**USC LANCASTER**
**FACULTY ORGANIZATION MEETING MINUTES**
**December 5, 2014**

I.  Call to Order: 12:05pm
II.  Correction/Approval of the Minutes—November minutes approved
III.  Reports of Officers
  a.  Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
    i.  Introduction of Michelle Mellichamp, new Administrative Assistant to the Dean. Ms. Mellichamp will start on Monday, December 8, 2014.
    ii.  Highlight financial information on written report.
    iii.  Discussion
      (Gardner) Follow up to last month—thank you for the new white board erasers.
      (Sellhorst) Will they work in Bradley?
      (Bundrick) New cleaning spray making it difficult to erase. Please ask Butch to change spray.
      (Catledge) BSN students love the white boards.
  b.  Academic and Student Affairs Dean—Dean Ron Cox—**REPORT ATTACHED (SEE APPENDIX #2)**
    i.  Final grades due by 12/18. Date is set by Columbia and is non-negotiable.
    ii.  "FN" option should be used when student fails course due to non-attendance. This could mean the student stopped coming to class or missed the final. You must include the last date of attendance.
      (Martek) What about a student who missed middle section of semester, then returned?
      (Cox) Depends on your attendance policy.
      (Martek) Graded based on points earned.
      (Cox) Then grade not due to attendance.
    iii.  Discussion
      (Sellhorst) When reporting outside activities, should we include service and research activities?
      (Cox) Include volunteer work that takes away from time on campus. We're trying to avoid conflicts of interest.
      (Bohonak) We need that information in case of federally-funded research.
      (N. Lawrence) Re: overrides: is it acceptable to forward email from professor granting permission to override, or is signature required?
      (Catoe) Yes, we need signed and dated document for official record.
      (N. Lawrence) Where is the form?
      (Catoe) In Admissions office.
      (Martek) Can form be posted on website?
      (Penuel) I think it's fine for it to be cumbersome.
      (Hammond) Request posting on website.
      (Cox) Kelly Faulkner will begin new position in Admission office.
  c.  Academic Success Center—Dana Lawrence—**REPORT ATTACHED (SEE APPENDIX #3)**

- d. Admissions—Megan Catoe
    - i. 950 students registered for spring right now.
    - ii. Late advising on January 7 & 8; 9am-12pm and 3-6pm
    - iii. Please get grades in by 18<sup>th</sup>—causes problem if you don't. System will shut down and will not reopen until January.
- e. Human Resources—Tracey Mobley-Chavous
    - i. Faculty Searches: direct any input re: advertisement to Dean or Division Head. Once it is published, it is hard to change.
    - ii. Discussion
      (Wolochwianski) Re: Health Insurance: Prescriptions changed to Catamaran. Insurance will be BCBS?
      (Mobley-Chavous) Insurance will change only if you were on Blue Choice.
      (Wolochwianski) What is the main difference?
      (Mobley-Chavous) HMO vs. PPO—PPO doesn't require doctor referral.
- f. Gregory Health and Wellness Center—Sarah Hunt-Sellhorst
    - i. Keytags need to be renewed by January for spring semester. Good for full calendar year.
    - ii. Discussion
      (Holt) Information about pool decking situation?
      (W. Collins) Glen and Ann are working on that.
- g. Library—Kaetrena Davis-Kendrick
    - i. Please return PASCAL books before system shuts down.
    - ii. ILL and Medford materials need to be returned, too.
    - iii. Please return everything by December 15.
    - iv. Please send requests for materials to Rebecca and Lori—help us build the collection.
    - v. Thanks to Students Life, SGA, and Black Awareness Group for Study Snacks. It has been a great success.
    - vi. (Freeman) Reserves
        1. let me know if you want to keep these materials on reserve by December 17.
        2. New reserve materials are welcome now
        3. Any personal materials not picked up will be put in your campus mailbox by December 19.
- h. NASC—Brittney Taylor-Driggers
    - i. Arts and Crafts Sale on 12/6 from 9am-4pm at NASC
- IV. Reports of USC System Committees
- a. PC Faculty Senate—Nicholas Lawrence
    - i. Motions website is online now—opportunity to keep an eye on what's going on with Senate.
    - ii. Template for motions and instructions for senators also on current motions page: http://saeu.sc.edu/PCCFS/motions.html
    - iii. Please take a moment to read through the current motions and direct questions to your Student Affairs representatives.
- b. Executive Committee—Bruce Nims
    - i. Executive Committee has not met since last senate meeting
    - ii. Chancellor's office is coordinating a meeting between PCFS chair and Columbia Senate chair.

c. Rights and Responsibilities—Christopher Bundrick—**REPORT ATTACHED (SEE APPENDIX #4)**
    i. Please continue to send your feedback about external review to me.
d. System Affairs—Andy Yingst

    i. Motion forthcoming during New Business
e. Welfare—Fernanda Burke
    i. You should have received email about upcoming T&P workshop. RSVP online by December 15.
    ii. Direct questions to Burke or Ray McManus.
    iii. Workshop will be held on January 16.
f. Provost's Advisory Committee—Fran Gardner
    i. Meeting scheduled for December 12
    ii. Send concerns to Fran or Noni.
g. Columbia Senate Report—Shemsi Alhaddad—**WRITTEN REPORT (SEE APPENDIX #5)**
V. Reports of Local Committees
a. Curriculum—Andy Yingst—**DOCUMENT ATTACHED (SEE APPENDIX #6)**
    (Cox) If we adopt this, who will update this document?
    (Yingst) That's in the third motion. Updated annually.
    (Cox) Carolina Core is supposed to be updated as it happens.
    (Yingst) Including courses seems better than just sending students to CC website.
b. Student Affairs—Christopher Bundrick**—WRITTEN REPORT (SEE APPENDIX #7)**
    1. The resource book for travel study is still in progress; will be available soon.
c. RPS—Sarah Hunt-Sellhorst
    i. RPS committee will be meeting to discuss grant applications soon
d. Local T&P—Bruce Nims
    i. Deliberations are completed; applications moved to next level of review.
    ii. Candidates have been informed of results.
VI. Unfinished Business:
**a.** Executive Committee MOTION: **DOCUMENT ATTACHED (SEE APPENDIX #8)**
    i. Discussion
    (Bundrick) Did we add a section 5?
    (Alhaddad) No—my motion last month was to add a section 5.
    (Bonner) Section 6 is the only new addition based on vote on Bundrick's motion.
    ii. MOTION PASSES UNANIMOUSLY
VII. New Business
a. MOTION from Shemsi Alhaddad—**DOCUMENT ATTACHED (SEE APPENDIX #9)**
    i. Seconded by Penuel
    ii. (N. Lawrence) Friendly amendment to change "working" to "business"
    (Penuel) Second

AMMENDMENT PASSES
  iii. Discussion
       (Hammond) 1) It's a good idea to clarify policy, but may be could
       just notify Academic Dean about our preferences? Not sure this
       needs to be a motion; 2) Where will this policy go? Ad-hoc motions
       may end up buried in minutes. Suggest Policies and Procedures
       document for USCL that is separate from by-laws.
       (Alhaddad) I'm not concerned about when this happens. I just want
       advanced notification. I agree that we need a policy manual, but that
       has nothing to do with my motion.
       (Cox) Ideally, we'd have same timeline for online evaluations as for
       paper. Only concern about preferences is differences among faculty.
  iv. MOTION PASSES UNANIMOUSLY
b. Curriculum Committee MOTION—**DOCUMENT ATTACHED (SEE
   APPENDIX #6)**
   i. FIRST MOTION
      (Yingst) Only substantive change is reducing GSS requirement to 3
      instead of 6. The hope is that every campus votes this in.
      (Penuel) I think that Lancaster voted unanimously last spring to
      forward changes to senate. Lowing GSS requirement was not one of
      the items of concern during those discussions.
      (Yingst) This is a sort of test case to see how easy it is to change the
      curriculum. This change seems the least loaded.
      (N. Lawrence) Seems to me that it was just last April that this was
      finalized. Why was GSS initially set at 6? I direct this question to
      Fran Gardner, who was on that committee.
      (Gardner) Without access to notes, I think we were trying to find the
      most commonality among existing degree plans. Not certain, though.
      (Cox) I belive the GSS 6 was part of the compromise. I think the
      USCL Associate degree was already at 6 for GSS. I recall complaints
      re: "watering down." This seems a watering down.
      (Gardner) I agree.
      (Bundrick) Treating this like a test seems like [**unheard; recorder
      cut off**]. I think we should table this until process for changing
      curriculum is established.
      (Gardner) Seconded
      MOTION TABLED UNTIL MOVED OFF TABLE
      (N. Lawrence) Does it have to be voted off table?
      (Bonner) Yes.
   ii. SECOND MOTION
       (Yingst) This is a change to the way degree is presented—NOT a
       change to degree requirements. Disciplines review their course lists.
       (Sellhorst) This is supposed to list courses offered on our campus?
       (Yingst) Yes
       (Sellhorst) Can we just vote on THIRD motion—then, if approved,
       this motion won't be necessary.
       (Heinemann-Priest) All possibilities should remain there. Courses
       maybe haven't been taught, but will be in future.
       (Martek) One of my Spring 2015 courses is crossed off list.

(Bundrick) The very reason sub-committee exists is to do this kind of work—rather than having entire body work on this.

(Sellhorst) If worried that emails won't get responses—we don't currently have full representation here right now.

(N. Lawrence) Motion to refer to Curriculum Committee

(Bundrick) Second

(Bonner) For what purpose?

(Scarlett) Why are we adding the list at all-why not refer to Carolina Core website?

(Yingst) That site targets 4-year students.

(Scarlett) This is potentially confusing; courses are omitted; updating is overly complicated.

(Cox) Carolina Core page just lists courses approved for Core. Some courses are approved but not on list. List is so fluid, I think was should have to go to that site. NOTE: If this goes back to Curriculum Committee, note that GFL should say 109 or higher.

(Hammond) Seems this document is intended for students, not advisors. I think, for accreditation purposes, should [**unheard; recorder cut off**].

(Penuel) Should add Carolina Core URL.

(Taylor-Driggers) I think listing courses is helpful for students.

(Bundrick) Conversation seems to reinforce referral to Curriculum Committee.

(Bohonak) I see inaccuracies in the science right there.

(Yingst) This document should be presented to faculty for fact checking, even if sent to committee.

(Bundrick) I think committee would do a better job.

(Hammond) Call the question

MOTION TO REFER TO CURRICULUM COMMITTEE PASSES

iii. THIRD MOTION

(Gardner) Why "certain"?

(Yingst) Some degree plans don't talk about Carolina Core.

(Cox) What template for AS is Business is on website

(Yingst) It uses Carolina Core language, but doesn't say "any GSS course"

(Cox) Says "annually"—can we specify exactly when—say, before registration, etc.?

(Bonner) Curriculum Committee could determine that.

(Cox) So it may not be the same time every year?

(Bonner) Just seems timeline does not belong in by-laws

(N. Lawrence) Do we go through Curriculum Committee to get courses approved for Carolina Core?

(Cox) Example: Burke and Johnson—proposed course on their own by communicating with other campuses and securing support from department in Columbia. Many classes not approved that obviously meet Carolina Core outcome descriptions. Columbia departments focusing on courses they offer. Divisions should put together lists of courses for core approval and send to me so we can work on this.

(Gardner) This is difficult for those of us who don't have a lot of colleagues in our discipline on other campuses.

(Cox) Any faculty member can submit proposed syllabus to me or Nesmith for consideration.

(Gardner) "Collective Voice" should be looked at more broadly than departmental.

(Yingst) I think writing syllabus is big chunk of work for seeking approval.

(Bonner) We don't have a quorum anymore, so can't vote on this until February 6 meeting. Requires 2/3 majority. Motion can be considered independent of others. Motion 3 moved to unfinished business for February meeting.

    VIII.    Special Orders--NONE
    IX.    Announcements for the Good of the Order--NONE
    X.    Adjournment: 1:34pm

IN ATTENDANCE: Alhaddad, Biggs, Bohonak, Bonner, Bundrick, Bundy, Burke, Catledge, Catoe, W. Collins, R. Collins, Covington, Cox, Easley, Emanuel, Freeman, Gardner, Hammond, Harmon, Hassell, Heinemann-Priest, Holt, Hunt-Sellhorst, Jackson, Jenkins, Kendrick, D. Lawrence, N. Lawrence, Martek, Mobley-Chavous, Monroe, Moon-Kelly, Nims, Penuel, Scarlett, Taylor-Driggers, Van Hall, Wolochwianski, Yingst.

# UNIVERSITY OF SOUTH CAROLINA LANCASTER

**Dr. Walter P. Collins, III**
**Regional Campus Dean**

**Report to the USC Lancaster Faculty Organization**
**December 5, 2014**

## People

**Enrollment:** As of Dec. 4, 1746 students are registered for Fall 2014. We are down in enrollment by approximately 3.5% compared to last Fall. Pre-registration for Spring 2015 is currently 939.

Offers of employment have been extended to Mrs. Michelle Mellichamp (Dean's Assistant) and to Ms. Kelsey Faulkner (Admissions, application processing clerical support). Mrs. Mellichamp will begin on December 8, and Ms. Faulkner is tentatively set to begin January 1. An offer was also extended to a candidate for the vacant position in the Business Office (Accounts Receivable). Sincere thanks to the faculty and staff members who served on the respective committees to fill these positions.

The search to fill the **Director of Enrollment Management** has begun. The position advertisement has been posted on USC Jobs.

**We have been approved to hire one faculty member to begin in Fall 2015**. However, we will be advertising for two positions: psychology and computer science. The idea is that it may take a while to fill the computer science position, so we will start now. These positions are based on recommendations from the Hiring Priorities Committee report submitted earlier this semester.

## Facilities

Projects have been established for **Bradley Science lab repairs and upgrades** as well as the **BSN Nursing Simulation Lab** (Hubbard Hall) construction work at Facilities headquarters in Columbia. Work will begin in a couple of months. Capital improvement funding was allocated for these projects this fiscal year.

Butch Lucas has relocated his office to Hubbard 128 (with Glen Jackson) to allow for some more room and storage space for his work responsibilities.

## Financial

**Good news concerning Palmetto College revenue for Fall 2014. Tentative tuition revenue for USC Lancaster is $391,266. This represents a significant increase over last Fall when PC tuition revenue was $136,107.66. This is based on the new tuition revenue sharing model.** This Fall USCL will receive the second highest tuition revenue allotment of any USC campus. Dealing with the ins and outs of teaching for Palmetto can at times be a challenge. Thank you for your efforts on behalf of our campus to participate.

We continue to monitor this FY's budget closely. I will schedule another campus budget update for faculty and staff in January.

| Other items… |
| :--- |

- Lancaster-based members of the **Palmetto College Board of Visitors** met here in Lancaster with the PC Development Officer on December 3. USC Lancaster is at about 73% of meeting our goal of $10,000,000 (Overall, the Carolina's Promise is at about 91% of reaching the 1 billion dollar goal). We are formulating a plan to connect with industrial leaders in our region to support our established donor focus areas of Faculty Development, Endowed Student Scholarships, Founders Hall (remaining naming opportunities), Campus Beautification and Native American Studies.

- Dr. Kate Holland (Psychology) and 8 members of the USCL Psychology Club attended and presented at the **Carolina Women's Health Research Forum** in Columbia in October. The title of their presentations:  "Examining the Association Between Trait Anxiety, Report Of Medical Issues, and Caffeine Consumption in Undergraduate Women: A Preliminary Analysis" and "Sex Differences in Right Hemisphere Activation Using a Dual Task Paradigm:  Women Evidence Diminished Capacity to Process Physiological and Cognitive Stress When Compared to Men."

- Congratulations to Dr. Amber Williams who was selected recently to serve as the USC College of Nursing's Director for their new RN to MSN program. Amber will be leaving us to take on this new role in Columbia. **Dr. Courtney Catledge has been selected to serve as the new director for USC Lancaster's collaborative BSN program.**

- We continue to look at the addition of a **women's sport**—volleyball—to begin play next academic year. We have prepared a *pro forma* budget for a volleyball program to share at a meeting next week as we conclude this process.

**UNIVERSITY OF SOUTH CAROLINA LANCASTER**

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

**REPORT TO THE FACULTY**
**05 December, A.D. 2014**

**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 2015 Advisement/Pre-Registration:** Please continue your efforts to contact your advisees and encourage them to pre-register for the Spring 2015 semester.

**Late Advisement/Course Adjustment** (what we used to call "Registration") for Spring 2015 will be held on January 07 and 08. Dates for the semester (including Spring I and Spring II)are online at http://usclancaster.sc.edu/admissions/calendars/Sp2015.htm. Campus will reopen after winter break on Friday, January 02. Your division chairs will be asking for folks to advise in the Student Center during the usual times those days: 9 am to 1 pm, and 3 pm to 6 pm. Classes begin on Monday, January 12.

**OUTSIDE PROFESSIONAL ACTIVITIES REPORT:** Just a reminder that the **Outside Professional Activities reports are due to the Office of Academic Affairs no later than 16 January 2015.** 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.) If you have not already done so (and thank you to those who have), please complete and submit this form to our office.

**FACULTY INFORMATION FORMS** for 2014 are due in the Office of Academic & Student Affairs no later than 02 February 2015. 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.

**APPLICATIONS FOR REDEFINED TEACHING LOAD FOR 2015-2016** are due to your division chairs by 15 January, 2015. A copy of the application is attached to this report.

**Faculty Searches for 2015-2016:** We will be conducting two searches for 2015-2016. One will be a tenure-track position in Psychology (Assistant Professor), and one will be for a position in Computer Science (either Instructor or Assistant Professor, depending on qualifications).

The advertisement for the **Director of Enrollment Management** position has been posted to USC Jobs and is being published in other venues as well. The hope is to have this position filled early in the Spring semester.

The **USC Lancaster Players** will present *I AM HERE* on Friday, December 5th and Saturday, December 6th at 8:00 pm in Stevens Auditorium.  Please come out and support the Players as they bring this work (which has been performed both in New York and in Italy) to the USCL campus.  (And if you are willing to help sell tickets to either performance, please contact Professor Holloway.)

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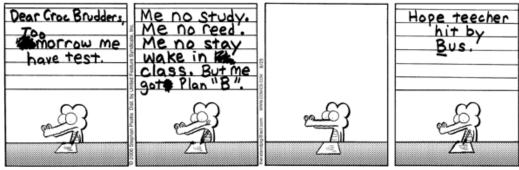
**A REMINDER** that all **FINAL EXAMS** must be given on the assigned date and time unless permission has been received from the Office of Academic & Student Affairs to administer them at different days/times.

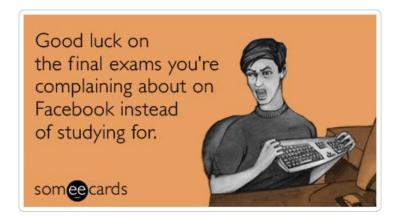**A REMINDER ABOUT FINAL GRADES FOR FALL 2014:**

USC policy (*Faculty Manual*, p. 50) is that final grades are to be recorded no more than 72 hours after the final exam is given.  **All final grades must be recorded by December 18**, however, and there I am afraid there is no flexibility.  That date is set by the University, and is the date used for calculating graduation, dean's list and president's list honors, as well as academic probation, suspension, eligibility for scholarships and financial aid, etc.  If grades aren't submitted by that date, it has major repercussions and can cause major problems.

**For additional questions regarding final grades and Banner, see the attachment to this report, or http://registrar.sc.edu/html/Grades/BannerGradingFAQ1s.pdf**

Best wishes for a safe and happy holiday season!!

# Faculty Information Form
# 2014

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, 2014 - December 31, 2014

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:**

# UNIVERSITY OF SOUTH CAROLINA LANCASTER

## FACULTY REQUEST FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
## FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP

**Note: In the case of Faculty Librarians, the "teaching load" referred to herein will refer to the number of hours worked per week in librarianship duties. Also, where the Academic Division Chair is referred to herein, the Library Director will assume that same approval responsibility for faculty librarians.**

A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure.

**Newly hired assistant professors will automatically be eligible for the redefined teaching load, but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal.** (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

| "Regular" Teaching/Librarianship Load | "Redefined" Teaching/Librarianship Load |
|---|---|
| Humanities & Social Sciences<br>24 credit hours (8 courses) | Humanities & Social Sciences<br>21 credit hours (7 courses) |
| BBC&E<br>24 credit hours (8 courses) | BBC&E<br>21 credit hours (7 courses) |
| Natural Sciences<br>22 credit hours (6 lectures, 4 labs) | Natural Sciences<br>19 credit hours (5 lectures, 4 labs) |
| MATH<br>24 credit hours (6-8 courses) | MATH<br>21 credit hours (6-7 courses) |
| Library<br>37.5 working hours/week | Library<br>30 working hours/week<br>for one semester of the fiscal year |

Distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member as well as the general needs of the campus.

**APPLICATION PROCEDURES**

1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair.  Requests are usually due in January (for consideration for the following academic year).

2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:

   a) What are the educational goals that will be achieved in terms of teaching or scholarship?

   b) How will this redefinition of load increase the faculty member's contributions to the mission of the University?

   c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested?  If not, what is the anticipated timeline for completion?

   d) How will the results of this project be demonstrated?

3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.

4. Tenure-track assistant professors (i.e., untenured tenure-track faculty) are automatically eligible for the redefined teaching load but are still asked to submit a proposal.

5. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms.  This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.

# APPLICATION FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD

**Name:**                                              **Date:**

**Academic Division:**                      **Academic Discipline:**

**Academic Rank:**                          **Tenured?**

**Request for Academic Year:**  Fall 2015 and Spring 2016

    **New Request**                          **Renewal of Request**

**If renewal, when was the original request for this project approved (AY Year)?**

**Proposed Teaching/Librarianship Load for**          <u>Fall Semester</u>          <u>Spring Semester</u>
**Academic Year:**

**Title of Proposed Research Project:**

**Anticipated Result of Proposed Research Project**
**(book, chapter, article, presentation, etc.):**

**Detailed Description of Proposed Project:** (use additional pages as necessary)

1. I have read and I understand the terms and conditions applicable to my request for a redefined teaching load.

_____
(initials)

2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined teaching load.

_____
(initials)

_____     _____
Faculty Member Signature                                Date

*This document must be submitted to the Faculty member's Division Chair no later than January 15, 2015.*
*If no form has been received, the Faculty member will be assumed to be performing a normal (full) load in 2015-2016.*

**ADMINISTRATIVE REVIEW OF REQUEST**

_____     ☐ Approve     ☐ Deny
Academic Division Chair/Library Director          Date

_____     ☐ Approve     ☐ Deny
Associate Dean for Academic & Student Affairs     Date

## *Reporting Your Final Grades-FAQs*

1. ***When will I be able to view my final grade rolls?***
   Final grade rolls will be made available on Self Service Carolina **2-3 business days** <u>before</u> the last day of class for the course.

2. ***When are my final grades due?***
   Final grades are **due no later than 72 hours** after the date of the final examinaton for the course. Grades turned in late may affect a student's academic standing (probation/suspension), honors, eligibility for financial aid, or ability to graduate.

3. ***When will the final grade appear on the student's record?***
   Final grades are rolled (updated) to the student's academic record daily at 8:00am, 12noon, 5:00pm (EST.) and 12am midnight.

4. ***What grade should be assigned for a student attending my class but not on the final grade roll?***
   The student may not be officially registered in your course section. The student must complete a ***Request for Current Term Exception/AS-199 Late Registration*** form, signed by you and the student's academic dean to be registered in your class. You may submit the grade the student earned in your class using a ***Grade Roll Discrepancy form (AS-181.)*** (Note: Contact your <u>**Department Administrative Assistant**</u> for the password to the secured forms page). Once the student has been registered and has paid any fees, the final grade will be posted.

5. ***What grade should be assigned for a student whom appears on the final grade roll but has never attended my class?***
   You may submit a grade of **'FN'** or **'UN'** (if pass/fail or thesis course) for non-attendance. This grade calculates as an **'F'** in the GPA calculation. If the student never attended the course, enter the first day of class in the *Last Date of Attendance* field (MM/DD/YYYY). If the student is attending another section of this course, he/she will have to complete a ***Request for Current Term Exception/AS-199 Late Registration*** form to be registered in the correct section. If the student never attended, he/she is also responsible for contacting their academic dean regarding the status of the course.

6. ***A student was given two extra days to complete the final exam, what grade should I enter?***
   You should submit a grade of **'NR'** (temporary grade) if the final grade is not available at the time you submitted final grades for the class. You should submit the final letter grade to replace the **'NR'** as soon as possible using the ***Grade Roll Discrepancy form (AS-181)***. (Note: Contact your <u>**Department Administrative Assistant**</u> for the password to the secured forms page). A grade of 'I' incomplete <u>should not</u> be assigned in this case.

7. *A student appears on my final grade roll with a 'W' grade, but the student is still attending my class, and the option to assign a final grade is not available for this student. How can I submit the final grade?*
   You should submit the final grade for this student using the *Grade Roll Discrepancy form (AS-181).* (Note: Contact your **Department Administrative Assistant** for the password to the secured forms page). You **should not use** *Change of Grade* form.

8. **How do I change a final grade after the grade submission deadlines?**
   Following the grade submission deadline for each term, grades are 'rolled' to academic history and are applied to the student's academic record. Once grades have been rolled, grade changes must be processed through the Office of the Registrar using a *Change of Grade Form.*

9. *I submitted a grade change for a student in my class but the corrected grade does not appear on my class roster, why?*
   Grade changes are not reflected on the class roster/roll or the final grade submission page in Self Service Carolina (https://my.sc.edu). Grade changes can **only** be viewed on the student's academic transcript.

10. *I left a grade blank for a student, what will post on the student's academic record?*
    If an instructor does not enter a grade for a student before the grade entry deadline, the Office of the Registrar will post a grade of '**NR**' for Not Reported. Instructors will then be required to complete a *Grade Roll Discrepancy form (AS-181)* to submit the final assigned grade for the student. The **'NR'** grade will convert to an **'F'** after one major Fall or Spring semester if no final letter grade is assigned.

11. *A student whom appears on the final grade roll but has stopped attending my class, what grade should I assign?*
    You may assign a grade of **'FN'** or **'UN'** (if pass/fail or thesis course) for non-attendance. This grade calculates as an **'F'** in the GPA calculation. Enter the last date the student attended your class in the *Last Attended Date* field (MM/DD/YYYY). The last attendance date entered must fall within the scheduled meeting dates of the term for the class (This is a date between the first and last date of class for the term.).

12. *When can I assign a grade of 'I' Incomplete?*
    You may assign an **'I'** (Incomplete) grade if a student is unable to complete some portion of the assigned course work because of an **unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability.** An Incomplete grade is **not** intended to give students additional time complete course assignments or extra credit unless there is indication that the specified circumstances prevented the student from completing course assignments on time. You will be required to complete an *Assignment of Incomplete Grade* **form (AS-5).** This form is available on the Registrar's website at **http: //registrar.sc.edu/html/forms/forms.stm**.

13. ***How long is an 'I' incomplete grade valid?***
    The student has **up to 12 months** to complete the work.  After that time, an **'I'** grade automatically converts to either an **'F'** or the backup grade you assigned on the form.  (**Note**: An Incomplete grade will not convert to 'F' before one year unless you request the change on an ***Extension of Make-up Period for Undergraduate Incomplete Grade* (AS-201) or *An Extension of Incomplete Time* (GS47)** form for graduate students or by a signed memo.)

14. **What if a student needs more than one year to complete the work for the 'Incomplete' grade?**
    An extension to an 'Incomplete' will need to be requested by the instructor and given a new date for completion.

    - **Undergraduate Students:**  An ***Extension of Make-up Period for Undergraduate Incomplete Grade* form (AS-201)** should be completed by the instructor and sent directly to the Registrar's Office.

    - **Graduate Students:**  An ***Extension of Incomplete Time* form (GS47)** should be completed by the instructor and submitted to the Graduate School for approval. When approved, the Graduate School will forward it to the Registrar's Office. This form may be obtained from the Graduate School.

15. ***How do I report a grade to replace an 'I' incomplete grade?***
    The grade can be reported on a ***Makeup Grade-Incomplete* form (AS-68**) and it should be submitted to the Registrar's Office.  If no form is available, a memo on Department letterhead signed by the instructor will be accepted.  A Grade Roll Discrepancy form should **not** be used to report a make-up for incomplete grade.  Forms may be obtained from either the Departments' Grading Coordinator or by contacting the Registrar's Office at 7-5555.

16. ***How do I assign a grade of Audit for a student?***
    When students register as audit for a course, the grade **AUD** will automatically appear on the academic record.  You will <u>not</u> need to enter a final grade.  If the student has not attended the required 75 percent of the class, notify the Registrar's office using a ***Grade Roll Discrepancy form (AS-181).***  (Note: Contact your **Department Administrative Assistant** for the password to the secured forms page).

17. ***What does a grade with the symbol '_HE' mean?***
    Grades designed with the grade symbol **'_HE'** should be assigned for students registered for Senior Privilege.

18. *A student stopped attending my class and was planning to withdraw. The student is on the grade roll. Can I assign a 'W'?*
Instructors <u>cannot</u> assign a grade of '**W' or 'WF' for withdraw**. Students must withdraw online using Self Service Carolina before the last day of class. A withdrawal has to be approved by the student's academic dean (Graduate School for graduate students) after the term has ended. You should assign a grade of **'FN'** or **'UN'** (for pass/fail or thesis course) for non-attendance that will calculate as and **'F'**, or a grade of **'NR'** (No Report) for this student. If the student does not withdraw after the **'NR'** is posted, the **'NR'** will convert to an **'F'** after one major Fall or Spring semester.

19. **A student no longer appears on my Summary Class Roll, how can I tell if the student has withdrawn?**
Students who withdraw during the **'W'** or **'WF'** period <u>will not</u> appear on your Summary Class Roll. Once the final grade roll is available, withdrawn students will appear on your Final Grade roll with the **'W'** or **'WF'** final grade. From the 'Student Information Menu', you may select the 'ID Selection' option to search using the student's name or ID and then select 'Registration History' to view the student's status in your class.

20. **How do I access Grading Forms?**
Columbia Undergraduate Forms: **http://registrar.sc.edu/html/forms/forms.stm** .
**Note:** Contact your **Department Administrative Assistant** for the password to the secured forms page. Columbia Graduate School Forms: **http://gradschool.sc.edu/forms/**

 ***For campus specific forms, contact your campus registrar/records office.***

**APPENDIX #3: ASC REPORT**

Academic Success Center Report
For December 5, 2014 Faculty Meeting
Submitted by Dana Lawrence

**Fall Semester**

| | August/Sept 2013 | August/Sept 2014 | October 2013 | October 2014 | November 2013 | November 2014 |
|---|---|---|---|---|---|---|
| **Number of Tutors** | 9 | 9 (10 as of 9/23) | 9 | 10 | 9 | 10 |
| **Total Number of Sessions** | 180 | 192 | 187 | 159 | 126 | 121 |
| **Tutoring Sessions/Day (avg)** | 6.67 (27 operating days) | 8.73 (22 operating days) | 6.9 (27 operating days) | 8.8 (18 operating days) | 5.5 (23 operating days) | 8.6 (14 operating days) |
| **Tutoring Sessions/Tutor (avg)** | 20 | 21.33 | 20.7 | 15.9 | 14 | 12.1 |
| **Appointment** | n/a | 144 (12 no-shows) | n/a | 139 (12 no-shows) | n/a | 96 (3 no-shows) |
| **Drop-in** | n/a | 60 | n/a | 32 | n/a | 28 |

**Tutoring Sessions by Area**

| | August/Sept 2014 | October 2014 | November 2014 |
|---|---|---|---|
| **Biology** | 4 | 6 | 2 |
| **Chemistry** | 6 | 7 | 1 |
| **Computer Science/RCAM 151** | n/a | 7 | 14 |
| **Economics** | 1 | 0 | 0 |
| **French** | 0 | 2 | 0 |
| **Italian** | 0 | 0 | 1 |
| **Math/RCAM 105** | 119 | 92 | 66 |
| **Physics** | 2 | 0 | 0 |
| **Spanish** | 5 | 2 | 1 |
| **Writing** | 54 <br> • ARTH: 3 <br> • ENGL: 37 <br> • HIST:3 <br> • LANU/NURS:2 <br> • SPCH: 1 <br> • UNIV: 8 | 43 <br> • ECON: 1 <br> • ENGL: 25 <br> • HIST: 2 <br> • MGMT: 4 <br> • NURS: 3 <br> • PSYC: 3 <br> • UNIV: 5 | 35 <br> • ARTE: 1 <br> • CRJU: 1 <br> • ENGL: 20 <br> • HIST: 3 <br> • MGMT: 1 <br> • NURS: 1 <br> • PHIL: 2 <br> • PSYC: 2 <br> • UNIV: 4 |
| **Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)** | 1 | 0 | 1 (Math review for TEAS test) |

**Notes on the ASC's booking system**:

- Students must book appointments at least 12 hours in advance.
- The booking page allows students to book a maximum of one week in advance (in an effort to allow as many students as possible to have access to tutoring services).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are welcome to work with tutors on a drop-in basis.
- **ALL students can still work with tutors on a drop-in basis!**

**APPENDIX #4: SYSTEM RIGHTS AND RESPONSIBILITY COMMITTEE REPORT (BUNDRICK)**

Senate--Rights and Responsibility Report 12-5-14

The senate met at Salkehatchie (Walterboro Campus) on 11-14-2014

Administrative reports included many details. Of particular interest to faculty might be:
- Palmetto College has hired Jeanne Carrano as full-time support for staff for senate.
- Distributed Learning Grant and Flipped Classroom Teaching Grants are available. Check the Provost's web site for details.

Rights and Responsibilities met and:
- Moved to use the previous fall's official enrollments (as reported to CHE) to calculate senate reorientation
- Discussed potential changes in the external review process (note: This is ongoing and we really would like feedback. I appreciate the thoughtful responses I received but would like to hear from even more people).

During the afternoon session motions were made to:
- Define the way we calculate senate representation (see above)
- Form a Palmetto College Advisory Council to consider, "academic policy and curriculum issues concerning the baccalaureate degree programs of the Palmetto College Campuses."
  - There was some debate about the make-up of the committee. As a change to the manual, the motion is substantive and can't be voted on until February.
- Remove the teaching evaluation data from the chart in the teaching responsibilities section of the T&P file.
  - The motion was referred to rights and responsibilities who are currently discussing it

All motions are now available online at <http://saeu.sc.edu/pccfs/motions.html>. Please communicate your approval or concerns to your senators.

# Columbia Senate Report—December 2014

Senators: Alhaddad, Bohonak, Campbell.

## I.     Committee on Curricula and Courses

The following is a brief summary of the changes. For full detail, please go to http://www.sc.edu/faculty/senate/14/agenda/1203.cc.pdf. In the future, proposals will be submitted online.

## Changes to Course Descriptions

- ACCT 401
- HIST 386
- HIST 420 (change in title only)
- Changes in prerequisite *statements* for all lower-level math courses; the prerequisites themselves haven't changed significantly.
- ITEC 245 (formerly 345).
- RELG 101 (formerly 110).
- THEA 120, 121, 122, 123, 170, 221, 240, 241, 253, 270, 280, 370, 372

## Change in Course Number

- ITEC 343 will be called ITEC 233.
- ITEC 345 will be called ITEC 245.
- ITEC 346 will be called ITEC 265.
- RELG 110 will be called RELG 101.

## Change in Credit Hours

- ACCT 401; will be three hours rather than four.
- SPAN 121; will be three hours rather than four.

## Changes to Major/Minor Curriculum

- Biochemistry and Molecular Biology, BS.
- Biomedical Engineering, BS.
- Business Administration—Accounting, BA.
- Chemical Engineering, BSE.
- Chemistry, BS.
- Chemistry, BS Chem.
- Computer Engineering, BSE.
- Computer Information Systems Engineering, BS.

- Computer Science, BSCS.
- Early Childhood Education, BA.—Change in education classes only and not the gen.ed. requirements.
- Electrical Engineering, BSE.
- Elementary Ed, BA.—Change in education classes only and not the gen.ed. requirements.
- Integrated Information Technology, BS.
- Mathematics, BS.
- Mathematics minor.
- Mechanical Engineering, BSE.
- Middle Level Education, BA and BS.—Change in education classes only and not the gen.ed. requirements.
- Physical Education BSPE.
- RN-BSN program. http://www.sc.edu/faculty/senate/14/agenda/1203.cc_nursing.pdf.
- Distinction in Sociology, BA and BS.
- Statistics, BS.
- Theatre, BA.

## Core Designation
- RELG 206 will count as AIU.

## Deletion of Courses
- GEOL 220.
- THEA 119

## New Courses
- CHEM 322/322L: Analytical Chemistry
- MATH 344/344L: Applied Linear Algebra
- THEA 380: Production Design for Theater
- Several new NURS courses for the RN-BSN program.

# II. Policy for Approval of USC Connect Graduation with Leadership Distinction Courses

See http://www.sc.edu/faculty/senate/14/agenda/1203.cc.pdf pages 82-85.

# III. Proposal for Standardized Bulletin Language for Overlay Course Descriptions

See http://www.sc.edu/faculty/senate/14/agenda/1203.cc.pdf pages 85-87.

## IV.    Revision to transfer credit policy

Primarily a change in the wording, rather than the content of the policy.
See http://www.sc.edu/faculty/senate/14/agenda/1203.SSP_Transfer_Credit_Policy.pdf.


## V.    Report regarding changing to a plus/minus grading system

See http://www.sc.edu/faculty/senate/14/agenda/1203.SSP_Letter_for_proposed_actions_required_to_consider_changes_to_Grading_Policy.pdf.

The Faculty Advisory committee has been empowered to establish a formal procedure for communication between the faculty senates throughout the USC system.

After the procedure is established, a task force with representation from all campuses will be created to analyze issues related to change in the grading system.


## VI.    Faculty Welfare Committee

Proposal to increase faculty/staff dependent scholarship from $1500 to $4000.


## VII.    Committee on Instructional Development

- In the future, proposals will be submitted online.
- Palmetto College presented no courses for approval for distance education delivery.
- The following courses were presented for approval for distance ed delivery by USC Columbia colleges and schools: ANTH 327, ENGL 101, BIOL 243 (lecture only),  HIST 101 and 478, EDRD 430 and 431, HRTM 470, SLIS 310 and 330, MUSC 100L, NURS 250, 309, 318, 420, and HGEN 400.


## VIII.    President Pastides' Report

- USC is partnering with IBM and Fluor to develop a Center for Applied Innovation. The news release is here: http://www.sc.edu/uofsc/stories/2014/11_ibm_fluor_partnership.php#.VIBRoDHF9qU

## APPENDIX #6: USCL CURRICULUM COMMITTEE MOTION (YINGST)

The curriculum committee proposes the following three motions.

1)  We move that the degree plan for the Associate of Arts and Associate of Science Degrees be amended as attached, so that the number of required hours of GSS be reduced from 6 to 3 in each case.

    (This will cause our GSS requirement to match the requirement of the Carolina Core, meaning that a much wider range of students will be able to get one of these degrees while only taking the courses required for the 4-year degree they intend to get from another campus.)

2) We move that the format of the current degree plans be amended to the format as in the attached "Associate of Science Degree Plan Lancaster," (with similar adaptations for the Associate of Arts plan).

    (This will allow students to find what courses are offered on our campus and which meet the learning outcome without going through the Carolina Core website.)

3) We that the committee description of the Curriculum Committee be amended as below:

    The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty. **Additionally, the committee will annually review and update the lists of Carolina Core courses offered at USCL that appear in certain USCL degree plans.** The committee may also investigate various other issues concerning the curriculum at USCL.

# ASSOCIATE IN ARTS DEGREE TEMPLATE

Course Requirements  (The most common course options are listed below. Individual Campuses may modify this template to reflect the specific course offerings of that campus.)

| | | |
|---|---|---|
| ENGL 101 | 3 | |
| ENGL 102 | 3 | |
| 3 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses:<br>  MATH 111i, MATH 111, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, STAT 112, STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110. | | |
| | 3-4 | |
| 7 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses:<br>  ANTH 161, ASTR 101, BIOL 101(L), BIOL 102(L), BIOL 206, BIOL 208, BIOL 243(L), BIOL 244(L), BIOL 270(L), CHEM 105, CHEM 111, CHEM 141, ENVR 101(L), GEOG 104, GEOG 201, GEOG 202, GEOL 101, GEOL 103, GEOL 110, GEOL 205, GEOL 215(L), GEOL 230, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L) | | |
| | 3-4 | |
| | 3-4 | |
| Foreign Language course at the 109 level, or a score of 2 on any foreign language placement test. | | |
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| 3 hours chosen from among approved GHS courses:<br>  HIST 101, HIST 102, HIST 104, HIST 105, HIST 106, HIST 108, HIST 109, HIST 111, HIST 112, HIST 214, FILM 300, GERM 280. | | |
| | 3 | |
| 3 hours chosen from among approved GSS courses:<br>  AFAM 201, ANTH 101, ANTH 102, ANTH 204, ANTH 210, ANTH 211, COLA 298, CRJU 101, EDUC 360X, GEOG 103, GEOG 121, GEOG 210, GEOG 221, GEOG 223, GEOG 224, GEOG 225, GEOG 226, GEOG 228, HRTM 280, LASP 331, LING 101, POLI 101, POLI 201, PSYC 101, SOCY 101, WGST 112, WGST 113, WGST 210 | | |
| | 3 | |
| 6 hours chosen from among approved AIU courses:<br>  ARTE 101, ARTE 260, ARTH 105, ARTH 106, ARTS 103, ARTS 104, CLAS 220, CPLT 150, CPLT 270, DANC 101, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 110, FILM 180, FILM 240, FREN 290, GERM 290, MART 110, MUSC 110, MUSC 113, MUSC 114, MUSC 115, MUSC 140, RUSS 280, SOST 101, SPAN 220, THEA 170, THEA 181, THEA 200 | | |
| | 3 | |
| | 3 | |

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|---|---|---|
| 3 hours chosen from CMS, INF or VSR courses (may not be a course used above):  SPCH 140, PHIL 325, SAEL 200, LIBR 101, SLIS 202, STAT 112, BIOL 208, CPLT 150, CSCE 390, HIST 108 LING 240, PHIL 103, PHIL 211, PHIL 320, PHIL 321, PHIL 322, POLI 201, POLI 302, POLI 303, POLI 304, RELG 205, SAEL 200, WGST 112. | | |
| | 3 | |
| Additional elective credit to meet 60 hours total. | | |
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Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.

Note:  Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:
6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR.

# ASSOCIATE IN SCIENCE DEGREE TEMPLATE

Course Requirements (The most common course options are listed below. Individual Campuses may modify this template to reflect the specific course offerings of that campus.)

| | | |
|---|---|---|
| ENGL 101 | 3 | |
| ENGL 102 | 3 | |
| 6 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses:<br>  MATH 111i, MATH 111, MATH 112, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, STAT 112, STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110. | | |
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| 8 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses:<br>  ANTH 161, ASTR 101, BIOL 101(L), BIOL 102(L), BIOL 206, BIOL 208, BIOL 243(L), BIOL 244(L), BIOL 270(L), CHEM 105, CHEM 111, CHEM 141, ENVR 101(L), GEOG 104, GEOG 201, GEOG 202, GEOL 101, GEOL 103, GEOL 110, GEOL 205, GEOL 215(L), GEOL 230, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L) | | |
| | 4 | |
| | 4 | |
| Foreign Language course at the 109 level, or a score of 2 on any foreign language placement test. | | |
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| 3 hours chosen from among approved GHS courses:<br>  HIST 101, HIST 102, HIST 104, HIST 105, HIST 106, HIST 108, HIST 109, HIST 111, HIST 112, HIST 214, FILM 300, GERM 280. | | |
| | 3 | |
| 3 hours chosen from among approved GSS courses:<br>  AFAM 201, ANTH 101, ANTH 102, ANTH 204, ANTH 210, ANTH 211, COLA 298, CRJU 101, EDUC 360X, GEOG 103, GEOG 121, GEOG 210, GEOG 221, GEOG 223, GEOG 224, GEOG 225, GEOG 226, GEOG 228, HRTM 280, LASP 331, LING 101, POLI 101, POLI 201, PSYC 101, SOCY 101, WGST 112, WGST 113, WGST 210 | | |
| | 3 | |
| | 3 | |
| 3 hours chosen from among approved AIU courses:<br>  ARTE 101, ARTE 260, ARTH 105, ARTH 106, ARTS 103, ARTS 104, CLAS 220, CPLT 150, CPLT 270, DANC 101, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, FILM 110, FILM 180, FILM 240, FREN 290, GERM 290, MART 110, MUSC 110, MUSC 113, MUSC 114, MUSC 115, MUSC 140, RUSS 280, SOST 101, SPAN 220, THEA 170, THEA 181, THEA 200 | | |
| | 3 | |

| 3 hours chosen from CMS, INF or VSR courses (may not be a course used above): SPCH 140, PHIL 325, SAEL 200, LIBR 101, SLIS 202, STAT 112, BIOL 208, CPLT 150, CSCE 390, HIST 108 LING 240, PHIL 103, PHIL 211, PHIL 320, PHIL 321, PHIL 322, POLI 201, POLI 302, POLI 303, POLI 304, RELG 205, SAEL 200, WGST 112. | | |
|---|---|---|
| | 3 | |
| Additional elective credit to meet 60 hours total.  No more than 3 hours of PEDU courses may be included. | | |
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Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.

Note:  Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:
6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR.

# ASSOCIATE IN SCIENCE DEGREE TEMPLATE

Course Requirements (The most common course options are listed below. Individual Campuses may modify this template to reflect the specific course offerings of that campus.)

| | | |
|---|---|---|
| ENGL 101 | 3 | |
| ENGL 102 | 3 | |
| 6 hours of Math, Computer Science, Statistics, or Logic, chosen from among the following courses or any approved ARP courses:<br>  MATH 111i, MATH 111, MATH 112, MATH 115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 172, STAT 110, ~~STAT 112,~~ STAT 201, STAT 205, CSCE 101, CSCE 102, CSCE 145, PHIL 110. | | |
| | | |
| | | |
| 8 hours total of lab science, (including at least two associated laboratory courses) chosen from among approved SCI courses:<br>  ~~ANTH 161, ASTR 101, BIOL 101(L), BIOL 102(L),~~ BIOL 206, ~~BIOL 208,~~ BIOL 243(L), BIOL 244(L), BIOL 270(L), <u>BIOL 101(L), BIOL 102(L),</u> CHEM 105, CHEM 111, ~~CHEM 141,~~ ENVR 101(L), ~~GEOG 104, GEOG 201, GEOG 202,~~ GEOL 101, GEOL 103, GEOL 110, ~~GEOL 205, GEOL 215(L), GEOL 230,~~ MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L) | | |
| | 4 | |
| | 4 | |
| Foreign Language course at the 109 level, or a score of 2 on any foreign language placement test. | | |
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| 3 hours chosen from among approved GHS courses:<br>  HIST 101, HIST 102, ~~HIST 104, HIST 105, HIST 106, HIST 108,~~ <u>HIST 108,</u> HIST 109, HIST 111, HIST 112, ~~HIST 214, FILM 300, GERM 280.~~ | | |
| | 3 | |
| 3 hours chosen from among approved GSS courses:<br>  AFAM 201, ANTH 101, ANTH 102, ~~ANTH 204, ANTH 210, ANTH 211, COLA 298,~~ CRJU 101, ~~EDUC 360X, GEOG 103, GEOG 121, GEOG 210, GEOG 221, GEOG 223, GEOG 224, GEOG 225, GEOG 226, GEOG 228, HRTM 280, LASP 331, LING 101,~~ POLI 101, POLI 201, PSYC 101, SOCY 101, ~~WGST 112, WGST 113, WGST 210~~ | | |
| | 3 | |
| | 3 | |
| 3 hours chosen from among approved AIU courses:<br>  ARTE 101, ~~ARTE 260,~~ ARTH 105, ARTH 106, ARTS 103, ARTS 104, ~~CLAS 220, CPLT 150, CPLT 270, DANC 101,~~ ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288~~, FILM 110, FILM 180~~, FILM 240, FREN 290, ~~GERM 290, MART 110,~~ MUSC 110, ~~MUSC 113, MUSC 114, MUSC 115,~~ MUSC 140, ~~RUSS 280, SOST 101, SPAN 220~~, THEA 170, ~~THEA 181,~~ THEA 200 | | |
| | 3 | |

| | | |
|---|---|---|
| 3 hours chosen from CMS, INF or VSR courses (may not be a course used above):<br>  SPCH 140, ~~PHIL 325, SAEL 200, LIBR 101, SLIS 202~~, STAT 112, ~~BIOL 208, CPLT 150, CSCE 390,~~ HIST 108 ~~LING 240, PHIL 103,~~ PHIL 211, PHIL 320, ~~PHIL 321, PHIL 322,~~ POLI 201~~, POLI 302, POLI 303, POLI 304, RELG 205, SAEL 200, WGST 112.~~ | | |
| | 3 | |
| Additional elective credit to meet 60 hours total.  No more than 3 hours of PEDU courses may be included. | | |
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|---|
| Students must have a cumulative GPA of 2.0 on USC coursework and must have at least 15 hours of coursework from the home campus.<br><br>Note:  Completion of this degree plan will satisfy at least 25 hours of the Carolina Core:<br>6 hours CMW, 7 hours SCI, 3 hours GFL, 3 hours GHS, 3 hours GSS, 3 hours AIU, and 3 hours from CMS, INF, or VSR. |

**APPENDIX #7: USCL STUDENT AFFAIRS COMMITTEE REPORT (BUNDRICK)**

Student Affairs Report 12/5/14

The committee met on 11/7/2014 and discussed a number of issues including:
- Reaffirming dean's authority regarding changes to the student handbook.
    - While we appreciate enthusiastic communication between the deans and faculty, the committee feels that authority regarding the contents of and changes to the handbook reside in the academic dean's office
- Advising Questions
    - There was a spirited conversation regarding ways to understand various aspects of advising at USCL. The committee is considering taking up the question of advising, but has not committed to a particular course.
    - 

On 11/21, Student Affairs hosted a travel study workshop with the Office of Student Engagement. Over the course of the discussion OSE staff detailed their roles in service learning, domestic travel study, and the sophomore initiative. Student affairs has developed a resource book for travel study (available in the library) and a recording of the workshop is available on the S drive. Student Affairs will be reading travel study proposals in the spring (due March 1, 2015). Please talk to your representative on the committee if you're interested in proposing a course for 2016.

The committee has begun promoting the Elliott White Springs Writing Contest. Please encourage students to consider submitting their work. Submissions are due March 27, 2015.

**APPENDIX #8: USCL EXECUTIVE COMMITTEE MOTION TO CHANGE BY-LAWS**

BYLAWS OF THE FACULTY ORGANIZATION
UNIVERSITY OF SOUTH CAROLINA
~~AT~~ LANCASTER

Submitted to the USC Lancaster Faculty Organization, Accepted ~~April 11, 2014.~~

Preamble:

These bylaws are to supplement and to be consistent with the *~~Regional~~ Palmetto College Campuses Faculty Manual*.

## Article I – Powers

The Board of Trustees is the governing body of the University, and the powers of the faculty organization are delegated by the Board in accordance with its policies.  The USC Lancaster faculty organization, subject to review of the ~~Dean of the University~~USC Lancaster Palmetto College Campus Dean, the Palmetto College Chancellor, the Provost ~~of the University~~, ~~the Vice Provost for Regional Campuses and Continuing Education,~~ the President, and the Board of Trustees, has legislative powers in all matters pertaining to the standards of admission, registration, the requirements for and the granting of degrees earned in course, the curriculum, instruction, research, extracurricular activities, the discipline of students, the educational policies and standards of the USC Lancaster campus, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members.  These policies are expected to be generally consistent with the educational policies and standards of the University and will differ only in meeting the specific requirements of the USC Lancaster campus.

Article II – Membership

Section 1. The USC Lancaster faculty organization shall consist of the Chief Executive Officer and the Deans of USC Lancaster, professors, associate professors, assistant professors, instructors, and such other persons as the faculty organization sees fit to elect.

Section 2. Adjunct professors may attend faculty meetings and speak on matters brought before the faculty organization. However, Adjunct professors are not voting members of the faculty organization. Adjunct professors are defined as any teaching personnel who are not employed by the University on a full-time basis (i.e., on a basis of nine months or more).

Section 3. Only members of the faculty organization, as defined in Sections 1 and 2 of this article, may present motions, hold office, and vote. Also, the President of the University, the Provost of the University, ~~the Vice Provost for System Affairs and Executive Dean for Extended University~~Palmetto College Chancellor, and other senior administrative staff officers of the University shall have privilege of the floor whenever they may be in attendance.

Section 4. Each member of the USC Lancaster faculty is assigned to one of three academic divisions or the library. The divisions are Business, Behavioral Sciences, Criminal Justice, and Education; Humanities; and Mathematics, Science, Nursing, and Public Health. The Business, Behavioral Sciences, Criminal Justice, and Education division includes the following disciplines: ~~,~~anthropology, business administration, criminal justice, economics, education, technology support and training management, psychology, retailing, social work, and sociology. The Humanities division includes art, English, foreign languages, political science, history, journalism, music, philosophy, religious studies, African American studies and theatre and speech. Included in the Mathematics, Science, Nursing, and Public Health division are computer

science, engineering, exercise science, mathematics, natural sciences, nursing, and physical education.

**Section 5.** The voting members of the faculty in each division will hold an election to recommend a full-time faculty member from the division for a three-year term as division chair or until a successor is recommended by such an election. Such a recommendation must then be confirmed by the Dean of the University, who will make the official appointment. If the Dean chooses not to confirm a recommendation, the division will hold elections and recommend candidates until one is confirmed.

**Section 6.** A division chair may not serve more than two consecutive terms. However, by majority vote of its full-time faculty members, a division may choose to petition the faculty organization for a case-by-case exception to the term limits provision for division chairs. That person would serve for a full 3-year term.

## Article III – Officers

**Section 1.** The officers of the USC Lancaster faculty organization shall be Chairperson, a Vice Chairperson, a Secretary, and a Compiler. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority and rules adopted by the USC Lancaster faculty organization. The Chairperson, Vice Chairperson and Secretary constitute the Executive Committee of the faculty.

**Section 2**. The officers of the USC Lancaster faculty organization will serve for a term of one calendar year commencing with their election to office. Current officers are eligible for re-nomination and re-election. Procedures for elections are described in Article VI.

**Section 3.** The Chairperson of the faculty organization presides at all regular and special meetings of the faculty. If the Chairperson becomes unable to serve, the Vice Chairperson shall assume the position pro-tempore. The Chairperson may appoint ad hoc committees as necessary. The Vice Chairperson is ex-officio Chairperson of the Welfare Committee. The Secretary shall see to it that the minutes are distributed no later than one week prior to the next regular meeting.

**Section 4.** The Compiler shall be a faculty member with tenure or outside the tenure track who shall be given access to available faculty course evaluation results for the purpose of distributing information to faculty members as requested, provided that such requests conform to anonymity standards voted upon by the faculty. The procedures and anonymity standards to which the Compiler must adhere may be found in the document USCL Compiler Policies and Procedures.

**Section 5.** The officers of the USC Lancaster faculty organization retain their right to vote on any matter (including elections) brought before the faculty.

## Article IV – Meetings

**Section 1.** Regular meetings of the faculty organization shall be scheduled by the Executive Committee of the faculty. The Chairperson of the faculty organization shall construct and distribute a calendar of regular meetings in accordance with the above provision.

**Section 2.** Special meetings of the faculty organization can be called upon written request of five members of the faculty or at the Chairperson's discretion. Also, the Chairperson shall call a special meeting of the faculty organization upon request from the Dean of the University.

**Section 3.** The order of business for regular meetings of the faculty organization shall be as follows:

1. Call to Order

2. Correction/ Approval of Minutes

3. Reports of Officers

4. Reports of Committees

5. Unfinished Business

6. New Business

7. Special Orders

8. Announcements

9. Adjournment

**Section 4.** A simple majority of the members of the faculty organization shall constitute a quorum.

**Section 5.** The faculty organization shall not give a final consideration to any substantive legislative matter unless the matter is submitted to the faculty organization at least ten working days prior to the meeting at which it is introduced, or unless by a two-thirds majority vote the faculty organization shall agree to consider the matter.

**Section 6.** The faculty organization may by a majority vote go into Executive Session for the conduct of any business. While the faculty organization is in Executive Session, only voting members of the faculty organization and special invitees may be present.


Article V – Committees

**Section 1.** The faculty organization shall establish or abolish such standing or ad hoc committees as it may deem necessary.

**Section 2.** Each standing committee shall report its activities to the faculty organization and discharge such duties as the faculty may assign to it.

**Section 3.** ~~Standing committee membership is determined at the divisional level.~~ Other than those committees determined by appointment or by election by the faculty at large, each standing committee shall include representation from each division.

**Section 4.** The standing committees of the faculty organization shall be as follows: [Descriptions of membership and purposes for each standing committees are at the end of this document.]

Academic Advisory Council ~~(Local)~~
Academic Honor Code Council
Academic Success Center Committee
Admissions, Petitions, and Grade Change Committee
Assessment Committee
Athletics Advisory Committee
Bookstore Committee
~~Columbia Faculty Senate~~
Curriculum Committee
Disciplinary Committee
Evaluation Committee
Executive Committee
Hiring Priorities Committee
Honors Day Committee
Instructor Peer Review Committee
Library Committee
Local Tenure and Promotion Committee
Native American Studies Advisory Committee
~~Provost's Academic Advisory Committee~~
~~Regional Campuses Faculty Senate~~
~~Regional Campus Research and Productive Scholarship Committee~~
Scholarships and Special Awards Committee
Special Events and Lectures Committee
Student Affairs Committee
~~System Grievance Committee~~
~~System Tenure and Promotion Committee~~
Technology Committee
Welfare and Grievance Committee

The composition of these committees shall be determined by a separate act of the faculty organization. Each year the first duty of each faculty committee will be to elect a chairperson for the year.  The election will be presided over by the previous year's chairperson.  The chairperson of the faculty organization will preside over these elections in case the previous year's chairperson is unavailable.

**Section 5.** USC Lancaster is represented on the following committees whose descriptions and membership requirements are governed by bodies outside of the USC Lancaster Faculty Organization. The USC Lancaster Faculty Organization elects representatives to serve on each committee.

[A description of USC Lancaster representation and the purpose of each committee are at the end of this document.]

Columbia Faculty Senate

Palmetto College Campuses Faculty Senate

Palmetto College Campuses Grievance Committee

Palmetto College Campuses Research and Productive Scholarship Committee

Palmetto College Campuses Tenure and Promotion Committee

Provost's Palmetto College Campuses Advisory Committee

## Article VI – Elections

**Section 1**. In the case of officers or other positions which are filled by election by the faculty organization, elections will normally be held at the end of the academic year. Nominations will be taken before the second to last meeting of the year and will be taken

from the floor during that meeting, subject to review for eligibility by the executive committee. The election will then be conducted by secret ballot by mail (through faculty mailboxes) between the second to last and last meeting of the year, with ballots due before the end of the final faculty meeting.

**Section 2**. In the event that an election is necessary at another time of year, the election may be conducted by mail, by email, or during the faculty meeting, as appropriate.

**Section 3**. A candidate receiving the highest number of votes on the first ballot shall be declared elected.

## Article VII – Parliamentary Authority

The current edition of *Robert'-s Rules of Order* shall serve as the parliamentary basis for the conduct of meetings of the faculty organization except in those cases in which they are inconsistent with these bylaws.

## Article VIII – Amendment of Bylaws

These bylaws can be amended at any regular meeting of the faculty organization by a two-thirds majority vote, provided that the amendment has been submitted in writing at the previous meeting.

**~~USC Lancaster Faculty~~ Committee~~s~~ <span style="color:red">Descriptions</span>**

**ACADEMIC ADVISORY COUNCIL <span style="color:red">~~(LOCAL)~~</span>**
<u>Membership:</u> One representative per division, the Academic Dean, and a library representative.
*Purpose: The Academic Advisory Council examines, discusses, and attempts to resolve faculty concerns regarding academic responsibility and behavior.*

**ACADEMIC HONOR CODE COUNCIL**
<u>Membership:</u> ~~oO~~ne representative elected from each academic division, as well as one staff member and one student representative, both administratively appointed. One alternate elected by each academic division, as well as one alternate staff and student representative, both administratively appointed. <span style="color:red">Academic Dean (ex-officio, nonvoting chair)</span>
*Purpose: The Academic Honor Code Council is charged with hearing and reviewing cases involving USC Lancaster students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USCL policies and procedures.*

**ACADEMIC SUCCESS CENTER COMMITTEE**
<u>Membership:</u> One representative per division, the head librarian, an ASC representative and up to two administrative appointees.
*Purpose: The Academic Success Center Committee advises the director of the Academic Success Center and provides faculty input on the services offered there.*

**ADMISSIONS, PETITIONS, AND GRADE CHANGE COMMITTEE**
<u>Membership:</u> One representative per division, the Academic Dean, and up to two administrative appointments.
*Purpose: The Admissions, Petitions and Grade Change Committee reviews general admissions policy. It recommends appropriate faculty action on all requests for changing any grade recorded for more than one year. It decides all petitions for readmission. This committee reports and makes its recommendations to the faculty and to the Dean of the University.*

**ASSESSMENT COMMITTEE**
<u>Membership:</u> One representative elected from each academic division for staggered two-year terms, ~~a library representative,~~ the Academic Dean, and administrative appointments for one-year terms.
*Purpose: The Assessment Committee develops, recommends, reviews, and implements institutional policies and procedures regarding the assessment of student learning for the degree programs available at the University of South Carolina Lancaster.*

**ATHLETICS ADVISORY COMMITTEE**
<u>Membership:</u> One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the ~~Athletics~~ athletics program, the Gregory Health and Wellness Center, TRIO, Admissions, and the ASC.
*Purpose: The Athletics Advisory Committee serves as a liaison between the athletics department and faculty/staff at USCL, oversees the academic, public-image ~~development~~, and athletic development of the student-athlete at USCL, promotes proper advisement for the student-athlete at USCL, and ensures that proper policies and procedures are upheld. ~~(The chair is elected for a two-year term or until a successor is elected.)~~*

**BOOKSTORE COMMITTEE**
<u>Membership:</u> One representative per division and the bookstore manager (non-voting).
*Purpose: The Bookstore Committee serves as a liaison between the faculty, campus administration, and bookstore management, and makes recommendations about faculty and bookstore management concerns.*

**COLUMBIA FACULTY SENATE**

USCL Membership: Elected from faculty for a term of three years or until a successor is elected. (NThe number of senators is determined by the Columbia *Faculty Manual*).

*Purpose: The University Faculty has legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies, and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members.  The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except for those powers specifically reserved by that body to itself, provided that the University Faculty may amend or repeal any general policy decisions adoped by the Faculty Senate., executes these powers on behalf of the general faculty.  The University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.*

**CURRICULUM COMMITTEE**

Membership: One representative per division, the Academic Dean, a library representative, Director of Enrollment Management or designee, and up to two administrative appointments.

*Purpose: The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty.  The committee may also investigate various other issues concerning the curriculum at USCL.*

**DISCIPLINARY COMMITTEE**

**Membership:**  Academic Dean (ex-officio chair), Director of Campus Security, one faculty representative, one staff representative, one student representative (all administratively appointed to one year terms).

***Purpose:*** *The Disciplinary Committee hHears and reviews cases involving USCL Students students charged with violations of the Student USCL Code of Student Conduct (STAF 6.26) and will impose sanctions based on USC and USCL policies and procedures.*

**EVALUATION COMMITTEE**

Membership: One representative per division, the Academic Dean, and faculty chair appointment(s).

*Purpose: The Evaluation Committee determines methods of evaluation of faculty.  This committee proposes or revises formal procedures and instruments for review as needed, offering guidelines for all levels of review in accordance with local campus procedures and the Regional Palmetto College Campuses and Extended University Faculty Manual.*

*The committee reports to the faculty and to the Dean of the University.*

**EXECUTIVE COMMITTEE**

Membership: The faculty chairperson, vice-chairperson, and secretary, (E elected yearly by the faculty organization).

*Purpose: The Executive Committee represents the interests of the faculty in all matters related to the campus community.  The committee initiates action when appropriate and responds to questions and concerns directed its way.  The chairperson presides over faculty meetings and consults with the other officers on an as-needed basis.*

**HIRING PRIORITIES COMMITTEE**

Membership: One representative per division, a library representative, a representative from Human Resources, and up to two administrative appointments.

*Purpose: The ~~Faculty and Staff~~ Hiring Priorities Committee ~~is a broadly representative faculty committee charged with studying~~studies campus hiring priorities for the short and long term~~s, and makes~~. ~~The committee's~~ recommendations ~~will~~ that address the staffing implications of retirements, and ~~and new~~ changes in academic programs and enrollments. ~~and report to the faculty on a regular basis.~~*

**HONORS DAY COMMITTEE**
Membership: Two representatives per division and administrative appointment(s).
*Purpose: The Honors Day Committee oversees all aspects of the annual Honors Day event, including events, competitions, awards, lunch, registration, publicity, and correspondence.*

**INSTRUCTOR PEER REVIEW COMMITTEEE**
Membership: Six members elected by the faculty.  Each member must be at the rank of instructor with at least five consecutive years' full-time experience at USC Lancaster. ~~(~~No one who participates in administrative review of candidates may be elected to this committee~~)~~.
*Purpose: The committee conducts the annual peer review of instructors reviewed without scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member.*

**LIBRARY COMMITTEE**
Membership: One representative per division, librarians, a representative from the Academic Success Center, and up to two administrative appointments.
*Purpose: The Library Committee acts as an advisory body on matters such as library hours, security, computer policies and procedures, and materials budget allocations.*

**LOCAL TENURE AND PROMOTION COMMITTEE**
Membership: Six tenured members elected by the faculty. ~~(~~No one who participates in administrative review of candidates or who serves on the ~~System~~ Palmetto College Campuses Tenure and Promotion Committee or ~~Regional~~ Palmetto College Campuses Grievance Committee may be elected to this committee~~)~~.
*Purpose: The Local Tenure and Promotion Committee has several primary responsibilities.  The first duty is the consideration of tenure and promotion applications from our campus, using the ~~Regional~~ Palmetto College Campuses ~~and Extended University~~ Faculty Manual for the procedures to follow. Secondly, the committee conducts the annual peer review of tenure-track faculty and instructors with scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member.  Finally, the other responsibilities are to conduct first-year review, third-year review, and post tenure review of the faculty.*

**NATIVE AMERICAN STUDIES ADVISORY COMMITTEE**
Membership: One representative per division, the Native American Studies Director and up to three of his or her appointments, and up to two administrative appointment(s).
*Purpose: Native American Studies Advisory Committee advises the Native American Studies Director.*

~~**PROVOST'S ACADEMIC ADVISORY COMMITTEE**~~
~~Membership: Two representatives elected from the faculty on alternate years for a term of two years or until a successor is elected.~~
~~*Purpose: The Academic Advisory Committee is constituted and its business conducted at the will of the Provost.  The purpose of this committee is to provide recommendations regarding the academic mission*~~

~~*of the University and academic issues affecting more than one campus to the President, Provost, or other committees and governing bodies.*~~

**~~REGIONAL~~ PALMETTO COLLEGE CAMPUS~~ES~~ FACULTY SENATE**
USCL Membership: Elected by faculty for a term of three years, or until a successor is elected. (~~t~~The most current version of the ~~*Regional*~~ *Palmetto College Campuses ~~and Extended University~~ Faculty Manual* describes specific requirements for membership.~~)~~
*Purpose: The Palmetto College Campuses Faculty Senate has authority to establish minimum educational standards for the ~~Regional~~ Palmetto College Campuses, to include review and approval of any changes to the curriculum requirements for the common degrees awarded by the USC Palmetto College Campuses; it also has authority in matters pertaining to the conduct of faculty affairs, except where that authority has been specifically reserved for the ~~Regional~~ Palmetto College Campus Faculties. These policies will be generally consistent with the educational policies and standards of the University and will differ only in meeting specific requirements of the ~~Regional~~ Palmetto College Campuses.*

**~~REGIONAL~~ PALMETTO COLLEGE CAMPUS~~ES~~ RESEARCH AND PRODUCTIVE SCHOLARSHIP COMMITTEE**
USCL Membership:~~–~~ Two members elected by faculty on alternate years for a term of two years or until a successor is elected.
*Purpose: This committee advises the Vice President for Research ~~and Health Sciences~~ on strategies to encourage and support research and productive scholarship performed by faculty members of the ~~regional campuses~~Palmetto College Campuses. The committee submits reports to the Palmetto College Campuses Faculty Senate. The Palmetto College Campuses representative to the Columbia Research and Productive Scholarship Committee is also a member of the PCC RPS Committee.*

**PROVOST'S ~~ACADEMIC~~PALMETTO COLLEGE CAMPUSES ADVISORY COMMITTEE**
Membership: Two representatives elected from the faculty on alternate years for a term of two years or until a successor is elected.
*Purpose: The ~~Academic Advisory~~ Provost's Palmetto College Campuses Advisory Committee is constituted and its business conducted at the will of the Provost. The purpose of this committee is to provide recommendations regarding the academic mission of the University and academic ~~and academic support~~ issues affecting ~~more than one campus~~ the Palmetto College Campuses to the President, Provost, or other committees and governing bodies.*

**SCHOLARSHIPS AND SPECIAL AWARDS COMMITTEE**
Membership: Two representatives per division, Academic Dean, administrative appointments, and one student representative (usually the SGA president).
*Purpose: The Scholarships and Special Awards Committee selects scholarship recipients on the basis of criteria established by members of the committee. All prospective scholarship recipients are interviewed by the committee membership or by a special interview panel. The committee supports activities of the Development Officer designed to increase the amount of monies available. The committee also selects the members of Who's Who and the recipients of certain other awards.*

**SPECIAL EVENTS AND LECTURES COMMITTEE**
Membership: One representative per division~~and the Public Information Officer~~.
*Purpose: The Special Events and Lectures Committee plans and organizes cultural events, such as concerts, performances, and guest lectures.*

**STUDENT AFFAIRS COMMITTEE**

Membership: One representative per division, the Academic Dean, the Director of Student Services, administrative appointments, and one student representative.

*Purpose: The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus, approves applications for travel study courses, judges submissions to the annual Elliott White Springs Writing Contest, and recommends changes to the administration in an attempt to meet the needs of the USCL community.*

**SYSTEM PALMETTO COLLEGE CAMPUSES GRIEVANCE COMMITTEE**

USCL Membership: One tenured member elected by faculty for a one-year term or until a successor is elected. Members cannot be persons who are serving on the local or Palmetto College Campuses Tenure and Promotion Committee.

*Purpose: The Grievance Committee considers individual grievances brought before the committee by members of the faculty. The committee examines alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it attempts to resolve the matter through mediation or other appropriate action. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment. Grievance procedures are detailed the Palmetto College Campuses Faculty Manual.*

**SYSTEM PALMETTO COLLEGE CAMPUSES TENURE AND PROMOTION COMMITTEE**

USCL Membership: Two tenured members elected by the faculty for a term of one year or until a successor is elected. (No one who participates in administrative review of candidates or who serves on the local Tenure and Promotion Committee or Regional Campuses Grievance Committee may be elected to this committee.) No member shall serve for more than three consecutive years. At least one representative shall be at the full professor level. No faculty member may serve on the committee during the year in which the member's case receives active consideration. If a campus is unable to meet the membership rules exceptions may be made subject to approval by the local faculty organization, the Palmetto College Campuses Faculty Senate Executive Committee and the Office of the Palmetto College Chancellor.

*Purpose: The Regional Palmetto College Campuses Tenure and Promotion Committee receives from the Vice Provost all files of faculty and professional librarians being considered for promotion or tenure. The RPCCTP committee reviews each file and determines whether it supports the conclusions and recommendations of the campus tenure and promotion committees and campus deans. This review includes an examination of decisions to determine consistency with the criteria published in the Manual.*

**TECHNOLOGY COMMITTEE**

Membership: One representative per division, the Academic Dean, the webmaster, a library representative, the Director of Information Resource Management or designee, and up to two administrative appointments.

*Purpose: The Technology Committee initiates studies and make recommendations to the faculty and administration on enhancing the practice of teaching and research through the use of technology and student access to technology.*

**WELFARE AND GRIEVANCE COMMITTEE**

Membership: Four members eElected by faculty for a term of one year or until a successor is elected; Vice-Chair of the USCL fFaculty Organization is the chairperson.

*Purpose: The Local Welfare and Grievance Committee considers grievances brought before the committee by members of the USCL faculty. If a grievance is determined to exist, the committee attempts to resolve the matter through mediation or other appropriate action. This committee also considers*

*university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. This committee serves to enhance faculty welfare. Specific duties include updating the campus description for external review, facilitate the application process for the John J. Duffy Excellence in Teaching award, and coordinate classroom observations. This committee also considers other matters that may be assigned by the Executive Committee of the Faculty Organization.*

## APPENDIX #9: MOTION FROM SHEMSI ALHADDAD

At least five working days prior to the deployment of online course evaluations, the office of the Academic Dean shall notify faculty of the date on which the online course evaluation link will first be made available to the students and the date on which the link will no longer be available to them."

Rationale for the motion: Notification gives faculty adequate time to inform their students of the course evaluation procedures and associated policies. Faculty who give paper course evaluations already have the opportunity to explain the procedure to their students and address any student concerns prior to distributing the survey. Notification also allows faculty who choose online evaluations to remind their students of the deadline to complete the survey.