



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Agenda

March 19, 2021

- Dean's Report (below)
- Academic Dean's Report and Award Nominations (below)
- Dr. Maire-Afeli: Gimkit Presentation (demo given during FO meeting. Contact Dr. Maire Afeli for more details).
- Drs. Lownes and Morris: Handbook Revisions (see AD report)
- Dr. Lownes: Advising Spread Sheet Option (demo given during FO meeting. Contact Dr. Lownes for more details).
- Prof Emswiler: Committee Voting (Dr. Schafer was voted a Senator for the Welfare committee; Courtney Pinnell was voted a Senator for System Affairs; Dr. Pisano will remain an alternate for Rights and Responsibilities committee)

In attendance:

Dr. Aziz
Dr. Lowell
Dr. Anderson
Prof Ivey
Prof Emswiler
Kevin Torres
Neill Hance
Gale Ashmore
Dr. Dave Hudson
Dr. Deb Hudson
Dr. Pisano
Dr. Lownes

Dr. Sixta Rinehart
Dr. Lowe
Sandy Phillips-Long
Lynn Edwards
Courtney Pinnell
Greta Bailey Sanders
Dr. Morris
Dr. Schafer

Randy Lowell, USC Union
Dean's Report
March 19, 2021

COVID Updates

- We are now able to provide regular free COVID testing in Truluck gym every Tuesday morning, alternating between staff from Columbia Health Services and some of our own Union staff. That testing will be shifting from the nasal swabs to the saliva testing within the next two weeks.
- All university employees, including student workers, fall into the 1B category that opened up earlier this month to be eligible to receive any of the COVID vaccines. There are a variety of locations in the area and around the state that are distributing one of the three approved vaccines, either via appointment or walk-in depending on the site.
- As new variants of the virus continue to appear in South Carolina, continue to practice the mitigation strategies detailed in the risk mitigation plan, and in the case of a positive test result or experiencing related symptoms, be sure to contact Lynn Edwards (edwar342@mailbox.sc.edu) or Courtney Pinnell (pinnell@mailbox.sc.edu) for further guidance and contact tracing. Continued practice of mask-wearing and social distancing will become more important as we close out the semester under the Governor's Return-to-Work Executive Order that will have more of us back on campus regularly.

SACS Update

- Virtual on-site visit for Union/Laurens coming up next week on Monday, the 22nd. They will spend 45 minutes with staff and 30 minutes with students, all via Microsoft Teams. The rest of the day/week, they will virtually meet with the other PC campuses, the Columbia campus, and a variety of groups of individuals related to the different standards that they are assessing for the university.

Students

- Preliminary enrollment freeze data for the Spring semester has us at 1,138 headcount (down 24 from last Spring's all-time semester high) and 635 FTE (down 36 from last Spring). The headcount deficit of 2% compares to Columbia's undergraduate headcount deficit of 1.5%, Aiken's undergraduate headcount deficit of 0.4%, Beaufort's undergraduate headcount deficit of 8%, Upstate's undergraduate headcount deficit of 5.6%, and Salkehatchie's deficit of 10.4%. The only two campuses up from last Spring in headcount were Lancaster (up 14.8%) and Sumter (up 5.3%), as both had added new dual enrollment high schools this year. Our 1,138 mark is the third best semester enrollment for the campus, with the top two marks coming last Spring 2020 and the prior Fall 2019, respectively.
- Congratulations to our BOL student, Myriam Castaneda, out in Laurens, who has been named as this year's David L. Burggraf Award winner, as the adult Palmetto College student with the highest GPA across all PC campuses. Also, congrats to Union alum, Allen Hopkins, for recently being accepted into USC Columbia's MA in Studio Art program.

- The research poster based on the work of Tomi LaChance and Caden Jackson out of the PALM Psych Lab is live this week as part of the virtual Southeastern Psychological Association's annual meeting, within the CEPO poster session.
- Baseball looks to get back on the field this weekend against SMC, having picked up a few wins already this season. One of our student-athletes, Chandler Moeller, on that team was honored as Palmetto State Player of the Day on March 4 following a 4-game stretch that featured going 12 for 14 at the plate with 8 RBIs and 2 HRs. Our Softball team has also been playing well of late, now up to 5 wins, including 4 of those wins in conference and in the driver's seat as far as conference standings go. This includes over the past couple of weekends, splitting a series with Salkehatchie, splitting a series with SMC, and sweeping a two-game set with Sumter. They officially revealed their new Stokes-Revels scoreboard a few weeks ago, and then two weeks ago brought back a number of last year's sophomores to honor them between games. Volleyball continues to battle and gain valuable experience as they close out their Club season, and men's soccer will begin competition the first weekend in April. Also, Nick Jeter continues to seek interested students for the E-Sports and will try to have enough to enter into competition in the Fall.
- We continue to work with the high school and the district to promote and recruit for the new nursing and elementary education focused dual enrollment tracks and a small group of interested students will be on campus next week on the 25th.

Faculty & Staff

- Congratulations to Dr. Aziz, as one of this year's recipients for the Distinguished Research Service Award from the Office of the Vice President for Research in Columbia.
- All three faculty searches are still in progress, with finalists for the Spanish search identified and being scheduled for interviews.
- The Research Club's remaining virtual presentation events for the semester include (via Blackboard Collaborate):
 - o Virtual Lunch & Learn by Dr. Lee Morris, and her students, Blaine Newton and Travis Wendel, rescheduled from March 18 at noon, to March 26 at noon.
 - o Virtual Colloquium on April 15 from 11:00-12:30 and 1:00-2:30, featuring presentations by:
 - Dr. Steve Lowe
 - Dr. Tekla Johnson
 - Caden Jackson (student); Travis Wendel (student); and Marlana White and Alexis Jones (students from Dr. Rinehart's Psychology & Politics class)

Facilities

- Our new campus food pantry for our students officially opened earlier this week. Anita Whitney has done a great job in leading the effort to get that space organized and ready. Jen helped to make the space more welcoming with a nice logo painted above the doorway to the space in the student lounge, behind the bookstore. Ducky also helped with some shelving and door lock. This is a resource that is available to any and all of our students in order to ensure that the ones who need it don't shy away from using it due to any potential stigma that might be associated with needing to qualify in some way to access it. It is well stocked to start and has a good bit of funding to work with from the grant funding and donations, and will continue to receive donations of critical items. Also special thanks to everyone who has signed up to help cover it during its designated times to be open during the week. If you are interested in volunteering in that way, Anita has created a sign-up sheet and placed that in the Scratch drive that everyone should have access to on their shared drives.
- The old library renovation project is just awaiting the back-ordered storefront to come in so that they can replace the main entryway door to that space, along with final punchlist run-throughs before we can begin moving people down into that renovated space. wrapping up. They did complete the installation, testing, and training of the new fire alarm system in Whitener Building, which provides an update to that system that differentiates its calls from alarms being triggered in Main Building,

among other benefits. They also finished upgrading the HVAC in the renovated portion of Whitener. Once we are able to begin moving people into that space, we can free up the Founders House to begin converting that to the new Fine Arts space.

- Project to create new Sim Labs for the BSN program on campus was originally scheduled to commence either 3/15 or 3/22, but has been pushed back by the contractors to a start date of 3/29 instead.
- ADA restroom and additional HVAC work also progressing in the planning stages as they approach the bidding phase, to be completed over the summer.
- Security hardware project has made additional progress, with Columbia staff having returned to campus to resolve some issues with the back door of Whitener with that streamlined keying system.
- Zach and the other coaches continue to work on conversion of Jonesville gym into an indoor training facility for student-athletes.
- Preliminary budget information from the state for next fiscal year may include \$2 million in deferred maintenance funds for facilities projects on campus, so hoping to see that come through in order to continue to move forward with needed campus improvements.

Commencement

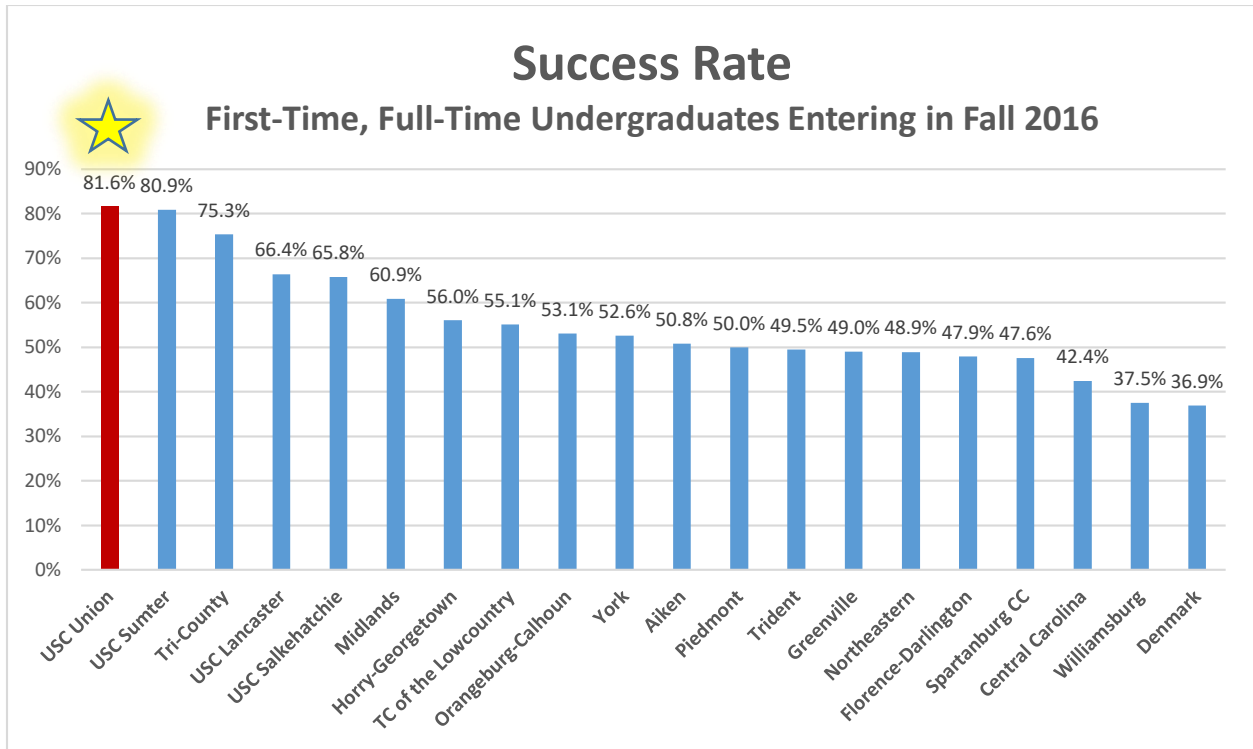
- We are planning on having our Commencement ceremony on May 1 at 6:00pm in person this year, at Union County Stadium outside on the football field there. We are partnering with the county on this, as they will be providing the bulk of the setup to ensure sufficient social distancing. There will not be an indoor back-up plan for this ceremony, as there is not an indoor space large enough to accommodate everyone with sufficient spacing between people. We will be inviting last year's graduates to participate in this ceremony as well since they did not have an opportunity to walk last year. Contact Kim Lawson for any questions you have about the logistics of the ceremony as she works with our staff, Columbia representatives, and the county to finalize those details.

Budget

- As of February 28, we were 67% of the way through the budget year. Our expenses at that point were at 69.52%. However, this also includes expenditures for COVID related items that we have been reimbursed for or will be reimbursed for at a later time, so taking those expenditures out of the equation, we are well within our budget projections for this time of the year.
- We expect to be about 3% behind on Spring tuition revenue projections, but our 2020 Summer (July session) revenue was ahead of budget, which has put us right within budget for revenue. The tuition revenue budget projection for Summer 2021 (May & June sessions) is \$180,000. Last year's actual was \$189,000.

Good News!

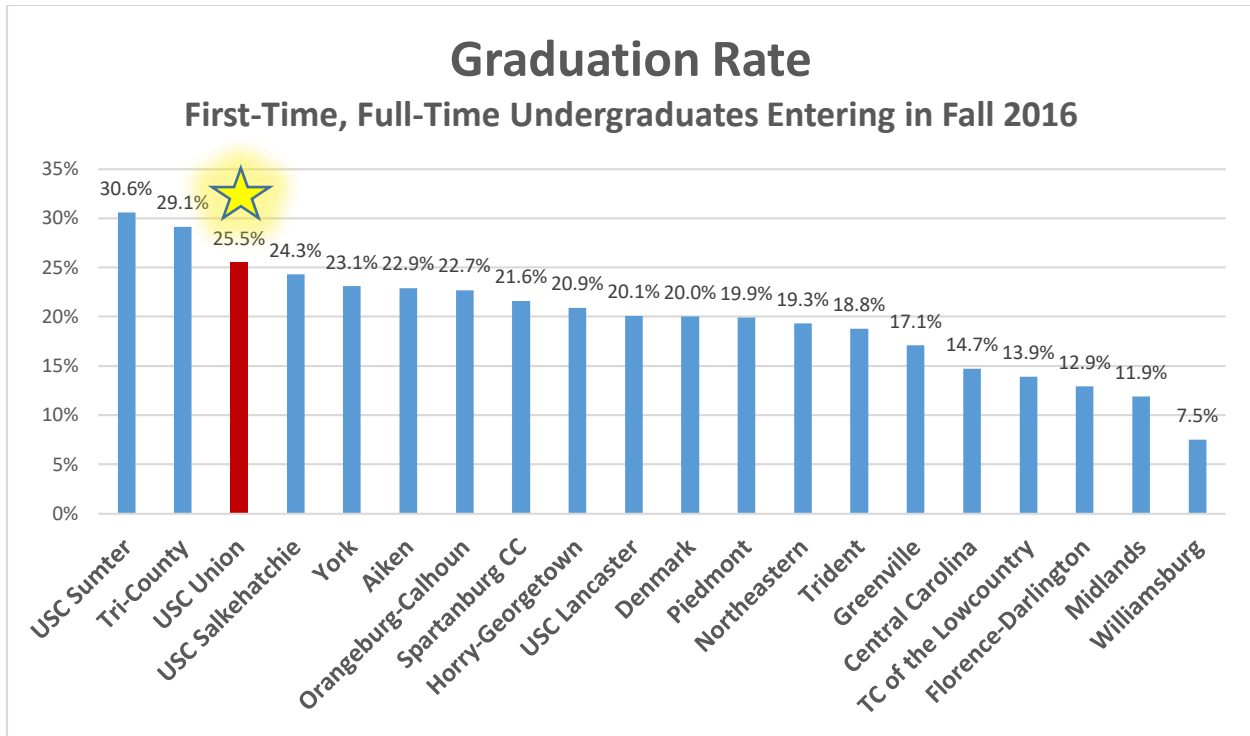
- Top in the state for a second year in a row among two-year institutions in Success Rate, up from 80.2% last year, to 81.6% this year!



*The CHE success rate, in addition to the graduates included in the graduation rate cohort, includes as part of the completion group those students who are still enrolled at the same institution during the Fall term following 150% of program time and students who transfer to other institutions before 150% of program time.

More Good News!

- Also an increase in Graduation Rate, moving up from 19.8% to 25.5% and from #9 to #3 in the state among all 4 PC campuses and 16 technical schools!



**Academic Dean's Report
March 2021**

IMPORTANT CONTACT INFORMATION

Majdouline Aziz: azizma@mailbox.sc.edu
 Christen Mayes: englance@mailbox.sc.edu
 Amber Ivey: ai1@mailbox.sc.edu

COVID-SPECIFIC INFORMATION

Palmetto College Reopen and Risk Mitigation Plan:

Please continue to refer to the [Palmetto College Reopen and Risk Mitigation Plan](#), and the University of South Carolina [coronavirus website](#) for up-to-date information on the ongoing response to the COVID-19 pandemic. The Palmetto College COVID dashboard can be found [here](#).

Spring 2021 Student Check-in Process:

Please contact students enrolled in your classes via email and/or post in Blackboard to remind/inform them of the daily student check-in process.

- All students and visitors will need to report to the Student Lounge (behind the bookstore) before entering any campus facilities. If the result of the screening is satisfactory for the student

to be able to enter campus buildings, then the student will receive a bracelet to wear that will grant them access to campus buildings for the remainder of the day.

- As compared to the fall semester, faculty will need to check students for bracelets upon entering their classroom to ensure that they have gone through the screening process.
- Each day students will be given a different colored wristband indicating a satisfactory screening for that day.
- If the student has not obtained a bracelet, the student should be directed to the check-in desk in the Student Lounge to do so.
- Note: Bracelet system will involve designated bracelet color for that day (each day will have different color designated, and that information will be provided to faculty/staff on campus via email to the campus listserv).
- The check-in desk will be operational Monday through Thursday 7:30am – 6:00pm. On Fridays, students in the only on-campus Friday class will instead complete their check-in process at the parking lot entrance to the Main Building. Otherwise, students and visitors to campus on Fridays will need to call the number posted on the building entrance for assistance.
- As students adjust to the health screening check-in procedure, we ask that you work with students in terms of tardiness as they navigate working that process into their routine for arriving to campus for classes.

Spring 2021 Faculty Health Screening Process:

- Please complete the Health Attestation eForm for faculty, staff and student employees on the Columbia campus (including the Schools of Medicine and Palmetto College Regional campuses). Employees can complete the eForm found [here](#). The Universal Health Attestation eForm allows employees to commit to daily self-monitoring of COVID-19 symptoms and promise to not report to work if feeling ill. *The Universal Health Attestation eForm will replace the Daily Health Monitoring Form immediately and must be completed only one time.*
- Faculty will not need to go through the student/visitor check-in desk.
- Carry photo identification (preferably faculty ID) while on campus.
- If you are interested in using a face shield while teaching, rather than a mask, contact Academic Affairs. We have ordered a number of “Badger Masks,” which are clear face shields that have the fabric attached to the bottom in order to close that gap in the shield.
- Faculty and staff should keep up with cleaning of their own work spaces with provided supplies.

Spring 2021 General Classroom Precautions:

- Maintain proper social distancing requirements within the classroom (at least 6ft apart from one another).
- Instructors and students must wear facial covering (i.e. cloth mask covering nose and mouth) while in the classroom, as well as while in any campus building.
- If a student needs alternative facial covering (i.e. something other than a cloth mask), the student would need to register with Disability Services.
- If a student attempts to enter the classroom without a face covering, they should be provided one that is available in the classroom or redirected to the Student Lounge to obtain one before coming back.
- If a student enters the classroom without the bracelet for the day, then they should be redirected to the Student Lounge.

- If a student refuses to wear a face covering or the daily screening, the instructor should contact campus security for assistance.
- When finished in the classroom, instructors will use provided cleaning supplies to wipe podium/instructional area after use. Instructors should encourage students to do the same for their desks.
- Just as faculty have been given the option to teach on campus or online/remote, students have been afforded the same option. So please work with them during this unprecedented time, especially if they find themselves in self-quarantine and needing to keep up with their classes remotely; or if they experience anxiety over being on campus due to being in a high risk scenario themselves or with someone they regularly interact with.
- Try to schedule as many virtual office hours as possible, in lieu of face-to-face office hours (at least 4 hours per week).
- Utilize the phone or virtual meeting software as much as possible to minimize physical contacts on campus.

COVID – 19 Sample Syllabus Insert

Below is some verbiage that you might consider inserting into your Syllabus for this Fall for a class that has any in-person meetings on campus:

Students are required to wear face coverings at all times and maintain social distancing between individuals in all campus buildings and inside the classroom. Students should carry a face covering of their choice on campus to use in areas in which a face covering is required or highly recommended. On the Union campus and at the Laurens location, masks will be available at all designated building entrances, along with signage and further instruction, for anyone who does not already have their own mask with them to put on prior to entering the building. Students who have documented conditions that could be exacerbated by wearing face coverings should submit an application to become registered with Student Disability Services. Students who become registered will be entitled to reasonable accommodations that may help mitigate issues caused by face coverings mandates in designated areas of campus.

Please refrain from attending class and/or coming to campus if you are ill. If you have a fever, cough, or other symptoms, you should stay at home. If you are feeling ill, please do not come to class or to campus to turn in work. Instead notify me by email me about your absence as soon as possible, so that accommodations can be made. The instructor has the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety. In the event that a student refuses to comply with these requirements, the instructor may contact campus security to have the student removed from the classroom.

SPRING 2021 ACADEMIC CALENDAR

- There will be **no Spring Break** this year.
- Wellness days are included within the academic calendar – no assignments, exams, or classes held on these days.
- Spring I dates: 1/11 – 3/5
- Spring II dates: 3/15 – 5/5
- Wellness days applied to Spring I and Spring II courses.

UofSC Union Spring 2021 Academic Calendar

January 11	Classes Begin
January 18	MLK Holiday (Campus Closed)
January 19	Last day to add a course, or drop a course without a grade of 'W' recorded.
February 15	President's Day Holiday
February 25	Wellness Holiday
March 12	Wellness Holiday
March 15	Pre-registration for Summer and Fall 2021 begins.
March 26	Graduation applications due
March 27	Last day to drop a course without a grade of 'WF' recorded.
March 30	Wellness Holiday
April 21	Wellness Holiday
April 26	Last day of classes
April 27	Reading Day
April 28 – May 5	Final Examinations
May 1	Graduation – In-person ceremony tentative based on COVID conditions

Spring I:

January 14: Last day to add a course, or drop a course without a grade of 'W' recorded.

February 18: Last day to drop a course without a grade of 'WF' recorded.

Spring II:

March 18: Last day to add a course, or drop a course without a grade of 'W' recorded.

April 20: Last day to drop a course without a grade of 'WF' recorded.

Spring 2021 FACULTY ACTION ITEMS

Annual Administrative Reviews:

- Reviews have been returned to faculty.

- Please, read, sign, and return to me asap.
- In the process of developing a new evaluation form that should be implemented next year. We will also be looking at revising the annual administrative review form that faculty submit as well.

Daily Census:

- We are again required to send in the Daily Census for our campus. AA has created a spreadsheet with everyone's schedule of classes and what you have told us about when you are on campus. These reports are submitted by 11:00am daily to Susan Jett. If you are scheduled to be on campus and are unable to attend, please let Amber Ivey and Christen Mayes know first thing in the morning so they can send accurate reports.

Academic Affairs:

- Contact Christen Mayes to submit supply requests. Supplies are normally ordered twice a month (the 1st and 15th 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 Christen an email with direct link and qty.

Advising:

- Summer and Fall 2021 schedules are live.
- Spring 2021 advising began **March 15**. Please be sure to review your courses on these schedules and reach out to your advisees to schedule advising appointments.
- A big thank you to Dr. Steve Lownes and Professor Emswiler for developing the advisor training for the PCAM 299 course. They developed some very useful tools which he will show you today.
- A big thank you to everyone else who worked on the PCAM course as well.

Adjunct Mentoring:

- As we identify and hire new adjuncts, I will be reaching out to senior faculty members to serve as mentors for them.

Course Materials and Syllabi:

- Be sure to get information about any required course materials for your summer and fall courses to Tanja Black as soon as possible, ideally using the online submission portal to submit textbook information. If you are not requiring students to purchase any materials for your class, also let her know so they can convey that to the students as well.
- Always be sure to submit summer syllabi to Christen Mayes and Amber Ivey as soon as you have them prepared.

Faculty Responsibility

- In all of your courses, whether taught face-to-face or virtually, BE ENGAGED, BE AVAILABLE, COMMUNICATE.
- Respond to emails within 24 hours during the week and within 48 hours over the weekend.

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.

FACULTY HANDBOOK

The Faculty Handbook will be updated to include the DEI committee information and Academic Intervention Team. I have also charged the Academic Affairs Committee with a complete revision of the Handbook to remove any redundant information from the PCCFM. All information already referenced in the PCCFM will be removed from our local Handbook.

FACULTY SPOTLIGHT

Keep an eye out for our next Faculty Spotlight featuring Greta Bailey.

If you are interested in participating, please contact Dr. Aziz as soon as possible to receive more information.

STUDENT HANDBOOK

Please become familiar with the updated [Student Handbook](#).

HONOR CODE VIOLATIONS

Become familiar with the USC Union Code of Student/Faculty Academic Integrity & Responsibility located in the [Student Handbook](#). All suspected cases of Honor Code violations must be submitted online via the [Honor Code Violation Report Form](#).

OVERRIDING STUDENTS INTO CLASSES

Beginning in Summer 2021, overriding students into full courses will be prohibited except under certain circumstances. Please get approval from the AD before accepting any overrides. Also, please do not reach out to Blake to change course days/times/terms. Those changes need to come through Academic Affairs first a