



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes

October 23, 2020

- Dean's Report (below)
- Academic Dean's Report (below)
- Drs. Sixta Rinehart and Maire-Afeli: Input from faculty for the Provost's Palmetto College Advisory Council: Please communicate concerns to us that Provost Tate may be able to address. We would also like to hear anything positive that is currently working well with Palmetto College. Please have them sent to either Dr. Sixta Rinehart or Dr. Maire-Afeli. We will meet with Provost Tate in mid-November to discuss these items as a committee. **We would like these items sent by October 31.**
- Drs. Lownes and Schafer: See below (DEI Mission Statement and standing committee (members pending) FO: Voted YES)

In attendance:

Dr. Charles
Dr. Lowell
Dr. Aziz
Neill Hance
Dr. Deb Hudson
Dr. Dave Hudson
Greta Bailey
Lynn Edwards
Dr. Fouts
Dr. Anderson

Prof. Ivey
Dr. Pisano
Dr. Lowe
Dr. Lownes
Dr. Morris
Prof. Emswiler
Gale Ashmore
Dr. Maire Afeli
Dr. Schafer
Courtney Pinnell
Sandy Phillips Long
Kevin Torres

Dean's Report

Randy Lowell, USC Union
Dean's Report
October 23, 2020

COVID Updates

- USC Columbia to provide free COVID testing on campus in Union next week, Thursday, October 29, from 11:00-12:30. More details to come.
- Spring calendar officially announced (see attached), which retains the initial starting and end dates for the semester, but replaces the traditional Spring Break with a handful of wellness days throughout the semester.

Students

- Preliminary freeze data for enrollment for Fall 2020 is at 1,071 headcount (633 FTE), which is down 82 from last year's all-time record, but only down 20 from the prior year's second-best mark. Again, the deficit was driven by being down in dual enrollment (large chunk coming from one class being pushed to Spring at Dorman) and being down by 21 in Aiken for Pacer Pathway program.
- For regular new and continuing students on campus in Union, however, enrollment is up from last year. In fact, for first-time, full-time freshmen, the Union campus shows a 29% increase in terms of 5-year change; and a 68% increase in terms of 10-year change. In both cases, those increases are the highest among all PC and comprehensive campuses (Upstate, Aiken, and Beaufort); only one other campus has an increase in either case (Sumter, 5-year change), while the rest are decreases.
- Looking towards Spring, applications and admits are currently up from this time last year, with projections suggesting at least ending up flat on enrollment, if not an increase from the previous Spring.

Faculty & Staff

- Congratulations to Bobby Holcombe on crossing the threshold for 30 years of service to the Union campus!
- Excited to see Emily and Jen's new student organization on campus, Bantam Health & Fitness Club.
- After Thanksgiving, the campus will have limited staffing from a few key student support offices, but otherwise as much work that can be done remotely is the preferred option. There will also continue to be some facilities projects ongoing, so those workers will be on site to do that work.
- Permanent Campus Dean position now posted.

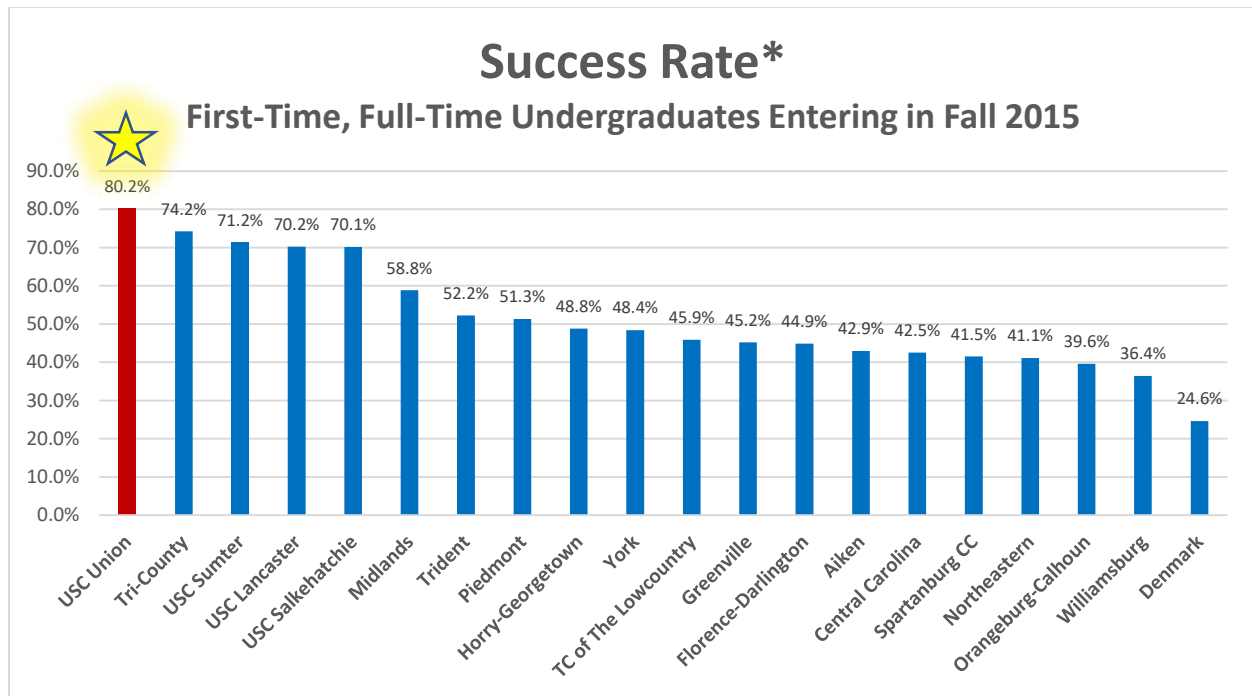
Facilities

- New Student Services Building has been operational for about a month now, with Admissions and Financial Aid fully moved into that space.
- The old library renovation project is well under way and still on track for anticipated completion right after Christmas. Special thanks faculty and staff who have provided input into the furnishing options for those new classrooms as well.
- Work scheduled for Academic Affairs suite to occur after Thanksgiving and wrap up in mid-December.
- ADA restroom and security hardware projects planning still in progress, aiming to launch right after the end of the Spring semester.
- Further progress on gym in Jonesville being deeded over to the campus by the town of Jonesville.
- Truluck HVAC work to replace two condensers is on track, with additional HVAC upgrades in Whitener Building still tentatively to take place following the Spring semester.
- Renovation of Dr. Keith's old office into SimLab for Nursing program continues to progress, with demo and architect visit on the calendar in the coming weeks.
- Still working on identifying funds that can be used for continuation of work on interior of Fine Arts Building. Aiming to resume that work by late Spring.
- Still in preliminary planning on outdoor work behind new Student Services Building, which would create usable space there and create some visible connection/walkthrough with the Rippy Courtyard on the other side of that exterior wall.
- Grant for campus food pantry still pending funding decision.
- Had four parking spaces donated to the campus behind the Science & Nursing Building.
- Awning replacement on Barbara Rippy's building by the city, paid for by a city grant.

Budget

- Had budget meeting with Columbia Budget Office yesterday, which is currently in good shape. At 25% mark, had only spent just over 22% of budget, with a portion of those expenses likely to be reimbursed through Cares Act funding. Down slightly in revenue, but down by larger amount in expenses, so still in the positive overall. This includes Fall tuition revenue that is projected to be down slightly; however, the July tuition revenue that is part of the current fiscal year was up by much more than that Fall deficit, resulting in overall increase in that revenue for the first half of the fiscal year all together.
- Received 100% of COVID-related expense reimbursement from SC Cares Act funding, in the amount of \$106,000+, which includes the cost of bio-mister equipment and reimbursement of personnel related expenses from March through July. This is addition to the federal Cares Act reimbursements that the campus has been receiving for that same time period, which are mostly technology related expenses. Will likely receive more of these Cares Act funds for period from July through the Fall semester as well.

On a particularly positive note, based on data from the SC CHE's Statistical Abstracts, the Union campus is the top in the state among the 20 two-year institutions in Success Rate, at just over 80%! This is a reflection of the collective efforts of all of the faculty and staff to support our students in achieving their educational goals, so thanks to all for helping us attain this distinction in the state!



*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.

Spring 2021

For Full Term Classes

- Classes Begin - Monday, Jan. 11
- Martin Luther King Day Holiday - Monday, Jan. 18
- Last day to change/drop a course without a grade of W being recorded (Part of Term 30) - Tuesday, Jan. 19
- Presidents Day Holiday - Monday, Feb. 15
- Last day to apply for May graduation - Monday, Feb. 15
- *Wellness Holiday - Thursday, Feb. 25*
- *Wellness Holiday - Friday, Mar. 12*
- Last day to drop a course or withdraw without a grade of WF being recorded (Part of Term 30) - Saturday, Mar. 27
- *Wellness Holiday - Tuesday, Mar. 30*
- *Wellness Holiday - Wednesday, Apr. 21*
- Last Day of Classes - Monday, Apr. 26
- Reading Day - Tuesday, Apr. 27
- Final Examinations (including exams on Saturday) - Wednesday, Apr. 28 to Wednesday, May 5
- Commencement Exercises in Columbia - Friday, May 7 and Saturday, May 8

Note: No classes, assignments or tests due on all Holidays.

Academic Dean's Report

AD Notes FO 10/23/20

Prof Jen Emswiler:

Faculty Accomplishments:

Jen states "one or more of my resin works were accepted into the 5th Anniversary Online Juried Art Competition for Fusion Art Gallery out of Palm Springs, CA! It's an online show that they will promote for a year and showcases/markets it's artists to art collectors, curators, and other art professionals worldwide."

The gallery will be ready to view on their website on November 1. Website below:

<https://www.fusionartps.com>

- Reminder to send any faculty accomplishments to me to be shared here and during faculty senate.

Other News:

- Lactation room project has been completed. The lock for the door has been ordered and as soon as it arrives and is installed, the room will be ready for use. Please contact Christen Mayes if you need to use that space. Thank you to Lynn Edwards and Courtney Pinnell for securing donations from Union Medical Center, Christen Mayes for her help in designing the room, and Randy Lowell and Michele Lee for their support with the project. We are very proud of this space and hope it will help those that need to use feel comfortable and appreciated.
- Academic Affairs project will begin November 30 with an estimated completion date of December 13th. The area will be painted and new carpet will be installed during this time. Faculty offices will need to be prepped for this work ahead of time. Jeremy Black will remove technology from all offices on November 25th, all bookcases need to be cleared out, anything hanging on the wall needs to be taken down, and tops of desks and other areas cleared as furniture will be shifted. Take all valuables home with you and lock desks and filing cabinets with sensitive information. All items can be stored in the locked Main Building conference room across from Academic Affairs.

- Study abroad program – there has been some interest in resuming study abroad trips next summer. A decision has not been made on whether that will happen but I have reached out to the Faculty Advisory Committee to meet and discuss how these trips will be chosen moving forward. If you are on that committee and have not yet met to discuss this issue, please do.
- Huge thank you to Lynn Edwards and Courtney Pinnell who have done a fantastic job of ensuring the health and safety of all members of the USC Union community. Their hard work with setting up daily screening and contact tracing has been extremely successful in keeping numbers low on our campus.
- Reminder to keep checking student bracelets and commit to self-monitoring for COVID-19 symptoms.
- Advising for Spring 2021 will begin Monday, October 26. Schedules have been emailed out to all faculty advisors. I have also emailed out the AA and AS advising forms. I have asked Blake to create a similar form for a dual associates degree, which she has done. I will look that over and send it out next week.
 - Reach out to your advisees directly to schedule appointments. Keep in mind that classroom capacities are limited so encourage early advising and registration.
 - New students will be assigned via Calendly. Keep a lookout for those appointments.
 - Please market the Elementary Education program to your students, if they have expressed an interest in this field.
 - Thank you to all who attended the advising training with our counterparts at USC Lancaster.
 - I will be working with Annie to market the program on our website and social media pages.
 - Classroom capacity limits will remain in place through Spring 2021. More in-person classes will be held as compared to this semester (around 60% F2F).
 - Screenings/social/student events have not been decided yet for spring, we will keep you updated as we have more information available.
 - Spring 2021 dates:
 - Full term: January 11 – May 5 (no spring break)
 - Spring first half term: January 11 – March 5
 - Spring second half term: March 15-May 5
- Student Handbook – I am in the process of creating a student handbook that will be given to all new incoming students during orientations and posted on our website. The first version will also be emailed to all students. This handbook includes relevant and important policies that deal with student affairs, important information about the campus in general, information regarding student support services and various office functions.

- The handbook will include a section on student activities and student organizations. If you have not done so yet, please send me information about any student organizations that you are involved in, including the names of faculty advisors, mission statement, and short description.
- I will meet sometime next week with Anita Whitney and Brad Greer to streamline the student organization registration process.
- Care Team is up and running. However, I still need one other faculty volunteer for the Academic Interventionist Team. If you are interested in serving on this committee, please let me know as soon as possible. Otherwise, there will be limited faculty involvement/input on this proposed committee.
- Peer Reviews-COVID-19 brought a halt to peer reviews last semester. I have reached out to many of you to conduct reviews that were not completed last semester. Please do those reviews and let me know if you have any questions or concerns.
- Professional Activities Reports: new timeline, these will be due by the end of January, with review returned by end of March.
- Faculty Spotlight – our next faculty spotlight will be Dr. Emily Schafer. If you'd like to be featured next, please let me know.
- Course approvals – some of you have asked to try to get approved to teach new courses. I am working on those. If you haven't done so already, please send me your graduate transcripts and CV with a list of courses you are interested in getting approved for.

DEI Mission Statement

The Diversity, Equity and Inclusion Committee at U of SC Union is committed to the advocacy of a campus environment that addresses issues of diversity and inclusion that will promote and maintain a supportive learning environment for all. The committee is dedicated to the creation of a campus community that focuses on initiatives, events, and activities that promote policies and values that in accordance with the Carolinian Creed “discourage(s) bigotry, while striving to learn from differences in people, ideas and opinions”. We stand for positive action in affirming the rights of all persons, regardless of category, and aim to dismantle institutionalized racism and discrimination wherever we find it.

-4 faculty members, 2 staff members, Disabilities Coordinator (7 person committee with voting rights) and a student advisory group (non-voting members)

- Student advisory group could consist of representative members of the student body, including athletes, club members, and academic students

- Should be off for one academic year until voted back on

- The Disabilities Coordinator should be a permanent member of the Committee

- 2 year commitment, election at April FO like other committees- STAGGERED

- Term limits: 2-year term for chair, year vice-chair, 1 year secretary, (staggered)

- Election for vice chair, secretary, and appointment of members (preference w/ term limits) will happen annually. Election of chair will happen bi-annually. New chair should be someone who has been on the committee for the previous year. If this is not possible, there can be a period of time where the outgoing and incoming chair are both present in order to maintain continuity.

PRIORITIES

1. Recruiting, retaining and mentoring of minority students
2. Recruiting and retaining minority faculty and staff
3. Addressing community wellbeing through engagement, teaching, and research
4. Promoting and practicing social justice
5. Encouraging regular critical analysis of curriculum and practices to include diversity, equity, and inclusion