

USC Lancaster  
Faculty Meeting  
December 5, 2012

Minutes approved from 11/7/12 Faculty Meeting.

**Officers Reports:**

**Dean of the Campus** - (Catalano) –construction started on Founders Hall, should finish within year; Brooke Road work complete, apartments under construction, dorms in future.

**Associate Dean for Academic and Student Affairs** – (Cox) – see **Appendix # 1**;  
everyone should file “Outside Professional Activities Report”, sent out FIF forms,  
“Re-Defined Teaching Load” forms required even if you automatically receive.  
(N. Lawrence) – Are 3<sup>rd</sup> year review composers required to also create a FIF?  
(Cox) – No, but might compose brief FIF for consistent record.  
(Faulkner) – FIF a good idea for purposes of raises.

**Assistant Dean of Students** – (W. Collins) – see **Appendix # 2**.

**Academic Success Center** – (D. Lawrence) – see **Appendix # 3**.

**Admissions** – (English) – see **Appendix # 4**; begin work on Fall 2013 schedule on January 7;  
be careful about class times/days, not able to re-adjust; reminder Fall grades due  
72 hours after final exams, last day to enter grades December 20<sup>th</sup>; grade preferable  
to mark of “NR”.  
(N. Lawrence) – What happens to past records?  
(English) – Do not know.

**Advancement** – No report.

**Business Manager and Planning** – No report.

**Computer Services and Information Technology** – No report.

**Counseling and Disability Services** – No report.

**Facilities, Management, Construction** – No report.

**Gregory Health and Wellness Center** – (Sellhorst) – spinning classes led by Holt & Bundrick,  
schedule available soon; group rate discount for faculty.  
(N. Bohonak) –are faculty approved to teach spinning?  
(Sellhorst) – will be soon.

**Law Enforcement/Security** – (Rutledge) – working on entrance to construction site from  
9-bypass for safety of students; 2 staff members had items stolen from vehicles;  
sex-crime occurred, non-student is suspect, under investigation.

**Medford Library/Webmaster** – (Harris) – still accepting book orders.

**TRIO** – No report.

**Reports of USC System Committees:**

**Columbia Senate** – (Penuel) – more pending changes to “courses and curriculum”.

**Regional Campus Faculty Senate:**

**Rights & Responsibilities** – request from Dr. Plyler’s office that T&P files be sent electronically or permission to scan. (Sellhorst) – what will be scanned?  
(Hammond) – just files, not ballots.

(Hammond) - motion about “online concerns” was tabled at last meeting.

**System Affairs** – (Penuel) – Senate passed motion requesting Regional Campuses consider proposed changes to 2 year degree requirements, will go thru “Courses and Curriculum” by February 15<sup>th</sup>.  
(Yingst) – I guess we will be hearing more about that in January & February.

**Welfare** – (Burke) - RSVP for T&P workshop on January 18<sup>th</sup>; Duffy Award nominees selected, awarded April 19<sup>th</sup>. (\*applause for nominees\*)

**Provost’s Advisory Council** – (Gardner) – meeting cancelled, yet to be re-scheduled.

**Other System Committees –**

(Guittar) – has Dean search committee met?

(Gardner) – yes, phone calls, search ends December 20<sup>th</sup>.

(Guittar) – interim information?

(Gardner) – search committee lacks authority to assist with interim selection.

**Reports of Local Committees:**

**Tenure & Promotion Committee** – (Hammond) – met and voted on local T&P candidates.

**Evaluation Committee** – (Harris) – motion to be considered under “New Business”, copy distributed.

(Cox) – first meeting with Palmetto Chancellor candidate, Friday, December 7, Thomas Cavanaugh possibly broadcast, 3 other candidates.

**Assessment Committee** – (Davaut) – please turn in materials for assessment ASAP.

## **Unfinished Business :**

**\*\* Motion – to Amend Motion to Change By-Laws \*\*** (Faulkner)  
(2<sup>nd</sup> – N. Bohonak)

Discussion:

(Martek) – Natural Sciences will cover Geology, just wording changes, supports.  
(Harris) – change to Library Committee?  
(Yingst) – specific wording states “advisory body on matters such as hours”.  
(Harris) – purpose of Hiring Priorities Committee? “Faculty/Staff” or only “Faculty”?  
(Yingst) – says “Faculty/Staff”.  
(Gardner) – previously encompassed both, but hard for faculty to understand needs of staff.  
(Yingst) – allows faculty input.  
(Harris) – faculty has ignored staff requests in past.

**\*\* Motion to Amend By-Laws passed by unanimous vocal vote (2/3 being required) \*\***

**\*\* Motion to Amend “Faculty/Staff” to just “Faculty Hiring Priorities Committee” \*\***

(Harris) , (2<sup>nd</sup> – numerous vocal members)  
(Gardner) – mechanism for staff input on hiring needs?  
(Catalano) – yes, financial priority for faculty needs typically comes first, but possible for faculty to support staff hiring priorities.  
(Hammond) – should wait for Dr. Scarlett, chair of Hiring Priorities Committee.  
(Cox) – Scarlett will be gone in Spring.  
(Sellhorst) – faculty and staff should have separate inputs.  
(Yingst) – change to title only, not purpose.

**\*\* Passed by unanimous vocal vote \*\***

## **New Business :**

**Evaluation Committee – (Harris) - \*\* Motion – see Appendix # 5 \*\***

Discussion:

(Cox) – who will elect?  
(Harris) – general faculty.  
(N. Bohonak) – is 80/20 in place, how will it affect service?  
(Harris) – already in place, no affect.  
(Biggs) – why change?  
(Harris) – review truly by peers, with no scholarship component; T&P committee  
Overworked already.  
(Martek) – how many would send files?  
(Harris) – up to 25, but up to faculty member.  
(Gardner) – will there be changes to FIF form?  
(Harris) – no need for change, 2 boxes, one for “With” and one for “Without” scholarship.  
(Martek) – how to compare Tenure Track vs. Instructors when it comes to raises and peer review?  
(Catalano) – ladders ranked for each independent group.

(Biggs) – “different standard” implications for classroom, suggests 2 different groups of expectations; wants to avoid 2 different educational environments.  
(Harris) – teaching category is not judged differently.  
(Biggs) – wants to avoid lack of dialogue between Instructors and Tenure Track.  
(Gardner) – committee should consist of both groups.  
(Harris) – not discussed in committee; if postponed, will not be ready for Spring.  
(Faulkner) – why can’t we vote now and amend?  
(Catalano) – new Dean may not advise or approve.

**\*\* Motion to Postpone Vote \*\*** (Biggs) – (2<sup>nd</sup> Criswell)

**\*\* Motion Failed \*\***

**\*\* Motion by Evaluation Committee passed by unanimous vocal vote \*\***

**\*\* Motion to Accept Replacements for Danny Faulkner on Regional Campus Faculty  
Senate and Regional Campus Research and Productive Scholarship Committee  
Passed by acclamation \*\***

**Meeting Adjourned – 12:55pm**

**Attending:** Alhaddad, Biggs, N. Bohonak, Bonner, Brown, Bundrick, Bundy, Burgin, Burke, Castiglia, Catalano, Catledge, Cox, Criswell, Davaut, Evans, Faulkner, Freeman, Garane, Gardner, Golonka, Guittar, Hammond, Harris, Hassell, Holland, Jackson, Kendrick, D. Lawrence, N. Lawrence, Martek, Nims, Pangburn, Richardson, Rutledge, Scott, Sellhorst, Taylor, Van Hall, Wolochwianski, Worthy, Yingst, English, Mobley.

Michael Bonner  
Faculty Secretary

## **Appendix # 1:**

M. Ron Cox, Jr., Ph.D.  
Associate Dean for Academic & Student Affairs  
118 Hubbard Hall

### **REPORT TO THE FACULTY 05 December, A.D. 2012**

**Please remember to complete all student evaluations for all courses. SACS requires that every course (with enrollment of 5 or more students) must be evaluated.**

**SPRING 2013 Advisement/Pre-Registration:** Please continue your efforts to contact your advisees and encourage them to pre-register for the Spring 2012 semester.

**OUTSIDE PROFESSIONAL ACTIVITIES REPORT:** Just a reminder that the **Outside Professional Activities reports are due to the Office of Academic Affairs no later than 25 January 2013.** The form (Outside Professional Activities – Faculty Annual Report) is found on the webpage for USC's Office of the Vice President for Research (<http://orc.research.sc.edu/forms.shtml>). (Our Office has to complete the unit summary and submit it to Dr. Plyler's office by the end of the month.)

**FACULTY INFORMATION FORMS** for 2012 are due in the Office of Academic & Student Affairs no later than 31 January 2013. A copy of the form is attached to this report. If you have any questions about this form, do not hesitate to contact our office or a representative on the Peer Review Committee.

**Assessment** – Thank you to all faculty who have provided artifacts for USCL's assessment efforts this year. (And if you have been requested to submit an artifact and haven't yet done so, please do so as soon as possible.)

**Faculty Searches** – Searches for the approved positions (Assistant Professor of Astronomy & Physics, Assistant Professor of Exercise Science, and Assistant Professor of Psychology) are moving forward. The plan is to have the search committees established before we close for break and to begin reviewing applications very early in the Spring 2013 semester.

**A REMINDER** that all final exams must be given on the assigned date and time unless permission has been received from the Office of Academic & Student Affairs to administer them at different days/times.

**SPRING 2013** – Campus will reopen after winter break on Wednesday, January 02. Registration will be held January 09 and 10, and classes begin on Monday, January 14.

Best wishes for a safe and happy holiday season!!



## **Faculty Information Form**

# 2012

The following information is requested of each faculty member at USC Lancaster in order to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, a process which includes both a peer review and an administrative review (as mandated by University Policy).

Name of Faculty \_\_\_\_\_

Academic division of faculty member \_\_\_\_\_

Please select the one category most appropriate for your faculty status:

- ☐ Tenure-track / tenured / visiting faculty
- ☐ Tenure-track faculty undergoing first year review
- ☐ Tenured faculty undergoing post-tenure review (must include previous six years of professional activities)
- ☐ Full-time instructor (reviewed with scholarship component)
- ☐ Full-time instructor (reviewed without scholarship component)

PROFESSIONAL ACTIVITIES  
January 1, 2012 - December 31, 2012

Please include information from the current calendar year only. For a description of the current criteria for each of the areas below, please refer to the most recent edition of the *Regional Campuses Faculty Manual*. For more specific guidelines on completing this form, see the faculty resources available on the USCL website.

**Effectiveness as a Teacher and/or Librarian:**

**Scholarship:**

**Service:**

**Optional Personal Statement:**

## **Appendix # 2:**

Walter P. Collins, III, Ph.D.  
Assistant Dean of Students Affairs

### **Report to Faculty December 5, 2012**

- **Student Life/Activities**
  - Ongoing **Community Service Opportunity** through Delta Links & Omega Scholars
    - Coat Drive for the Children's Home—through December 14, 2012.
  - **PAL interviews** will take place Thursday, Dec. 6, 2012 from 9:00 AM to 5:00 PM.
  - **Carolina Emerging Scholars Conference**, May 18, 2013. Please encourage students to consider a submission.
- **Security and Law Enforcement**—Please be mindful of the construction trucks moving about campus, especially in the parking lot between the Facilities Building and Hubbard Hall. Equipment and supplies have been arriving since Monday and will continue for the next year.
- **Behavioral Intervention Team**—The team continues to meet every other week. Referrals can be made at <http://usclancaster.sc.edu/BIT/index.html>

Best wishes for a wonderfully restful holiday break.

### **Appendix # 3 :**

#### **ASC Report**

**December 5, 2012**

**Dana Lawrence**

**Fall 2012 vs. Fall 2011 (as of December 1, 2012)**

- 15% increase in total number of tutoring sessions
- 15% increase in individual users
- 77% increase in writing consultations

#### **Tutoring**

- November 2012 report posted in Disconnected S Drive in ASC folder
- We had a total of 150 tutoring sessions in November

Economics: 2

Chemistry: 8

Math: 53

Physics: 5

Spanish: 14

Writing: 70 (40% for non-ENGL courses)

#### **New in Spring 2013**

Applying for International Tutor Training Program Certification through College Reading & Learning Association

Developing “traveling workshops” on various writing topics—we’ll bring the workshop to your class (details still in development)

We will offer tutoring in French, Italian. We hope to add tutoring in Anatomy and Physiology, NURS 226, NURS 212, NURS 201



## Appendix # 4 :

### **Report to Faculty, December 5, 2012**

#### One Carolina:

- Banner Student Information System (BSIS) is still going well. We have 187 applicants for Fall 2013. We had 89 this time last year. USC Columbia had a deadline of December 1, 2012 for their Fall 2013 class, so I expect because of the ability to share application information this year (One Carolina), we have seen an increase.
- Fall 2013 schedule building will begin when we return from the holiday break. January 7, 2013 is the first day I can start the process of entering our Fall 2013 schedule. If you know of some changes, please let your division chair know before the end of the year. There will be a report (I don't know how pretty it will be) for you to review the data that I have entered. It will be imperative this time more than ever to review it carefully. Because of the process changes associated with Banner, Fall 2013 courses cannot be changed once students have registered.
- I sent out an email request to provide your VIP ID number to me. This information is required to associate a Fall 2013 class to you! Social security numbers will no longer be used. Please sign on to vip.sc.edu and under the personal link to locate your VIP ID. **I DO NOT NEED YOUR PIN NUMBER!!**
- Banner demonstration will be held at the beginning of the year. Check your emails for updates!

#### Fall 2012 Grades:

- According to the Regional Campuses & Extended University Faculty manual, final grades are due 72 hours after exams.
- All grades are due December 20, 2012 at 9:00 a.m. This is the last day the Admissions and Records Office will be open before the Holiday break. The deadline affects honor's listings and suspension reports!! **PLEASE BE ON TIME!!**
- Grade of NR (no report) is not the best grade to use for students who have stopped attending your class. A grade of NR is ignored in computing GPA.
- If you have a student who stopped attending your class, please consider issuing a grade of F. Then, please either follow up with a grade discrepancy form (found on your grade entry page on vip.sc.edu) to document the student's last date of attendance or academic work, or email me the information, or enter the information on the excessive absence form (<https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>)

**Appendix # 5 :**

**A MOTION TO THE USCL FACULTY**  
**FROM THE EVALUATION COMMITTEE**

December 5, 2012

**The Evaluation Committee presents the following motion to the USCL Faculty: that**

1. A standing faculty committee be created whose members are full-time instructors, each with at least five consecutive years' full-time experience at USC Lancaster; the committee shall consist of six such full-time instructors;
2. This committee, the *Instructor Peer Review Committee*, shall be responsible for the Annual Peer Review of any and all full-time instructors reviewed without a scholarship component; **instructors who indicate on their Faculty Information Forms that they want to be reviewed with a scholarship component will be channeled to and reviewed by the same group of faculty who conduct peer review for tenured and tenure-track faculty;**
3. For the purposes of peer review, the committee shall evaluate instructor performance according to the following percentages, as indicated in the "USCL Annual Faculty Peer Review" document:

80% Effectiveness as a Teacher and/or Librarian

20% Service

Unless otherwise indicated in this motion, the committee shall follow the same procedures and deadlines as indicated in the "USCL Annual Faculty Peer Review" document.

Should this proposal be approved by the USC Lancaster faculty body at the December 2012 meeting, an election would be held at the February monthly meeting to constitute the committee. This new committee would then be responsible for Instructor Peer Review beginning with the 2012 Faculty Peer Review cycle in Spring 2013.

**Rationale:**

Note: There are over 25 full-time instructors employed by the USC Lancaster campus.

- To allow for peer review for full-time instructors to be done by their true peers and, as such, to give instructors more direct participation in the peer review process. Since the full-time instructors for the most part do not have the scholarship component and also do not participate in the mandated reviews other than peer review, their own peer instructors who are also outside the tenure track could annually perform the fairest peer review of the teaching and service components.
- To distribute a portion of the Peer Review responsibilities beyond the Tenure and Promotion Committee.