



February 21, 2020

Minutes

- Welcome back Prof. Emswiler!
- Dean's Report: Dr. Catalano is in Columbia attending to business pertaining to facilities at USCU. His notes have been emailed to the faculty and included below
- Academic Dean's Report (see below)
- Dr. Lownes: Guatemala and Costa Rica Study Abroad Info (email forthcoming); Conference Observations/Opportunities for Study Abroad (email forthcoming); Potential for USCU faculty collaborative publication; Film Festival April 17 and 18 (email sent)
- Dr. Sixta Rinehart: 1) Provost Search Committee: The provost search is going well. At this point we will have brought in 3 good candidates. I will send and have sent out survey links to Palmetto College. Please use those links if you have been following the search and have seen the broadcasted town hall meetings. We are hoping for an announcement in March from President Caslen. 2) Faculty Senate Chair: There will be a faculty assembly in the fall that is currently being planned by FO chairs. More to come on that. We are also in the midst of creating a Policy Advisory Committee for policy creation. We are also reconstructing the Palmetto College Academic Advisory Committee to pass course approvals and programs in a more timely and efficient manner. We also just passed a motion on February 14, 2020 to help maintain the timeline of the grievance process to ensure the committee elected is the committee during a grievance at the end of the t and p process. 3) PACWI Faculty

CO-Chair: The Women's Leadership Institute from PACWI will open on March 3rd and the conference will occur on April 29th. I will send out a link for that. It feels up fast so please attend to it quickly when the link is sent. This is an awesome event for leadership development for female faculty. It will be at the Russell House. 4) Assessment: If you have been asked to participate in assessment this semester for GHS, GSS, or ARP, the last training session occurred on February 17th. Please see the website for recorded trainings or assistance. Bob Dyer and I have also created a new assessment software program so you will be hearing more about that in the future. The link for the assessment website I have created is below:

<https://emailsc.sharepoint.com/sites/COSPOL-PALM/SitePages/Home.aspx?CT=1579528166345&OR=OWA-NT&CID=7ba0ec38-57c0-f063-6803-3465ee0f52ea>

- Dr. Morris: System Affairs (see email from Dr. Morris and Prof. Emswiler)
- Dr. Pisano: Transfer of Tenure/Promotion Across PCCs (voted in favor; details below)

In Attendance

Dr. Morris
Dr. Aziz
Prof. Emswiler
Kevin Torres
Dr. Schafer
Lynn Edwards
Dr. Pisano
Dr. Fouts
Greta Bailey
Dr. Charles
Neill Hance
Gale Ashmore
Prof. Ivey
Dr. Lowell
Dr. Lownes
Dr. Debbie Hudson

John Catalano, USC Union

Dean's Report, February 21, 2020

Students

The campus is devastated by the tragedy that claimed the lives of two softball students, Mia Stokes and Grace Revels, who were killed by a drunk driver last weekend. Two other students, Mallory Stokes and Devyn Royce were also seriously injured in this collision. A memorial service is scheduled at City Field in Union this evening.

Enrollment for Spring 2020 is 1160 and is up by approximately 8% over Spring 2019. This is the highest number that we have ever served, and it is the fifth year in a row that USC Union has set a Spring Semester enrollment record. University Commons will expand this year but under new ownership. International study plans for spring break (Costa Rica) and summer (France) are in place. Dr. Lowell is escorting seven students to New Orleans this year to present their research at SEPA. The Bantam rifle target team's Bryanna Fish won the silver medal in Georgia at the national qualifiers and will compete for a national championship in March. Both soccer and baseball will now play at new Bantams stadiums in Jonesville. NJCAA women's volleyball will be added in Fall 2020. The athletic department boasted a cumulative GPA in the fall of 3.35 with Softball players leading the way with a 3.6. Three baseball players and 2 softball players had a perfect 4.0.

Faculty & Staff

We will hire new faculty in Biology and Nursing for Fall 2020. Dr. Aziz, with help from many on campus, submitted a federal OSP/TRIO grant. USC Union has been the only USC campus without OSP/TRIO for the last five years. Dr. Randy Lowell has been selected as a recipient of the 2020 Distinguished Research Service Award by the Office of the Vice President for Research in Columbia.

Facilities

We have met with architects to develop final plans for the conversion of the old library space to classrooms and faculty offices, using the space primarily for language arts and humanities instruction. We should have the space ready by Fall 2020. We have begun to convert the old Post Office Building to a fine arts building, including classrooms and faculty offices. The corner building next to the Bookstore at 317 East Main St. will be the new USC Union Welcome Center, housing Admissions and Financial Aid. This year we hope to renovate all restrooms in the CB & MB, including handicapped accessibility upgrades. Science and Nursing Building improvements

are ongoing. We have received the 2nd \$100K gift toward Mrs. Rippy's \$300K pledge for naming rights at 125 East Main St. The USC BOT will consider the request to rename the CB the "William J. Whitener Central Building" on February 21.

Budget

The USCU budget is in good shape, due mainly to recent enrollment increases, and both revenues and expenditures are very close to budgeted figures. We ended the fiscal year meeting our goal of maintaining a three-month reserve balance. SC continuing appropriations will get a bump this year thanks to Doug Gilliam's efforts in Columbia. USC Union has also seen some one-time appropriations designed to renovate current facilities. Any budget increases will have to come from SC appropriations and enrollment increases since no tuition increases are planned for the second year in a row.

Academic Dean's Report – 2/21/2020

Progress Reports

- For full semester classes, please submit Progress Reports to Academic Affairs (Christen and me) by Tuesday, March 3. This just needs to include the name of any student in your class who is at risk of failing the class at that point in time. Having these names by March 3 will allow time for our office and advisors to reach out to those students in case they need to consider replacing it with a Spring II course that would be starting right after Spring Break on March 16.

Summer/Fall 2020 Schedule Planning

- If you haven't already discussed preferences for Summer/Fall classes with me, feel free to send that my way as I am beginning to put those schedules together. For Summer, we will have the same four local terms that we had last summer, which include a Maymester, a longer early May through end of June term, a June term, and a July term.

Advising and Advisor Training

- Prior to the start of Advising the week after we get back from Spring Break, we will be having an Advisor Training scheduled here on campus. Keep an eye out for more details on that once a date/time is nailed down.

Faculty Searches

- The ads for the new full-time Instructor of Biology, and Nursing faculty, have both been posted, and I'll be scheduling an initial meeting with those Search Committees in the next couple of weeks to get started on vetting those candidates to be sure that we can end up with hires in place for both starting in August.

Teacher of the Year Voting and Awards Night Preparations

- The voting for this year's Teacher of the Year Awards will take place during the first week of March, right before we are out on Spring Break. If you would like to volunteer to help with coverage of the voting table, let Christen know so that she can get you on that schedule.
- In preparation for Awards Night, be on the lookout for requests for student nominees for the various discipline awards that are given out at that ceremony.

Updated CVs for SACS

- If you have not submitted an updated CV to Susan Jett or me within the past year, please work on getting that to us so that we have updated versions of those on file for the upcoming SACS accreditation review.

Promethean Boards

- Jeremy Black has obtained a demo Promethean Board for us to test out, which is set up over in the Central Building. Please check it out for yourself when you have a chance and provide any feedback you have on your experience with it. With the technology in the classrooms approaching their expiration, this is a potential option for us to acquire to have one of these in every classroom in place of the projector setup. The benefits of these would include that they are carted and could be positioned to the side of the white boards while displaying PowerPoints and other digital media; they could also be directly annotated on with the digital media; the size of the screens would be comparable to the size of the current projector screens; and the acquisition of these could happen much faster for the whole campus, as opposed to being able to only replace a couple projector systems at a time.

Course Evaluation Links in Blackboard

- DoIT in Columbia has recently notified us of the existence of a Tool link in Blackboard course sites called "My Course Evaluations." This is a Tool link that every student in every Blackboard course site has access to if they look for it, and would be a link that would take them to any course evaluations that they have available that are of the online evaluation format. If your course is an online course, or for other reasons has its course evaluations deployed online, it would be a particularly useful thing to add this as a more visible Tool link on the sidebar of your course site to make it that much easier for students to notice/use. I've attached to this report the documentation from Columbia with screenshots of how to go about this. This link will also apparently provide the instructor with some statistical information on how many students have completed the online course evaluation.

Last Date of Attendance in Self-Service Carolina, Parts of Term Update, and Attendance Tracking

- It is critically important that when entering final grades in Self-Service, if a student had stopped attending that class at some point (or stopped logging in the case of an online

class), and thus earned a grade of “FN” (rather than just an “F”), that you enter the last date of attendance/login for that student. Those unearned/walk-away FN’s are tracked by Financial Aid to determine if the student owes additional money and that information needs to be as accurate as possible when those grades are entered. Across the system there was an auditing of that information that resulted in a large number of bills being generated and sent to students who had been billed incorrectly due to last dates of attendance not always being entered or entered accurately.

- In Columbia, the Registrar has indicated that Self-Service Carolina and Banner, starting in Fall 2020, will include the Final Exams week in the term dates for the class when it shows on the schedule in the system. For example, for this semester, instead of the dates for a full semester class being listed as 1/13-4/27 (ending on the last day of regular class meetings), it will show those dates as 1/13-5/6 (ending on the last day of final exams). It will be critical then to have the calendar in your Syllabus clearly marked to note the last day of class meetings and the scheduled final exam date. For example, if it is a MW class, and the last day of classes is a Thursday, but your scheduled final exam isn’t until the following Wednesday, students may assume that they have class on the Monday in between when there are actually no regular class meetings that day.
- Columbia Registrar is also working on developing an Attendance Tracker module within Self-Service, or possibly Blackboard, that will relay attendance reports instantly to the offices that need that information for the purpose of catching those at-risk students as early as possible to boost retention. This functionality will not likely become available until next Spring at the earliest, but is something that is being worked through.

Important Dates:

- Spring Break (no classes): 3/8-3/15
- Last Day to Drop a class without getting a ‘W’ (second-8-weeks class): 3/19
- Last Day to Drop a class without getting a ‘W/F’ (full semester class): 3/28
- USC Union Awards Night: 4/7, 6:30pm
- PC Faculty Senate: 4/10 (Sumter)
- Last Day to Drop a class without getting a ‘W/F’ (second-8-weeks class): 4/15
- Last Day of Classes: 4/27
- Final Exams Week: 4/29-5/6
- Commencement: May 2, 6:00pm (faculty arrive around 5:15)


Research Club

- We will have our next Club meeting on February 27, 12:00-1:00.
- We will have a Car Wash fundraiser on March 27, 8:30-1:00.
- Our Spring Colloquium will be on April 14, 11:00-1:30, at the Carnegie, featuring presentations by Dr. Schafer and by Dr. Angela Neal from USCL, as well as student posters and lunch provided.
- The Student Trivia Bowl will be on April 16, 4:00-5:00, at the Carnegie.

- There are 3 different experiments running currently in the PALM Psyc Lab, and all are still looking for more volunteer participants. This includes Tomi LaChance's experiment on social media/personality/meditation, which she is getting some help with by a Union County concurrent student, Nicole Lee. The other experiment is Kelsey Granger's experiment on perceptions of sexual assault using the eyetracker, with her getting some help from Dani Bradley on that data collection. And the third experiment is Katie Sligh's, which she can run multiple people in simultaneously in any room that has a projector screen. If you are open to offering extra credit for students who participate in either/both of these experiments, all the better. These students have had their preliminary findings accepted for presentation at the upcoming annual meeting of the Southeastern Psychological Association, as part of the undergraduate CEPO session, in New Orleans the first week of April. So they are aiming to have the remaining data collected by Spring Break to have time to put those posters together for the Conference.

Adding a Class Climate Evaluation Link to Your Blackboard Course

Instructors and TAs can add a link to a Class Climate course evaluation to the main menu of their Blackboard course by following the instructions below.

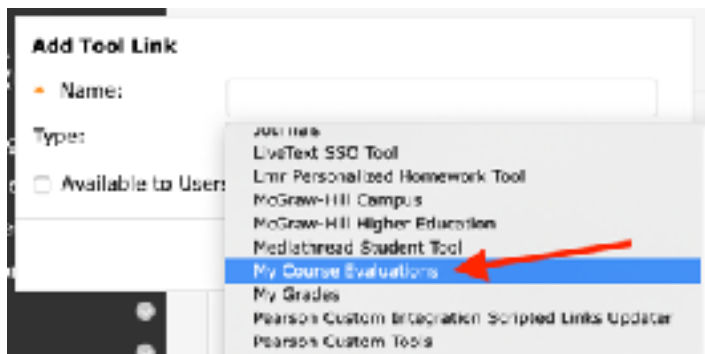
1. To add an item to your Blackboard course menu, click on the  icon above the menu.



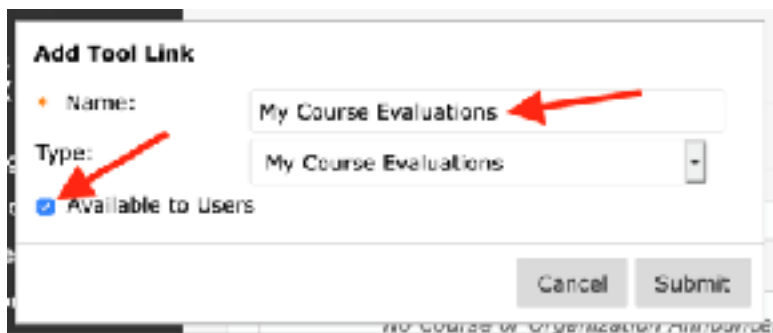
2. Select **Tool Link** from the menu



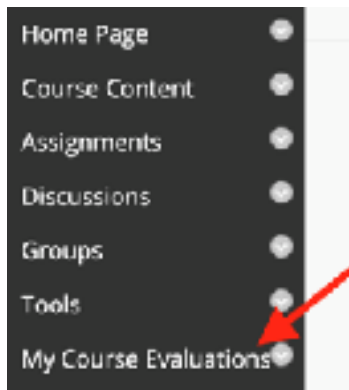
3. From the **Add Tool Link** menu, choose **Class Climate**



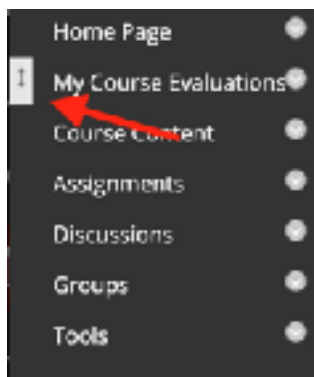
4. Enter **My Course Evaluations** in the **Name** field and select **Available to Users**.



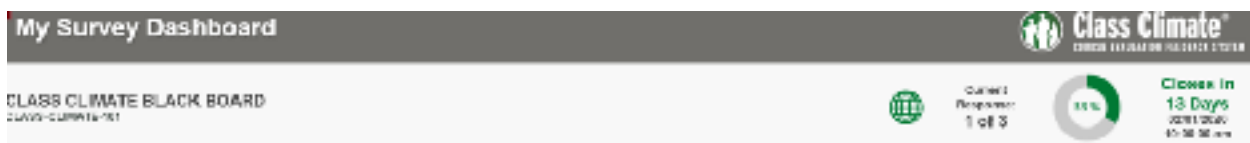
5. The **My Course Evaluations** menu item will appear at the bottom of the menu. Instructors and students can click on the link to access the Class Climate evaluation.



6. You can reposition My Course Evaluations in the menu by moving your cursor to the left of the menu item and hovering it over the double-headed arrow that appears. Drag the menu item up or down to reposition it.



7. Instructors can now track participation on in progress evaluations and 10 days after evaluation close can see results.

A dashboard header for 'My Survey Dashboard'. On the right, there is a 'Class Climate' logo. Below the logo, there is a circular progress indicator showing 10% completion. To the right of the progress indicator, it says 'Closes in 13 Days' and '02/11/2020 10:58:58 AM'. On the left, there is a 'CLASS CLIMATE BLACK BOARD' logo and the text 'CLASS CLIMATE BLACK BOARD' and '2019-2020-101'. There is also a small icon of a person.

Transfer of Tenure and Rank for Palmetto College Faculty

The process described below has been approved by the Faculty Organizations of the Palmetto College Campuses.

Changes to this process require the approval of the Faculty Organizations of all of the Palmetto College Campuses.

Transfer of tenure and rank for Palmetto College Faculty may occur when:

- Faculty FTE request has been approved by the Chancellor's Office the Palmetto College Regional Campus Dean is authorized to advertise the faculty FTE in print and online venues.
- Faculty position is posted in compliance with university academic, HR and EOP policies, procedures and diversity guidelines.
- Proper search has been conducted.
- Recruitment and selection of candidate has been completed, approved and the Palmetto College faculty member has signed the offer of employment letter.
- Faculty member's tenure would automatically transfer to the new Palmetto College campus.
- Transfer of tenure only applies to Palmetto College faculty that were granted tenure and/or promotion through the Palmetto College Campuses tenure and promotion process.
- Tenure only resides at the campus to which it was transferred once the faculty member begins employment at another campus. Once the faculty member begins employment at another campus, it would not be feasible for them to be able to decide to return to their original campus of their own free will. They would have to in effect be "re-hired" (in the same way as outlined above) by the original campus.

**The language in this procedure has already been approved by Legal and Human Resources.