



UNIVERSITY OF  
**South Carolina**  
UNION

*A Regional Palmetto College*

FO Minutes  
August 18, 2023

**In person attendance:**

Dr. Maggie Aziz  
Dr. Steve Lownes  
Dr. Allan Charles  
Professor Monica Covan  
Professor Sandy Phillips-Long  
Professor Gale Ashmore  
Professor Courtney Pinnell  
Dr. Andrew Pisano  
Dr. David Mitra  
Dr. Avery Fouts  
Professor Neill Hance  
Dr. Deborah Hudson  
Dr. Lee Morris  
Dr. Dave Hudson  
Dr. David Sharpe  
??? (illegible)

**On-line attendance:**

Dr. Emily Schafer  
Professor Kevin Torres  
Dr. Christina Sixta Rinehart  
Dr. Joe Anderson  
Dr. Katie Klik  
Dr. Andrew Kettler  
Dr. Steve Lowe  
Professor Greta Bailey  
Professor Susan Goebel  
Professor Randy Ivey

FO Chair Dr. Andrew Pisano called the meeting to order at 11:07 AM.

Dr. Pisano extended congratulations to Dr. Steve Lownes and Dr. Emily Schafer on achieving tenured status during the summer.

**Approval of minutes from April 28 meeting**

Approved.

**Dean's Report: Dr. Randy Lowell**

Dr. Lowell's report is attached.

**Academic Dean's Report: Dr. Maggie Aziz**

Dr. Aziz's report is attached.

Specific items discussed were:

1. The Faculty Orientation Training day yesterday. Dr. Aziz thanked everyone for coming out and said that it was successful. She would like to know everyone's opinion on whether it should be repeated and how often. (every year, every two years, only for new hires, etc.)
2. She will reach out to faculty to serve on hiring committees for seven new positions, some of which are for assistant professors, others for instructors. The disciplines include sociology, chemistry, art, psychology, statistics, English and math.
3. The Community College Assessment of Student Engagement. Dr. Aziz will email the executive summary to all faculty members.
4. USC Union Mission Statement is being updated by David Hunter. One goal of the update is to remove mention of service areas. Dr. Fouts commented that removing mention of service areas may affect how politicians in those areas respond when we need their assistance. [Note: in an August 23 email, Dr. Aziz responded to this concern thusly, Regarding concerns from last FO:  
"In relation to concerns about legislative support, I talked to Randy. We get our backing from representatives situated in Union and Laurens. Even though these counties won't be explicitly mentioned in the mission statement, our name (USC Union and USC Union Laurens Location) will remain the same. Thus, taking out those service areas from our mission statement won't impact the support we receive from them. Historically, we haven't interacted with representatives from the other service areas mentioned (although this doesn't rule out potential support from them or our ability to gain their support in the future)." - Dr. Aziz
5. Dr. Aziz announced that there will be an advisor training session on Friday, September 22 from 9:00 until 12:00.

### **Voting on full membership status for Adjunct Instructors**

Adjuncts in attendance at today's meeting were asked if they would like to have full voting rights and membership status in the FO. Those who indicated that they would include: Deb Hudson, Dave Hudson, David Sharpe, Greta Bailey, Susan Goebel, Lynn Edwards, Neill Hance, and Allan Charles. A motion was made to include these eight adjuncts. It was seconded and unanimously approved.

### **Setting dates for Fall 2023 FO meetings**

September 22 at 1:30 following advisor training (lunch will be provided)

October 27 at 11:00 (lunch provided)

November 17 at 11:00 (lunch provided)

**In other business**, Professor Ivey announced that the Literary Festival will be held on November 3-4. On Friday, the hours are 1:00 – 5:00 PM and on Saturday the hours are 9:00 AM – 1:00 PM

## **Adjournment**

At 12:35 PM there was a motion to adjourn. It was seconded and unanimously approved.

Submitted by:

Gale Ashmore, FO Secretary

Randy Lowell, USC Union  
Dean's Report  
August 18, 2023

- **TikTok Update:** Earlier this week, the Columbia campus included in their USC Today email, that access to TikTok will no longer be supported on university owned and managed networks. Subsequently, they provided additional information on this as it relates to an exception process to that access, recognizing that there are legitimate pedagogical, research, and university business needs to access and use TikTok. Once that process is ready, details will be published on Columbia's Division of IT website.

#### Students

- Fall enrollment is looking strong. As of yesterday, we were at 800 in headcount and 499 in FTE enrollment, compared to just 424 and 316, respectively, at this time last year. By the time we finish registering remaining students for the Fall semester and hit the start of Fall II in October, we are projected to be close to 1,200 in headcount, which would be up from last Fall's final headcount of 1,072. This includes already being up by 20 students in New Freshmen, and up overall in traditional student headcount over last Fall, as well as projected increase in dual enrollment headcount.
- Our first senior cohort of B.S.N. students here on the Union campus have completed all of their coursework over the summer and all have job offers pending passage of their licensing exams over the next few weeks. Four of them will be working here in the hospital in Union, while the other two will work elsewhere in the Spartanburg Regional system and up in Chester.
- We had a great ribbon-cutting event at the new location for our USC Union Laurens Location yesterday, at the old Bell Street School in Clinton that is located at 600 Peachtree Street. It was a great turnout of people from the university, the school district, the community, etc., who were all very excited about the new opportunities that the location will bring to that community. This includes expanded course offerings and extracurricular/athletic activities.
- We will be partnering with the Union County School District on a new program that they are calling Bantam Buddies. The purpose of this program is to have USC Union students provide mentoring of K-12 students in the district's special education classes, helping youth with disabilities develop social skills and relationships with a possible focus on academics, employment, and independent living skills. The USC Unions students will apply to the district to be considered for a pairing with a special education class at one of the elementary schools, middle school, or high school. They will visit the classroom at least once a month for an hour after having received training from the district regarding working with students with disabilities. They will participate in a Special Olympics event with the assigned class, and in the Jacket Games held each Spring at the high school. This program is also intended to help identify future potential educators who the district could work with to hire on as teachers after they finish their USC Union or Palmetto College degree. We are also exploring possible overlap between this new Bantam Buddies program with the existing partnership we have with the SC Afterschool Alliance, which also gets our students out in the community working with K-12 kids, but in afterschool programs.
- A number of academic accolades have rolled in this summer for our student-athletes, including:
  - o Men's Soccer finished #2 in the country in team GPA for the academic year, at 3.6, among NJCAA men's soccer teams. And Softball finished #4 in the country in team GPA for the academic year, at 3.79 (which was also good enough for #20 overall among all NJCAA team GPAs across all sports across the country). Full list of rankings available here: [https://d2o2figo6ddd0g.cloudfront.net/j/d/7mny9287fepest/2022-23\\_NJCAA\\_Academic\\_Teams\\_of\\_the\\_Year\\_07-14-23.pdf](https://d2o2figo6ddd0g.cloudfront.net/j/d/7mny9287fepest/2022-23_NJCAA_Academic_Teams_of_the_Year_07-14-23.pdf)
  - o Bantams Softball Head Coach, William Royce, is a member of the National Fastpitch Coaches Association (NFCA), which includes coaches from all competitive levels of play.

This year's Softball team GPA for the Bantams of 3.79 ranked highly among NFCA schools as well, including #2 among Junior Colleges, higher than all NAIA colleges, higher than all NCAA Division III colleges, behind only two NCAA Division II colleges, and behind only one NCAA Division I college. So, ranking #5 in team GPA among all NCAA, NAIA, and Junior college members for the year. Full list of rankings available here:

<https://nfca.org/divnews/general/easton-team-gpa-all-america-scholar-athlete-college-2023>

- Congrats to our Bantams Women's Volleyball team who won a tight exhibition contest against USC Lancaster over the weekend here in Truluck, 3 games to 2.

#### **Faculty/Staff News**

- Congrats to Dr. Steven Lownes, for again receiving grant funds from the PRAGDA organization to put on the Latin Film Festival again this year, one of 32 grant recipients out of an international pool of applicants, and one of only two two-year schools to receive these funds.
- We completed our search for the new full-time Instructor of Nursing, Monica Covan, who is starting with us this semester. We also completed successful searches for our new iCarolina Lab Coordinator, Sarah Wilson; our new USC Union Laurens Location Director, Cameron Coone; and Travis Wendel moving into a full-time Operations/Marketing Admin position on campus.
- We have received approval from Columbia to launch a number of other searches for new full time faculty, which we will put into to motion as we settle into the Fall semester. We have also requested additional new full-time faculty and staff slots to be able to run searches for once we obtain approval to proceed with those.

#### **Facilities**

- The Whitener Central Building second floor HVAC project is still progressing, with the HVAC portion complete and the work to paint, reinstall the ceiling grid with new LED lighting, and install new carpet in progress before we move back into that space. This is anticipated to be finished sometime in late September or early October.
- Renovation of the bathrooms in Truluck is almost complete, as is construction of the new wetlab in the Nursing Simulation Lab building.
- Preparations for other major capital projects on campus and at the athletic facilities are underway as well, such as the Main Building HVAC/bathrooms/elevator/etc. project, Truluck roof project, and others.

#### **Budget**

- The campus met budget projections for FY23 and ended the year with a positive fund balance. For FY24, tuition and fees are once again frozen, with no increases for the 5<sup>th</sup> year in a row. The campus will receive \$5 million in critical care & maintenance funds to address deferred maintenance and facility needs on campus. These state capital funds are managed by the main campus' facilities department with guidance from the campus. We have submitted budget requests to the Governor's Office for additional deferred maintenance and operating funding for FY25, as well as continued tuition mitigation funds so that tuition and fees can remain the same next year.

**Start of the Semester Information  
Academic Affairs  
Fall 2023**

**IMPORTANT CONTACT INFORMATION**

Majdouline Aziz: [azizma@mailbox.sc.edu](mailto:azizma@mailbox.sc.edu)

Amber Ivey: [ail@mailbox.sc.edu](mailto:ail@mailbox.sc.edu)

**FACULTY ORIENTATION GUIDE**

I've created and emailed you each a copy of a new faculty orientation guide for 2023-2024. This guide provides you with important information that can be beneficial to you as you prep your courses, prepare for the upcoming semester, and navigate through the semester. Please review this guide carefully.

**FACULTY OFFICE HOURS**

Faculty members will hold one hour of office hours for each course taught each semester, up to five hours per week. By the first day of classes each semester, faculty will complete the Office Hours Form sent to them by Academic Affairs and submit it to Amber Ivey in Academic Affairs. You may choose your own office hours. This applies to all courses, whether taught in-person or online.

**SCHEDULE CHANGES**

If a situation arises that requires a change in your schedule, you must get prior approval from the Associate Dean for Academic and Student Affairs.

**SICK LEAVE**

If you cancel class for any reason, please contact Amber Ivey to inform her immediately. If you are out, you are required to submit leave in the Time and Absence System.

**ACADEMIC CALENDAR**

Fall 2023

<b>Event</b>	<b>Date</b>
Faculty Reporting Date	Aug. 16, Wednesday
Classes Begin	Aug. 24, Thursday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Aug. 30, Wednesday
Labor Day Holiday (no classes)	Sept. 4, Monday
Midpoint in Semester	Oct. 16, Monday
Fall Break (no classes)	Oct. 19 – 20, Thursday - Friday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	Nov. 8, Wednesday
Thanksgiving Recess (no classes)	Nov. 22 – 26, Wednesday – Sunday
Last Day of Classes	Dec. 8, Friday
Reading Day	Dec. 9, Saturday
Final Examinations (includes exams on Saturday)	Dec. 11 – 18, Monday - Monday

Spring 2024

<b>Event</b>	<b>Date</b>
Classes Begin	Jan. 8, Monday
Dr. Martin Luther King, Jr. Service Day (no classes)	Jan. 15, Monday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Jan. 16, Tuesday
Midpoint in Semester	February 29, Thursday
Spring Break (no classes)	March 3 – 10, Sunday – Sunday

<b>Event</b>	<b>Date</b>
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	March 25, Monday
Last Day of Classes	April 22, Monday
Reading Day	April 23, Tuesday
Final Examinations (includes exams on Saturday)	April 24 – May 1, Wednesday – Wednesday

### REVISED ATTENDANCE POLICY

Please be aware of the revised [attendance policy](#) and incorporate this new policy into your syllabi.

### DUAL ENROLLMENT COURSES

Please be sure to review your final rosters after the add/drop date for each term. Admissions is working diligently on rosters so please be patient.

### FACULTY ACTION ITEMS

#### UofSC Union Bookstore:

- If you haven't submitted a book order, do so **immediately**. Double-check the ISBN for accuracy.
- Inform students that they need to make an appointment to buy new books or sell back old books (M-TH).
- [https://www.sc.edu/about/system\\_and\\_campuses/union/internal/faculty\\_and\\_staff/faculty\\_textbook\\_form/](https://www.sc.edu/about/system_and_campuses/union/internal/faculty_and_staff/faculty_textbook_form/)

#### Academic Affairs:

- Send a copy of your syllabi to Amber Ivey by **Aug. 24**.
- Send a copy of your office hours form to Amber Ivey by **Aug. 24**.
- Maintain accurate attendance reports for each class. Send a list of students that have never attended class to Amber Ivey by **Sept. 8 (Full and Fall I) Nov. 3 (Fall II)**.
- Maintain accurate and up-to-date academic records/grades. Send a list of students that are academically at-risk to Amber Ivey by **Sept. 15 (Fall I) Oct. 23 (Full) Nov. 15 (Fall II)**.
- Contact Amber Ivey to submit supply requests. Supplies are normally ordered twice a month (the 1<sup>st</sup> and 15<sup>th</sup> of the month). Submit orders in a timely manner to allow enough time to place those orders and have them delivered on time, **preferably two weeks in advance**. If special order, send Amber an email with direct link and qty.
- Course evaluations dates: **Fall I: Open on Oct. 4/Close on Oct. 18; Full and Fall II: Open on Nov. 27/Close on Dec. 18**.

#### Advising:

- Begin thinking about your Spring 2023 schedule. Scheduling to begin late-August.
- Spring 2024 advising begins Oct. 30 or earlier.

#### Faculty Accomplishments:

We want to recognize your accomplishments! Please be sure to inform Dr. Aziz of any accomplishments such as publications, conference presentations, awards, etc.

### LOOKING AHEAD

#### Hiring Committees:

I will be reaching out to faculty to serve on several faculty hiring committees. This academic year we will be hiring for 7 faculty positions:

- Assistant Professor of Psychology
- Assistant Professor of Sociology
- Assistant Professor of Statistics

- Assistant Professor of English
- Assistant Professor of Chemistry
- Instructor of Mathematics
- Instructor of Art

**CCSSE:**

We have received the results from the CCSSE. Requesting volunteers for ad-hoc committee to review results and provide recommendations.

**USC Union Mission Statement and Vision Statement:**

FO vote on revisions to mission statement.

**State Agency Accountability Report Results (2022-2023):**

- Increase applications indicating interest in BSN program – Target: 50; Actual: 46
- Increase interest in the Early College Program with UCHS – Target: 5; Actual: 3
- Maintain a minimum of 75% success rate for first-time, full-time degree-seeking undergraduates – Target: 75%; Actual: 73.3%
- Increase retention of first-time, full-time, degree seeking freshman – Target: 48%; Actual: 47.7%
- Increase number of students pursuing BOL/BLS/BSN – Target: 50; Actual: 58
- Number of campus events dedicated to fostering a diverse and inclusive campus climate – Target: 4; Actual: 10
- Increase number of full-time faculty on campus available to serve students – Target: 20; Actual: 19
- Promote GLD: Target: 3; Actual: 2
- Provide opportunities for faculty and students to showcase their scholarly and creative works – Target: 2; Actual: 3
- Make campus facilities available to the community and host community events – Target: 10; Actual: 17
- Carry a 3-month reserve: Target: \$1,656,115; Actual: \$1,547,091

**PURE Grants:**

Begin thinking of projects and recruiting students for Summer 2024.

**STUDENT ACADEMIC SUCCESS CENTER**

- Primary contact: Caden Jackson
- Face-to-face tutoring available.
- Virtual tutoring available upon request.
- Center Hours: M – F 8:30 – 5:00.
- Walk-in tutoring is available. However, try to encourage students to make appointments. Appointments can be made via <https://calendly.com/usc-union-tutoring>
- Looking to Hire! If you have a recommendation for a student who you think would make a good tutor, please let Madisen Brewington know.



	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Total Hours</b>
Caden J.	8:30-5	8:30-5	8:30-5	8:30-5	8:30-5	37.5
Molly W.	Off	Off	10:30-5:00	10:30-5:00	10:30-5:00	19.5
Kailee S.	12-5	12-5	12-5	Off	Off	15
Katie B.	12:30-5	12:30-5	12:30-5	Off	Off	13.5
Rebekah G.	12:30-5	12:30-5	12:30-5	Off	Off	13.5
DeAnna S.	10-5	11-1:30	10-1:30	11-1:30	Off	15.5
Madison G.	1-5	8:30-2	Off	8:30-2	Off	15
Sophia C.	8:30-12:30	11-1:30	8:30-12:30	11-1:30	Off	12
Ansley C.	12-2	Off	Off	1:30-5	8:30-3	12
Sarah L.	12-1:30	Off	Off	1:30-5	9-4	12

### SASC Fall 2023 Tutor Schedule

#### Subjects of Tutors

<b>Caden Jackson</b>	English, Religion, Philosophy, AFAM, Sociology, Psych, Spanish, Public Speaking, Bio 110, Capstone, E-portfolio
<b>Molly Winstead</b>	Spanish, Management, US History, Criminal Justice, Economics, American National Government, Astronomy, Psychology, Basic Math
<b>Kailee Stepp</b>	Math, Chemistry, Biology, Nursing
<b>Katie Blackmon</b>	Biology, Nursing, Religion
<b>Rebekah Goodale</b>	Nursing, Health Assessment, Bio, Computer Science, Math 111, Psych
<b>DeAnna Sweat</b>	English, Computer Science 101, Biology 110, Psych
<b>Madison Goossens</b>	Stats 201, Biology, Math 111, Psych, Sociology
<b>Sophia Caley</b>	Writing consultant, English
<b>Ansley Connelly</b>	Developmental Psych, Chemistry, A&P lab, Microbiology
<b>Sarah Lawter</b>	Writing consultant, English

### SASC CALENDAR OF EVENTS (Tentative)

August 28<sup>th</sup>: Drop in 8:30 - 5:00 - Meet the team and Blackboard/SSC/Email refresher.

September 6<sup>th</sup>: 10:00 - 3:00 - Fresh Check Day

September 20<sup>th</sup>: 12:00 - 1:00 - Study Skills: Writing by Dr. Pisano

October 5<sup>th</sup>: Times TBD - Career Fair

October 16<sup>th</sup>: 12:00 – 1:00 - Study Skills: Mental Health by Dr. Schafer

November 15<sup>th</sup>: 12:00 – 1:00 – Study Skills: Acing Your Finals

December 11 – 14<sup>th</sup>: Finals Fest

Blood Connection Blood Drive: TBD

### ACADEMIC AFFAIRS CALENDAR OF EVENTS

Ongoing – Alumni Spotlight

GLD Letters – ongoing

Welcome goodies.

August 17 – Faculty Orientation

August 31: 11:00 - 1:00 - Donuts with the Deans

September 22 – 9:00-12:00 – Advisor Training

November 8<sup>th</sup>: First-Generation College Celebration Day

November: Workshops for Student-Athletes?