campus community for a research talk given by Dr. Kim Richardson on the history of steel pen manufacturing and its impact on handwriting styles. Forty-four people attended the hour-long event, including students, faculty, and staff. In addition to Dr. Richardson's talk, which generated lots of interesting discussion, the pre-talk reception offered an opportunity for conversation and fellowship.

The ASC is partnering with Indian Land Site Director Bernard Totten for a workshop tailored to students in that location. Tutor Kennedy Bumbrey and Director Pat Lawrence will be there on April 21<sup>st</sup> from 1-2:30 to present strategies for succeeding on finals, and students will be provided lunch. This is hopefully the start of establishing strong connections in Indian Land and exploring options for serving those students in person.

#### Summary of Tutoring Data

**Year-to-year trends:** Spring break often depresses March tutoring numbers, and while we held fewer sessions than February (a full month), the number of tutoring contacts last month was substantially higher than the two previous Marches. In fact, we beat March 2024's total by more than 50% and served *almost* 50% more students than that month, as well. This is encouraging data, and since we didn't engage in concerted promotion this month, it suggests that our reputation on campus is producing repeat business.

**Session distribution trends:** March tutoring tilted more heavily than usual toward STEM fields, with tutoring evenly distributed among various math courses. We did not host any Health Sciences Studio events in March (though we have two in April), which depressed Studio numbers somewhat. Finally, we seem to be seeing an as-yet-unexplained move away from virtual sessions beginning in February and continuing in March; we will continue to monitor this trend and adjust as needed.

(See charts below for data breakdown.)

#### Contact Information

**Phone:** 803-313-7113

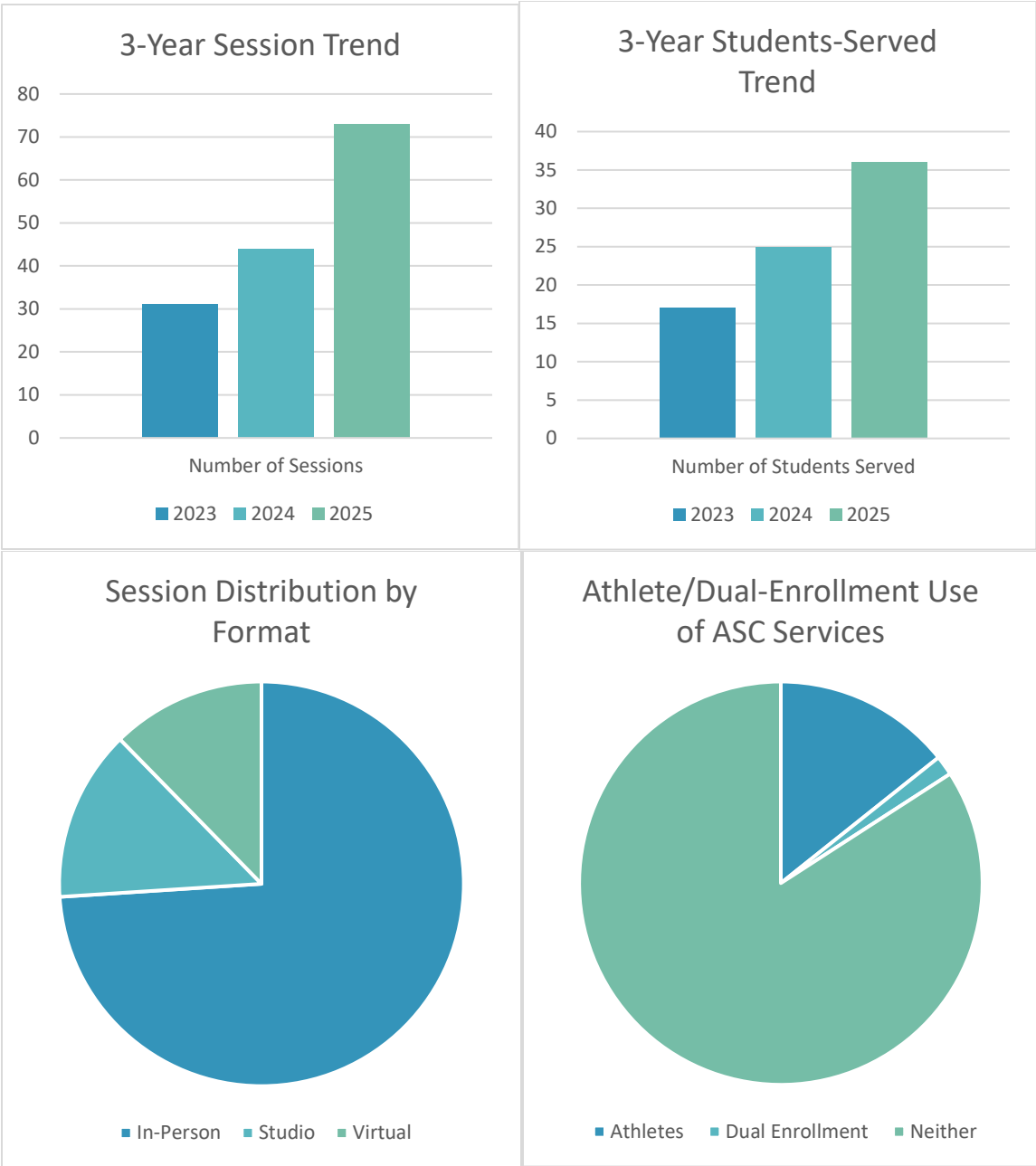
**Web:** [sc.ed/lancaster/asc](http://sc.ed/lancaster/asc)

**Patrick Lawrence, Director:** [pslawren@mailbox.sc.edu](mailto:pslawren@mailbox.sc.edu)

**Elaine Connor, Academic Success Coordinator:** [etconnor@mailbox.sc.edu](mailto:etconnor@mailbox.sc.edu)

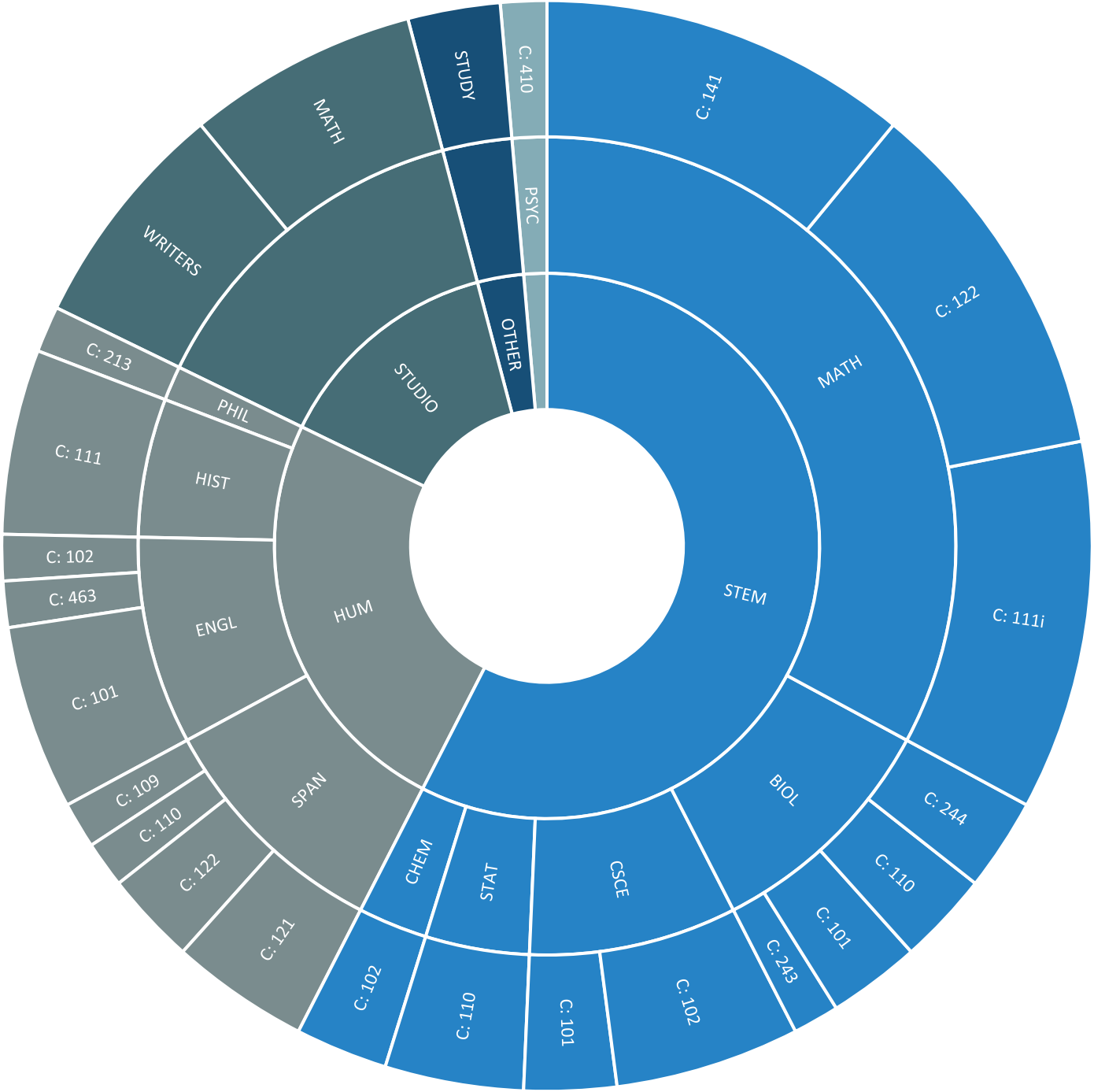


### Appendix: Summer Tutoring Data



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

Session Distribution by Field and Course



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

**MEETING:** Faculty Organization Meeting- April 4, 2025

**TODAY'S DATE:** April 1, 2025

**ATTACHMENTS: 0**

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**INFORMATION ITEMS:**

**New Items:**

**1) Campus Closure: Official University Holiday**

Our campus will be closed on Monday May 26, 2025, in recognition of National Memorial Day.

- Student assistants and temporary employees should not report working hours in the Time and Absence System on this day unless they actually work.
- The campus will officially reopen on Tuesday, May 27, 2025.

**2) UNIV 101**

A total of four sections of UNIV 101 are scheduled for Fall 2025 on the Lancaster campus. To accommodate students' schedules, the sections will be offered at varied times and days.

- Tuesday & Thursday: 9:30 AM – 10:45 AM (2 sections)
- Monday & Wednesday: 9:30 AM – 10:45 AM (1 section)
- Monday & Wednesday: 11:00 AM – 12:15 PM (1 section)

## Reminders from the March 2025 Report:

### 1) Summer Courses

The faculty scheduled to teach a 2025 summer session course should verify that their course appears on the summer schedule.

- If a course does not appear or needs correction, notify your Division Chair, who will coordinate with the Academic and Student Affairs Department and the Campus Registrar.
- Once the course appears on the schedule, the Division Chairs and Academic Affairs Department will include it in the Compensation Report.

### 2) Summer Compensation

The Division of Human Resources has not released information about summer compensation for 2025. However, a Summer Compensation Webinar is scheduled for Thursday April 10, 2025.

- The webinar will cover the 2025 earnings percentage and any required documentation for summer hires (e.g., the Palmetto College Summer Compensation Offer Letter).
- An update will be provided via email following the webinar.

#### For planning purposes:

- Faculty may earn up to 32.85% of their preceding academic year salary from state entities during summer (May 16 – August 15).
- This includes compensation for instruction and extra compensation (ECOM), such as grants and non-teaching duties.
- Faculty expecting to exceed the compensation cap should meet with Dr. David Roberts before the summer session to arrange approval from Chancellor Elkins or adjust compensation accordingly.

To check your base salary in the HR/Payroll system:

Step 1: Log into the HR/Payroll system: <https://hcm.ps.sc.edu>

Step 2: Select Employee Self Service at the top left of the screen.

Step 3: Click the My Profiles tab.

Step 4: Select the USC Profile tab.

Step 5: Locate Base Salary

### 3) Internal and External Grants

#### Faculty seeking compensation from an internal or external grant must:

- Complete a Personnel Request Form and obtain approval before submission to Human Resources.
- Include the number of hours per week, as this information is required for processing.

#### Student Assistant and Grants:

- Faculty must submit Personnel Request Forms to hire student assistants paid through grant funds.
- Exception: Student assistants funded through Palmetto Undergraduate Research Experience (PURE) grants will be processed through Financial Aid, not Human Resources.

Personnel Request Forms are located on the Lancaster Campus Human Resources webpage under the heading FORMS. [Download Here.](#)

#### **4) Hire and Rehire Student Assistants & Temporary Employees - Summer 2025**

Approved Personnel Request Forms for hiring student assistants or temporary employees for Summer 2025 should be submitted at least two weeks prior to the requested start date.

- Forms must be approved by the Supervisor or Division Chair, Interim Associate Dean, Business Manager, and Interim Dean before processing.
- Do not allow student assistants or temporary employees to start working until they complete the hiring process.

#### **Student Assistants – Summer 2025 Guidelines**

- The effective dates of summer appointments for student hires may begin on or after May 16, 2025, and must end on or before August 15, 2025.

#### **Work hours:**

- Students enrolled in summer courses: Up to 20 hours per week.
- Students not enrolled in summer courses: Up to 40 hours per week.
- Work-study students: Up to 20 hours per week during summer.

#### **Eligibility:**

- Current students must be enrolled in a summer term or pre-registered for at least six (6) credits hours for Fall 2025.
- New students (starting Summer 2025 or Fall 2025) are eligible for hire starting on or after June 1, 2025, and must be pre-registered for at least six (6) credit hours for Fall 2025.

#### **Compensation:**

- The hourly rate for student assistants on the Lancaster campus is \$9.00 per hour unless approval for a higher rate is obtained.

Please view the Student Employment Policy for further information.

[HR 1.86 Student Employment Policy](#)

#### **Spring 2025 Graduates & Employment Status**

- Student assistants who graduate in Spring 2025 must be rehired as temporary employees if they wish to continue working.

#### **Last employment date as a student assistant:**

- Lancaster campus graduates: May 3, 2025
- Palmetto College graduates: May 10, 2025
- A new Personnel Request Form must be submitted to hire a former student as a temporary employee.
- Temporary Employee Pay Rate: Minimum \$15.00 per hour.
- Students transferring to another USC campus or continuing through Palmetto College may continue as student assistants if pre-registered for at least 6 credit hours for Fall 2025.

## 5) Programs Involving Minors

A minor is defined as a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the university.

- All faculty, staff, students, and non-USC personnel interacting with minors must comply with UNIV 4.00 to ensure protection of minors, the university, and university personnel.  
[UNIV 4.00 Programs Involving Minors](#)

**Please review the details about Programs Involving Minors on this website**

[https://www.sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/minors/index.php](https://www.sc.edu/about/offices_and_divisions/provost/policiesandprocedures/minors/index.php)

### **Background Checks for all Program Personnel (18 years of age and up)**

Before interacting with minors, all program personnel (students, faculty, staff, volunteers, and non-USC personnel) must pass a background check as required by HR 1.90.

Please view the Background Check Policy for further information.  
HR 1.90. [HR 1.90 Background Check Policy](#)

## 6) Volunteers

Individuals volunteering for any event or activity that involves interaction with students, faculty, staff, or minors must adhere to the volunteer risk management guidelines.

### **Volunteer Requirements:**

- Volunteer must be at least 18 years of age and older and possess the appropriate skills, education, and experience.
- Exception: In exceptional circumstances involving low-risk activities, volunteers may be under the age of eighteen (18), but this must be arranged in advance with the Office of Risk Management, Division of Human Resources, and the Office of General Counsel.

### **Volunteer Request Process:**

To request a volunteer, email the following details to the Lancaster Campus Human Resources Department at least two weeks prior to the event or activity.:

- Legal name
- Email address
- Contact telephone number.
- Brief description of duties the volunteer will perform.
- The proposed start and end date of the volunteer service

Important: Volunteers may not begin interacting with students, faculty, staff, or minors until they complete the onboarding process and receive approval.

# Student Success and Retention

## USCL Faculty Organization Report

April 4, 2025

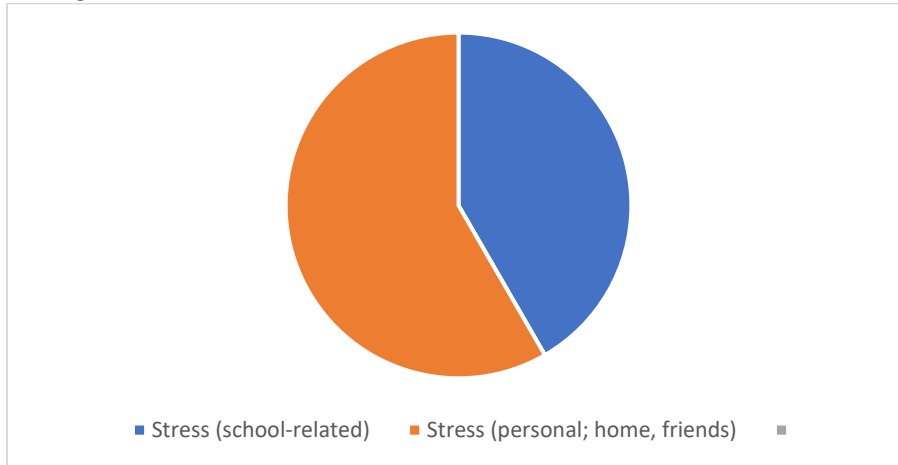
### Academic Advising

- Summer Advisement Holds: If a student wants to register for summer classes their advisor must remove holds for the summer session.
- BOL/BLS Advising: If a student is enrolled in and pursuing their bachelor’s degree with Palmetto College (e.g., BOL, BLS), they must meet with a PC advisor.
- Self-Service Update: VIP IDs and USC IDs may be used to look up students in self-service.
- **Courses:**
  - ENGL 283/ENGL 429: Gothic Lit and Its Influence is TR 11AM-12:15PM in-person. Counts as an AIU. Can count towards BLS. FALL 2025.
  - ARTE 260: Interdisciplinary Relationships in the Arts is MTWTR 12:20 PM-3:50 PM in-person. Counts as an AIU. SUMMER 2025.
  - Have a course you want to share? Please send it my way! (schryer@mailbox.sc.edu)

### Counseling Services

#### Monthly Status Report (March 2025)

During the month of March students requesting counseling sessions to address stress related to personal reasons. Concerns regarding family and relationship dynamics were the focus. Several students were also seen for school-related stress issues. Emotional deregulation techniques, mindfulness exercises and journaling were all recommended to manage and reduce stress.



FORMAT		TYPE	
In-person	5	Drop-in	0
Tele-health	7	Scheduled	12
Phone	0		
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>

\*Information provided by Dr. Tamika Lewis, Ph.D, LPC, NCC (CONGRATULATIONS DR. LEWIS! 🎉💖)

## Leadership Distinction

### *Celebration of Lancer Excellence*

The Celebration of Lancer Excellence will be held on Thursday, April 10 from 11:30-1:00pm in the Medford Library. Come and support our students as they present their beyond the classroom experiences in research, internships, peer leadership, and more! Oral presentations will take place in the ASC Studio. Poster presentations will be on the 2<sup>nd</sup> floor outside of the ASC. Lancaster Players will perform on the first floor. Refreshments will be served.

### *Discover USC*

Discover USC will be held on Friday, April 25, 2025, at the Columbia Metropolitan Convention Center. If you know of a student presenting that needs a ride, please have them complete this [form](#).

*\*Graduation with Leadership Distinction is a program through the Center for Integrative and Experiential Learning (CIEL) at Columbia, formerly USC Connect. Asheley Schryer and Dr. Liz Easley are the CIEL Fellows for the Lancaster campus.*

## Student-Athlete Success Programming

On March 27<sup>th</sup> the career services office and student-athlete success office held an Athletic Career Seminar, 43 student-athletes attended. The event was to gauge a better understanding of the aspirations after USCL and how we can better assist the student-athletes to working toward their future.

We are working with student-athlete advisors ensuring returning students are scheduling meetings and registering for Fall 2025 semester.

April 9<sup>th</sup>, student-athletes are encouraged to attend the 2025 USCL Awards Banquet in the Bradley Special Events Room from 5:30pm-6:30pm held by SGA.

- Student-athletes will be recognized for their athletic and academic achievements from Fall 2024.

If any faculty/staff member has any questions or concerns regarding a student-athlete, please do not hesitate to contact Natalie Calhoun, [ncalhoun2@sc.edu](mailto:ncalhoun2@sc.edu)

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

## Student Disability Resource Center (SDRC)

### *Testing Center Updates*

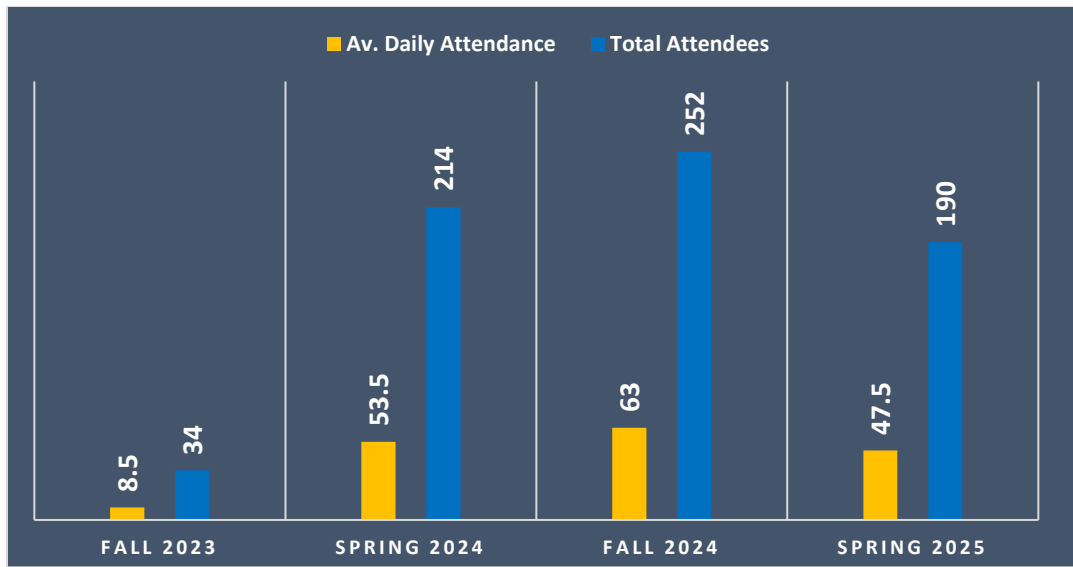
- The MAP test is open. Students can register for the MAP using the [online form](#).
- Students can reserve a room in the testing center to take the Foreign Language Placement Test: <https://usclancaster.libcal.com/space/163652>.

### *Student Disability Resource Center Programming*

- Disability Awareness Week was held March 3-7, 2025. The events for the week were student led. It was the best Disability Awareness Week that I have participated in! The theme Awareness to Acceptance was felt throughout the week as students were vulnerable and shared their own struggle with disabilities and the impact it has on their own lives. Thank you to everyone who contributed and participated in the week's events!

**Disability Awareness Attendance Fall 2023-Spring 2025**







**Matt Williamson**  
**Director and Principal Investigator**  
**Office of Federal TRiO Programs**

## **REPORT TO THE FACULTY ORGANIZATION**

### **Friday, April 4, 2025**

#### **OPPORTUNITY SCHOLARS PROGRAM**

##### ***Enrollment Update***

- We are in the fifth and final year of our current grant award which expires on August 31, 2025. At present, we are officially serving 103 out of the 165 students we are required to serve prior to the end of the grant cycle. We have another three (3) qualifying students awaiting final selection interviews prior to their being added to our official roster.

##### ***Friends of OSP Initiative***

- This academic year, we have implemented a program to include any student who would benefit from some of the support services our OSP project provides. **These students do not have to meet OSP's eligibility requirements. This includes students who are dual enrollment or enrolled in Palmetto College.** If you have a student you would like to refer as a "Friend of OSP," please contact **Andrea Campbell** at [campbe99@mailbox.sc.edu](mailto:campbe99@mailbox.sc.edu). Our OSP application may be accessed via the QR code on the flyer attached to this report.

##### ***Fall 2024 Honor Roll By Counties***

- **President's List:**
  - Great Falls (1), Indian Land (1), Kershaw (1), Lancaster (2), Pageland (2), Rock Hill (1), Tega Cay (1), and Nibley, Utah (1)
- **Dean's List:**
  - Blackstock (1), Fort Mill (4), Great Falls (1), Heath Springs (3), Indian Land (3), Lancaster (14), Richburg (1), Rock Hill (1), West Columbia (1), and Ottawa, Ontario (1)
- **Palmetto College President's and Dean's List (Legacy OSP Students):**
  - Chester (1), Fort Mill (1), Heath Springs (1), Indian Land (1), Kershaw (1), Lancaster (5)

***Mid-Semester Check-Up***

- Mrs. Campbell has completed her inquiries about the progress of OSP students, in their individual classes, from faculty. Because of your feedback she was able to encourage those who are struggling and praise those who are doing excellent work in your classes. We sincerely thank you because your feedback makes a difference!

***Career Lunch and Learn***

- USCL Alumnus and current SC Works representative, **Nathan Mellichamp**, presented “Expanding Your Career Network and Other Benefits of Attending a Career Fair”, on Tuesday, March 18, in the TRiO Learning Resource Center.

***Careers in Science Lecture Series***

- On Thursday, March 20, we hosted USCL’s current Palmetto College senior, **Charis Grabbe**, who presented on “BLS: The Affordable, Create-Your-Own Degree”, in the TRiO Learning Resource Center.



***OSP Luncheon***

- On Wednesday, March 26, USCL’s African American Studies professor, **Dr. Allison Jobe**, presented “Why Not African American Studies?”, to very group of faculty, staff and students in the TRiO Learning Resource Center.



### ***USCL Celebrates Cultural Heritage Days***

- On Monday, March 17, the **USCL Asian Cultural Exploration (ACE)** organization held its first cultural heritage event to help students learn more about Asian culture, as well as bring awareness of the growing number of Asians on campus. ACE's current President, **Alicey Yang**, is actively seeking any student who wants to join to help fill the positions of **Vice President, Secretary and Treasurer**, to help it grow into a vibrant campus organization.
- On Monday, March 24, the **USCL Black Excellence** organization held its cultural heritage event to learn more about African American culture, as well as encourage more students to engage in the many campus activities. Current leaders of Black Excellence are Interim President, **Aniya Ayers** (Past President, **Erica Garris**), Vice President, **Ebony Brown**, and Treasurer, **DaRissa Izzard**. The organization's Secretary position is vacant.
- Today, Wednesday, April 2, 2025, the **USCL Latin American Student Organization (LASO)**, held its first cultural heritage event to help students learn more about Hispanic culture, as well as recruit more students. Current leaders of LASO are President, **Julia Gomez**, Vice President, **Itzel Carrillo-Gomez**, Secretary, **Isabella Lee**, and Treasurer, **Brian Gutierrez**.



- Special thanks to **Jeff Rammage** and **Student Life** for helping the Office of Federal TRiO Programs create this pilot campus activity and for providing food trucks for these three student organizations.

### ***OSP Spring Break Trip to Savannah***

- A total of 33 current OSP students and three TRiO OSP staff traveled to Savannah, GA on March 10-14, 2025. While in Savannah, our group visited the **Savannah College of Art and Design (SCAD)**, **Fort Pulaski National Monument**, the **National Museum of the Mighty Eighth Air Force**, and the **Tybee Island Light Station and Museum**. Students also experienced wonderful evenings at the beach and shopped at the various retail shops. In addition, students had the experience of a lifetime as they ate a wonderful dinner aboard a **Savannah Riverboat Cruises** ship the last evening of the trip.

### ***Upcoming Activities and Events***

- **USCL Awards Banquet** (TRiO OSPYs Awards), Wednesday, April 9, 5:30 PM, Bradley, Room 126.

### **UPWARD BOUND**

#### ***Enrollment Update***

- We are in the third year of our current grant award. The reporting period for the current year will close on May 31, 2025. At present, we are officially serving 71 participants from grades 9-12 at Andrew Jackson, Buford, and Lancaster High Schools. We are required to serve a minimum of 62 participants each year.

#### ***UB ACT/SAT PREP***

- Two ACT / SAT preparatory workshops were held on Saturdays, March 22 and 29. Several UB junior and senior participants took advantage of the campus hosted event.

### ***HBCU College Fair at Johnson C. Smith***

Fourteen UB participant (several seniors) traveled to the campus of Johnson C. Smith University, Charlotte, NC, for the 3<sup>rd</sup> Annual North Carolina Black College Expo to learn more about HBCU in Georgia, North and South Carolina, and Virginia. Several were able to complete enrollment applications at their favorite college.

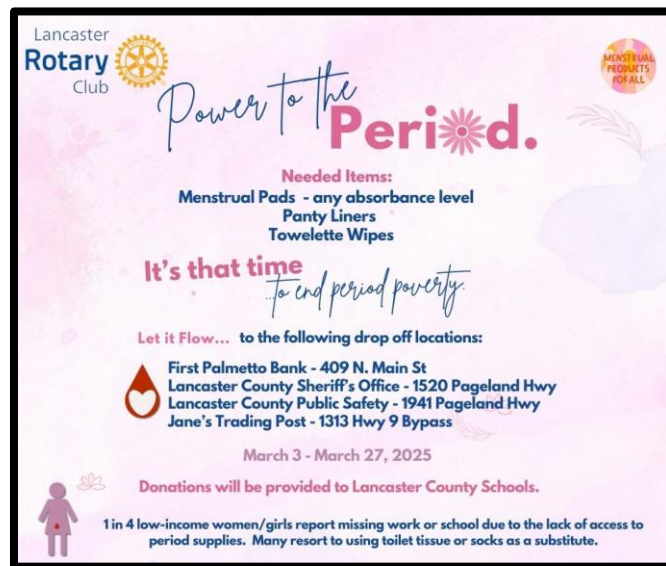
### ***Upcoming Activities and Events***

- Charlotte Hornets game on April 4
- SC College and Career Decision Day in Columbia on May 7
- College Signing Day & Awards on May 7

- Internship Academy will be held June 3 – August 7
- Summer Experience will be held June 9 – July 18

### ***USCL Rotaract Club***

- Rotaract will hold its next meeting on Monday, April 14. The meeting will be held at 12:15 p.m. in the TRiO LRC.
- The club's current service project is "Power to the Period" in coordination with the Lancaster Rotary Club (see below).



## **LEGISLATIVE UPDATES**

### ***Congressional Appropriations***

- Latest word from COE is that funds for Federal TRiO Programs will go through the end of the 2024-25 program year.
- It is important to remember that the FY25 appropriations bill will set the next budget for Federal TRiO Programs, not the process of budget reconciliation.

### ***Supporting Federal TRiO Programs***

- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at [rmammons@email.sc.edu](mailto:rmammons@email.sc.edu) or **Matt Williamson** at [mwilliam@mailbox.sc.edu](mailto:mwilliam@mailbox.sc.edu).

## **USC FACULTY SENATE MEETING**

**Wednesday, April 2, 2025, at 3 p.m.**

### Report from the President

Not present.

### Report from the Provost

Search for Vice Provost for Faculty Affairs completed.

Welfare Committee survey.

The Explorance Blue

Q: Impacted faculty grants and appeals. Answered by VPR.

### Q&A with Julius Fridriksson, Vice President for Research, and Brice Bible, Vice President for Information Technology and Chief Information Officer, on Artificial Intelligence

Q: Microsoft 365 Copilot updates and results.

Q: Copy right protection. A: Faculty own teaching materials. Data belong to the University.

Q: Microsoft 365 Copilot departmental pricing. A: Feel free to reach out to VP for IT.

Q: AI tools on grant applications and creative work? Trial and soon on a larger scale.

### Vice President for Marketing Presentation

USC brand management. How we want the brand to be known.

Q: Including lawmakers in your strategy?

### Reports of Faculty Standing Committees

#### Committee on Courses and Curricula

Courses and Curricula [Report](#) – accepted by vote

#### InDev Committee

Updates on professional development courses.

#### Faculty Advisory Committee

Revision to the faculty manual: [motion](#) passed by vote

Align the FM with HR policies: [motion](#) passed by vote

Motion to expand Steering Committee composition: [motion](#) passed by vote

Motion to modify Senate Secretary eligibility in the Senate Bylaws: [motion](#) passed by vote

#### Scholastic Standards and Petitions

Motion to add mental health to the list of Excused Absence: [motion](#) passed by vote

It was initiated by a student representative as students requested this a lot to student government.

Notes from psychiatrists etc. Should not disclose medical condition or diagnosis.

#### Report of the Chair

#### Unfinished Business

Proposal for UNIV 202 and 303 courses (from Committee on Curricula and Courses) that was postponed till this meeting.

Postpone the motion again.

#### New Business

Nomination for Senate Secretary, Sarah Rogers, and elected by vote.

Benefits fair committee has an opening for faculty position.

Good of the Order - Next Faculty Senate Meeting is Wednesday, May 7, at 3 p.m.

#### Adjournment 5 pm

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



Evaluation Committee Report  
4/4/25 Faculty Organization Meeting

The Evaluation Committee met on March 27 to discuss potential ways to clarify the instructions for First-Year Review. The committee might simply revise the somewhat [confusing text](#) that currently describes the process, but we are also considering broader revisions to the process including doing away with the separate first-year review and folding the process into the regular annual review process. This work will carry over into 2025-2026, so expect more updates after the summer.

## Hiring Priorities Committee 2024-25 Spring Report to the USCL Faculty Organization April 1, 2025

### Committee Members:

Todd Scarlett (Chair)

Sahar Aghasafari

Rebecca Freeman

Tracey Mobley-Chavous

Phillip Parker

Sarah Sellhorst

Jerrod Yarosh

### **Request for Faculty Input**

Below are the hiring priorities that the committee is considering. We are requesting feedback from the USCL faculty on these positions. We will accept feedback until April 11. At that time, we will complete our final report.

### **Updates on fall recommendations**

Statistics – A search has been conducted and teaching presentations are underway.

Computer Science – The administration has not begun another CSCE search. The Deans are still in favor of conducting this search.

Nursing Sim Lab Coordinator/Instructor – Dean Catledge has been working on relationships with MUSC to bring med students and other clinical personnel to our campus to utilize the nursing sim lab. She wants to hire a Coordinator/Instructor to coordinate the use of the lab by people outside of USCL and to pick up some of the nursing courses. This would be a person with a master's in nursing. This is moving forward but there are a lot of moving parts. I think she is still looking to hire someone for Fall 2025.

Dual Enrollment PSYC/SOCY – There continues to be need for an instructor to teach PSYC and SOCY dual enrollment courses. The administration agrees with my opinion that you don't hire someone as a DE instructor but rather hire them as an instructor and explain to them during the search process that our current need is to teach courses for the DE program that may involve teaching at Indian Land or travelling to HS campuses.

### **New priorities**

#### Biology

I am retiring this May so a search needs to be done for a replacement. Courses for 2025-26 will be covered with current faculty or temporary adjuncts, so we are looking to run the search next year and hire for Fall 2026.

#### Request by an anonymous faculty member from the Humanities Division

Nick Lawrence, current Division Chair for Humanities, passed on the following request from someone in his division: "consider emphasizing willingness to spend time on campus or live relatively close to Lancaster as a hiring desideratum (not a requirement) that gets mentioned in at least some of our job ads." I'll be interested to hear what Tracey has to say about this.

#### Instructor of Health Promotion, Education and Behavior (HPEB) and Director of the Health Coaching program

With the addition of the Health Coaching training program and the increasing demand for HPEB 300 and 321 we need a dedicated instructor. This person would need a Master's of Public Health or Community Health Education and be a Nationally Board Certified Health and Wellness Coach (NBC-HWC). They

will need to teach 3 courses (9 credit hours) per semester and oversee all of the accreditation documentation, complete program evaluations, monitor student progression, and assist in the marketing the program to potential degree and non-degree programs. This person would also be responsible for seeking grant funding for programming related to Health Coaching and Wellness. Preference would be given to the candidate with MCHES (Master Certified Health Education Specialist) credentials and grant management and writing experience.

## **Student Affairs Committee Report for FO meeting: April 4, 2025**

The Student Affairs Committee met in March. Below are the main items discussed.

### **Student Handbook Revision**

The Committee voted to approve the changes David Roberts made to the Grievance Policy in the Student Handbook. (see p. 2 of this report)

### **Travel Study for 2026**

The Committee voted to approve Peter Seipel's travel study proposal. Peter will be taking students to Barcelona, Southern France and Italy as part of his course, PHIL 103: Special Topics in Ethics and Values in Summer 2026 (May). Please encourage interested students to connect with Dr. Seipel for more information.

### **Lancaster Chamber of Commerce Partnership with USCL for travel study opportunity (pilot)**

The Committee voted to approve the travel study partnership with the Chamber of Commerce suggested by Courtney Catledge at our last meeting. Kim Richardson is interested in this partnership for 2026. Asheley will confirm with Courtney about this suggestion to move forward.

### **Springs Close Essay Contest Winner**

The Committee discussed the Springs Close Essay submissions and felt the submission *A Nightmare to Remember* by Charlie Guiver was the best creative essay overall. This award and the \$100 prize will be presented at the Lancer Excellence event in April.

### **USCL Travel Study Scholarship Awardees**

Earlier this semester, the Student Affairs Awarded the 3 USCL Travel Study Scholarships:

Collins Family Endowed Scholarship (\$500)—Elizabeth Young

Billy Hogge Travel Study Scholarship (\$500)- Caysen Horton

Medford Travel Study Endowed Scholarship Fund( \$500)- Sophia Johnson

## Student Grievance Policy – Academic

### **Grievance Procedure**

1. *Initiating a grievance.* If the student believes that they have been treated unjustly according to the academic rules at USC Lancaster or the instructor's syllabus, the student should first make efforts to resolve the matter with the instructor.
2. If the student is unable to resolve the matter with the instructor, or they are uncomfortable with attempting to resolve the issue with the instructor, then the student may report the complaint to the Associate Dean for Academic and Student Affairs.
3. When the student has brought the issue to the Associate Dean, The Associate Dean will request a written statement from the student requesting a grievance hearing, as well as the nature of the grievance. The student has 10 days from this request for a hearing to provide the Associate Dean with this material. If the student does not provide the material to the Associate Dean within the 10 days, then the grievance will not be heard.
4. The Associate dean will arrange a meeting with the student, the instructor, and the Associate Dean. The Associate Dean may request that the instructor's division chair (supervisor) is also in attendance at the meeting. The date of this meeting will be set within 15 university business days of the Associate Dean being provided with the materials requested from the student.
5. After the hearing, the Associate Dean will have 5 university business days to provide the student and instructor with the decision.

### **Appeal to Dean of the Campus**

1. Decisions of the Associate Dean for Academic and Student Affairs can be appealed to the Dean of the Campus for the following reasons: procedural error or new evidence.
2. The appeal to the Campus Dean must be made in writing within 5 university business days of receipt of the original written decision from the Associate Dean.
3. After the review, the Dean may either: affirm the finding of the original decision of the Associate Dean, in which case the decision is final. Or, in cases of new evidence, send the grievance back to the Associate Dean in order to take the new evidence into consideration. Or, the Campus Dean can render a decision contrary to the Associate Dean, in which case the Campus Dean's decision is final. The Campus Dean will render this decision within 5 university days of having received the appeal.

### **The Original Student Grievance Policy Covering Academic Matters**

1. The student should discuss academic grievances with the faculty member involved.
2. If the grievance is not resolved in discussions with the faculty member, the student may contact the Associate Dean of Academic and Student Affairs to request a meeting to resolve the matter. The Associate Dean will notify the faculty member's Division Chair about the request. The Associate Dean will arrange a meeting with the student, faculty member and either the Division Chair, Associate Dean, or both.
3. If the Grievance is not resolved to the satisfaction of either the student or the faculty member, the Associate Dean will refer the matter to the Campus Dean.

### **Reason for Changes**

1. In order for this grievance to be in line with all the other grievance procedures in the handbook. I have been a part of several grievance procedures as division chair, and none of them followed this procedure, because it is too informal as written.
2. To provide time limits for the process. As division chair I have been a part of grievance processes that dragged on for too long, which is not good for the student, instructor, or Associate Dean.
3. To provide further justification to the Campus Dean in terms of what appeals can be heard. Every other appeal of a grievance to the Campus Dean in the Student Handbook sets the grounds for appeal to procedural errors and new evidence.

**Motion to create a committee within the Faculty Organization called the Free Expression and Academic Freedom Committee” and to establish its membership and purpose**

USCL Faculty Organization  
University of South Carolina, Lancaster

Brief Title of Proposed Change	Creation of a committee to be called the “Free Expression and Academic Freedom Committee”
Committee Proposing Revision	USCL Free Speech Task Force
Date of Presentation to Faculty Organization	March 7 <sup>th</sup> , 2025
Faculty Organization Approval Date	

**Rationale for Proposed Revisions**

- Recent events on campus and across the nation heighten the need for clear policies and procedures regarding freedom of expression and academic freedom on USCL’s campus. Existing policies within the USC system do not adequately address USCL and require the drafting of and ongoing revision of procedures to implement these policies.
- There currently exists no dedicated forum for the consideration of issues of academic freedom and freedom of expression on campus. A committee of the FO would serve the important purpose of giving voice to concerns about these issues and providing recommendations for remedies in both specific and general cases.

**Summary of Proposed Revisions**

To amend the faculty organization bylaws Article V to create a committee of the faculty organization with the following name, membership, and purpose

- **Name:** The committee shall be called the “Free Expression and Academic Freedom Committee”
- **Membership:** one faculty member from each academic division and three staff members, all to be elected for a term of one year, as well as three student representatives (one of which will be the SGA vice-president), and no more than two administrative appointees who shall also serve one-year terms.
- **Purpose:**
  - **Procedures:** the committee shall draft and seek to ratify a set of procedures for the implementation of campus and system free-speech policies outlined in UNIV 6.00 and/or in other places. Once this procedure is drafted and adopted, the committee will periodically review it to determine whether changes are necessary and appropriate and, as needed, pursue revisions to the procedures.
  - **Policies:** The committee will consult and advise the faculty organization and academic dean as needed on relevant free-speech and academic freedom policies applicable on the USCL campus, including but not limited to UNIV 6.00.
  - **Free Speech and Academic Freedom Incidents on Campus:** The committee will meet at the request of individual faculty, staff, or students or at the request of the academic dean to consider cases where faculty, staff, and students affiliated with USCL feel their rights to free expression and/or academic freedom have been infringed and where good faith efforts to resolve the dispute have failed or reached an impasse. In such cases, the committee will hear testimony and consider evidence submitted by all parties involved. The committee will

then deliberate over the evidence, determine an appropriate resolution, and compose and submit a recommendation report to the Academic Dean.

- **Free Speech Concerns on Campus:** The committee will meet at the request of the faculty organization, staff organization, the academic dean, or the committee chair to consider issues relevant to free expression and academic freedom on campus. The committee will consider relevant questions of policy, procedure, and principles, and report to the faculty organization on its findings and recommendations as necessary.





# UNIVERSITY OF SOUTH CAROLINA LANCASTER

## Campus Description for External Review of Tenure and Promotion Applications

**Purpose:** The 2022 *Palmetto College Campuses Faculty Manual* requires each regional campus to provide a campus description as part of the external review process. Specifically, the manual contains the following statement:

By **April 15**, each Palmetto College Campus Faculty Organization will provide the Office of the Palmetto College Chancellor a campus description of that Palmetto College Campus and the following information:

- a. normal teaching load per semester
- b. local funding and course relief for research and scholarship
- c. description of facilities
- d. availability of mentors or colleagues with similar interests
- e. availability of students to participate in research and scholarship

The faculty organization will review the campus description annually, updating and approving it through official channels as needed.

# Campus Description

## Physical Location and Size

The University of South Carolina Lancaster (USCL) is a regional campus of the University of South Carolina that was established in 1959. The campus is in a rural area, approximately thirty-five miles south of Charlotte, NC. USCL currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, athletic facilities, a campus bookstore, and a library. Through community support, the USCL campus continues to grow. In Fall 2013, the USCL Native American Studies Center opened in downtown Lancaster, adding classroom, archive and lab space, as well as establishing a public gallery.

In Fall 2018, USCL opened an extension site in Indian Land, which is in the growing panhandle region of Lancaster County. The Indian Land campus (30 minutes from the main campus) provides access to those seeking higher education at a location closer to work and home furthering the mission of the university. Starting in Fall 2023, courses are offered with instructional methods employed for the courses typically consisting of traditional in-class, on-site instruction, with USC-approved faculty members traveling to the site and teaching their classes.

## USCL Faculty, Academic Divisions, and Disciplines

In Fall 2023, the total institutional faculty headcount was 106 ([Statistical Abstract](#), 46th Edition, 2024), consisting of 54 full-time faculty members, 11 other full-time faculty, and 41 non-ranked part-time faculty. USCL faculty members are grouped into three categories, with some faculty teaching courses in more than one division.

- **Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science.** This division consists of Accounting, Anthropology, Business, Business Administration, Criminal Justice, Economics, Education, Psychology, Sociology, and Technology Support & Training Management. Faculty librarians are also part of this division.
- **Division of Humanities.** This division consists of African American Studies, Art, English, Foreign Languages, History, Journalism, Music, Native American Studies, Philosophy, Political Science, Religion, Speech, Theater, and Women's Studies.

- **Division of Mathematics, Science, Nursing and Public Health.** This division consists of Astronomy, Biology, Chemistry, Computer Science, Exercise Science, Geography, Geology, Mathematics, Nursing, Physical Education, Physics, Public Health, and Statistics.

## Degree Programs

USCL awards the following four associate degrees: Associate in Arts, Associate in Science, Associate in Science in Business, and Associate in Science in Criminal Justice. Students can earn three bachelor’s degrees on the USCL campus: Bachelor of Arts in Liberal Studies (BLS) and Bachelor of Arts in Organizational Leadership (BOL) through Palmetto College, and Bachelor of Science in Nursing (BSN) through the USC Columbia College of Nursing.

USCL offers the first two years of coursework for students pursuing Associate and Baccalaureate degrees. USCL also offers support for Palmetto College, the organization of two-year campuses and online bachelor’s degree completion programs in the University of South Carolina system, where, in addition to the BLS and BOL degrees, students may earn bachelor’s degrees in the following majors:

- Applied Computer Science—Cybersecurity
- Business Administration—Management
- Business Administration—Accounting
- Communication
- Communication—Public Relations
- Criminal Justice
- Criminal Justice—Crime Analysis
- Elementary Education
- Emerging Media
- Engineering Technology Management
- English
- Health Informatics
- Hospitality Management
- Human Services
- Information Management & Systems
- Nursing
- Pre-Law (minor)
- Psychology
- Public Health
- Sociology
- Special Education.

## Student Profile

In Fall 2020, our incoming students had an average SAT score of 1001 and an average ACT score of 17.9. USCL has been SAT- and ACT-optional since Fall 2020. In Fall 2024, new freshmen maintained a GPA of 3.0 (B) while dual enrollment students had an overall average of 3.5 (B+)

on a 4-point scale. Most USC Lancaster students come from towns and cities across the central Piedmont region of the Carolinas, one of the fastest-growing populations in South Carolina.. USCL awards financial aid to most enrolled students, including full-time, part-time, BOL, and BLS students. In Fall 2021-Spring 2022, 90% of Dual Enrollment students received aid, and 98.6% of traditional post-high school students received aid.

## **Enrollment Numbers**

Over the past ten years, full-time equivalent enrollment (FTE) has increased by 18.9%, from 1,162 in Fall 2014 to 1,382 in Fall 2023. It grew by 23.1% over the one-year period from 2022 to 2023. In Fall 2024, the official freeze headcount was 2,591 students, including 1,819 dual enrollment students, reflecting a 15.72% increase from the previous fall freeze. Of these, 1,588 were part-time students, and 1,003 were full-time students. These numbers exclude students who are on campus working on Palmetto College bachelor's degrees in liberal studies or organizational leadership or bachelor's degrees through USC Columbia's College of Nursing, who are counted as students enrolled at USC Columbia or one of the system's three other four-year campuses.

## **Normal Teaching Load per Semester**

### **USCL's Definition of a Normal Workload**

The base teaching load for full-time teaching faculty is determined by the total number of credit hours taught over the nine-month contract period of Fall and Spring semesters. Librarians are employed on a 12-month basis, and their normal workload is determined by the number of hours worked each week. The normal workload for each category of faculty is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: 24 credit hours (8 courses).
- Division of Humanities: 24 credit hours (8 courses).
- Division of Mathematics, Science, Nursing and Public Health:
  - Mathematics and Computing: 24 credit hours (6-8 courses).
  - Natural Sciences: usually 22 credit hours (10 lectures and labs combined; typically, 6 lectures and 4 labs).
- Librarians: 37.5 working hours per week.

## **Additional Duties for Teaching Faculty**

### **Academic Advising**

Faculty members generally serve as academic advisors, along with staff. Many faculty members advise in majors outside of their own, and some faculty advise students in more than one major. Advising loads are not uniform, as there is often a significant difference in the number of advisees in the various majors and degree programs.

### **Labs, Recitations and Grading**

USCL is in a rural area, making it difficult to hire part-time instructors, teaching assistants, or tutors in most subjects. There are no graders or teaching assistants. Each faculty member is solely responsible for all grading, regardless of the enrollment size in their courses. Some faculty members who teach courses with a mandatory laboratory or recitation component are responsible for all lab preparations and may have up to six additional contact hours per year over the normal 22 hours.

### **Distributed Learning and Off-Campus Courses**

Except during the COVID-19 pandemic, most classes have been taught face-to-face on campus between 8 a.m. and 8:30 p.m. In Fall 2024, of the 305 regular USCL classes, 53.44% were delivered through traditional face-to-face instruction, while the remainder were online or had an online component. Approximately 3% of Lancaster classes (10 out of 305) were offered at the Indian Land site in Fall 2024. USCL faculty members also teach dual-credit courses at high schools throughout the service area, which may require up to a two-hour round-trip commute. In Fall 2024, 178 classes were taught at high schools (available only to high school students), with approximately 78% conducted through traditional face-to-face instruction.

### **Librarians**

Librarians are fully engaged in user services, outreach and student engagement, programs and events, information access, acquisition and organization, information literacy instruction, scholarship curation, promotion and tenure support, management/administration, and technology in addition to balancing their faculty obligations of scholarship and service.

The Native American Studies Center W. Brent Burgin Archive is organizationally under the purview of the library and the archivist is listed as one of the librarians.

On average, librarians serve over 700 patrons a week in the library during Fall 2024. Instruction includes formal information literacy instruction and embedded librarianship for discipline-specific courses and individualized intensive research consultations for faculty and students.

All librarians are responsible for maintaining and augmenting the collections via the identification and purchasing of print and electronic resources that support USC Lancaster academic programs of study. As a Federal Depository for US government documents, librarians adhere to the collections maintenance guidelines for these resources, as outlined by the US Government Publishing Office. Librarians perform periodic deselection of materials to ensure academic relevancy and appraise the historical value of Medford Library resources.

Librarians work internally and closely with academic units and other departments to provide student and faculty-focused programs in the library. These events promote collections, highlight library services, and allow librarians to engage with students and faculty in a personalized manner that encourages these groups to collaborate with librarians and use resources more effectively.

Medford Library's faculty librarians are some of the few USCL faculty members employed on a 12-month basis yet are involved in significant scholarship and service endeavors in addition to their normal year-round library responsibilities. Service engagement is encouraged in the USCL mission, and librarians are engaged in committees, task forces, and leadership positions at the campus, local, state, regional, and national levels.

## **Local Funding and Course Relief for Research and Scholarship**

### **Local Funding**

#### **Research and Productive Scholarship Grants**

The Research and Productive Scholarship (RPS) grant program is a local, competitive program, funded by the campus dean and judged by an administratively appointed committee. This program is designed to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship. The anticipated outcomes of the grants include publications, presentations, creative exhibitions, performances, or other formats suitable to the discipline. Since Fall 2022, the RPS grant program has provided approximately \$50,000 annually, disseminated among applicants, with untenured tenure-track faculty being prioritized.

#### **Travel Funding**

Priority for travel funding on the USC Lancaster campus is given for conferences or events at which a faculty member is disseminating research. Funding is limited and is awarded based on the merit of the proposal. Typically, funds are not allocated for longer-term travel, such as to summer workshops or to meet with collaborators.

## **Course Relief**

### **The Redefined Teaching Load Program**

Tenured and untenured tenure-track faculty may apply for a redefined teaching/librarianship load for one semester during the academic year. Untenured tenure-track faculty are awarded a redefined teaching/librarianship load automatically, upon request. The yearly redefined teaching/librarianship load is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: 21 credit hours (7 courses).
- Division of Humanities: 21 credit hours (7 courses).
- Division of Mathematics, Science, Nursing and Public Health:
  - Mathematics and Computing: 21 credit hours (6-7 courses).
  - Natural Sciences: 19 credit hours (5 lectures and 4 labs).
- Librarians: 30 working hours per week for one semester of the fiscal year. The faculty's redefined teaching load policy was extended in 2014 to include librarians, giving them one day per week release for one semester per year to pursue research and scholarship.

### **Sabbatical Leave**

Tenured associate professors and full professors may request sabbatical leave that allows them relief from all University duties during the sabbatical. According to the Palmetto College Campuses Faculty Manual, "A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, workloads, and other considerations, it is a matter of administrative discretion."

## **Description of Facilities**

### **Library and Library Services**

Medford Library at USC Lancaster employs two faculty librarians, has collections numbering roughly 70,000 book volumes, and is a US Government Federal Depository library.

Through local subscriptions, consortia and cooperative arrangements, and the affiliation with the greater USC system, the library provides subscription access to over 200,000 electronic book

titles and over 190 web-based aggregated article databases, reference titles, and individual e-journals. Almost all contain scholarly research articles with full text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and PASCAL (Partnership Among South Carolina Academic Libraries) Delivers, a South Carolina-based service in which books are borrowed from other in-state academic libraries, often with two-day delivery.

Electronic and print subscriptions, along with general publishing costs, continue to rise annually, which affects the budget reach of materials purchasing – a phenomenon that occurs with many academic librarians, and in which small and rural libraries (like Medford Library) are affected more deeply. As a result, many faculty members purchase their own journal subscriptions or books. Also, despite the library's readily available print and electronic materials, there can be a delay in getting research materials through ILL and books through PASCAL Delivers compared to campuses where collections are larger, and materials are more conveniently available.

While steady increases in resource costs have made it difficult for the library to keep up with resources for scholarly faculty research, recurring funding for electronic resources, instituted in 2014 by the broader Palmetto College administration, has improved access to scholarly sources for all faculty and students from here on.

## **Archive and Archive Services**

The Native American Studies Center W. Brent Burgin Archive employs one faculty archivist and houses the University Archives and the Native American Studies Collection.

Through donations and purchases, the archive provides access to archival resources in physical and digital formats. The archive works with local agencies to host digitized collections and to make them accessible. The Native American Studies Center W. Brent Burgin Archive actively facilitates faculty, student, and community research through access to archival resources.

## **Technology, Lab Equipment, and Lab Space**

USCL is a student-centered campus, and as such, the priority for local, revenue-based funds is to support teaching. Specifically, teaching needs take precedence when purchasing software and equipment and when scheduling laboratory time. Teaching equipment and technology are generally up-to-date, meeting or exceeding the standards for a two-year campus. Faculty engaged in research generally use a combination of the following to fund their projects: teaching resources, local funding, grants, and personal funds. While tenure-track faculty are engaged in productive scholarship as it is broadly defined in the faculty manual, the scope of the projects may be limited by the availability of time, equipment, and lab space.



## **Art and Theatre Resources**

In Fall 2014 Founders Hall opened. It includes a well-designed teaching studio and student gallery. The Native American Studies Center offers rotating exhibits which at times includes student work when specific to the mission of the Center.

USC's theatre program continues to grow, and renovations to Stevens Auditorium, which include new seating, technological upgrades, and other upgrades began in December 2022.

In Fall 2022, a STEAM project combining art and science with a focus on Chemistry was launched. This project highlights interdisciplinary collaboration, enhancing student engagement through innovative research aimed at publications and presentations on STEAM. This novel initiative showcases our commitment to innovative education and interdisciplinary research.

## **Vehicle Access**

Faculty and staff have access to several vehicles for university-associated events, such as meetings at other campuses, scholarly activities, and classroom events. Prior driver license approval is necessary, and usage depends on vehicle availability.

## **Availability of Mentors or Colleagues with Similar Interests**

There are more tenured faculty members than untenured tenure-track, so there is the potential to find a mentor in some disciplines. However, on this small campus, finding mentors or colleagues with similar interests in a specialized research area may not be possible. Some faculty members prefer to work in their own area, while others have conducted interdisciplinary projects or collaborated with faculty at other universities.

## **Availability of Students to Participate in Research and Scholarship**

The availability of students to participate in research and scholarship varies by discipline and by project. In recent years, the increased proportion of students under 18 has limited the ability of some faculty to do research involving human subjects. In some disciplines, students have contributed to projects that were disseminated on a professional level, while in others the results were disseminated in undergraduate research venues. In the less accessible disciplines, faculty provide opportunities to enhance student understanding of research, such as training

students to use specialized equipment, teaching them analytical reasoning, or taking students to scholarly conferences. In recent years, both internal and external grants supporting faculty-mentored undergraduate research have increased, providing students with project funding and valuable experience in grant writing. In 2024, faculty members mentored students in 71 instances. The Medford Library also curates student research on its local repository, [Lancer Scholar Square](#).