



## **FO Meeting Agenda**

**April 5, 2019**

**Next FO Meeting: August 20 at 11am.**

**Faculty/Staff gathering at Dr. Charles's home at 2pm following the FO Meeting.**

- Academic Dean's Report: See below
- Dr. Morris: System Affairs/CPR & First Aid Training
  - Associate of Arts Degree still in process of revision. See upcoming email from Dr. Morris
  - Discussed offering CPR & First Aid training for faculty and staff. Faculty present were mostly enthusiastic about the opportunity. An email with more info is forthcoming
- Dr. Aziz: Campus events/ SASC/Union & PC service
  - Career Fair being held in Truluck on 4/9 from 11-2
  - Blood drive on Wednesday 4/10. Signup sheet in Student Success Center
  - "Fresh Check" mental health and suicide awareness day on 9/18 from 11-2. Please attend and, if possible, consider volunteering. Contact Dr. Aziz for questions or additional interest
- Prof. Torres: Foreign Languages News

- Starting in January 2020, USCU will *potentially* offer 5 foreign language options for students (Spanish, French, Portuguese, Italian, and Russian). Stay tuned for upcoming emails
- Prof. Emswiler: Upcoming Art Show
  - Prof. Emswiler is exhibiting her work at the Union County Arts Council on 5/17 starting at 5:30. Please stop by and show your support
- Susan Jett: People Soft & Emergency Contacts
  - Distributed Employee Self Service handout
  - Discussed the move from 12 month pay scale to a 9 month pay scale. Contact Susan with questions.

In attendance:

Dr. Anderson  
Dr. Lowe  
Brandon Simpson  
Dr. Fouts  
Gale Ashmore  
Kevin Torres  
Dr. Maire-Afeli  
Dr. Aziz  
Deb Hudson  
Lynn Edwards  
Dr. Morris  
Prof. Emswiler  
Dr. Pisano  
Dr. Charles  
Dr. Hudson  
Dr. Sixta Rinehart  
Dr. Lowell  
Prof. Ivey

Academic Dean's Report - 4/5/2019

Faculty Hires for Fall

- Steven Lownes accepted the offer for our new Assistant Professor of Foreign Languages.
- Emily Schafer accepted the offer for our new Assistant Professor of Psychology.

- Neill Hance has agreed to take on a full-time/temporary position with us starting in the Fall to fulfill our SPCH 140 needs, as well as a THEA course each semester, while also adding at least one theatrical production per semester.

#### Syllabi, Office Hours, CVs, and Faculty Accomplishments

- If you haven't already, remember to submit a copy of the syllabus for each class that you are teaching this Spring as soon as possible.
- Thanks to those of you who have already sent in updated CVs. If you haven't done that yet, keep those coming in, along with updates on your scholarly faculty accomplishments over the past year.

#### Textbooks for Summer/Fall

- If you haven't already, be sure to submit your textbook orders for Summer/Fall to the bookstore, via the online submission form that was emailed out. Tanja needs this information by April 12 in order to effectively plan for spring buyback of books from students. If you aren't requiring the students to purchase a book for your class, the bookstore needs to know this as well so that they know what to tell students who go to them in search of that information. When filling out the textbook submission form, be sure that the edition/ISBN information that you enter is up-to-date after checking with your book's publisher, so as to avoid the ISBN malfunctioning when Tanja goes to place the order for the bookstore.

#### Final Exams and Course Evaluations

- As we approach the end of the semester, keep in mind the University policy regarding not giving any in-class exams during the final week of regular class meetings. The last day of regular classes is April 29, with the Final Exam week going from 5/1-5/8. If you are teaching an in-person class and have designed your course such that you will be giving a take-home final exam, or your final exam will be administered online instead of in-person, such that you will not be occupying your scheduled Final Exam slot on the Final Exam Schedule, then you need to let us know in Academic Affairs so that we will know what to tell students who may come by with questions about this and also so that our maintenance staff knows when rooms will be in use (especially in the evening).
- Course Evaluations will operate similarly to last semester.
  - o Online evaluations for any class that is a completely online class and/or is taught off-site from the Union or Laurens locations. The students enrolled in those classes will be able to access them starting on April 12, with the expiration for those closing them out on April 30. Their access to them will be via links in emails sent from Class Climate to their USC student email account, and/or links that may appear on their Blackboard home page. Instructors will also receive email updates at certain intervals if the response rate is below a certain percentage. Encourage students in these classes to verify that they know how to get into their USC email and Blackboard beforehand, and if they are having trouble with that, let us know in Academic Affairs and/or Admissions so that we can assist them.
  - o For any class that is taught in-person on the Union campus or Laurens location, we will have physical packets of course evaluations for instructors to pick up from Academic Affairs, starting on April 10. We will need to have those completed by students by April 26. For these, we will be testing out a hybrid version of the course evaluation, which is a physical paper copy of it that has printed on it a link/scan-code, which the student can use while sitting in the classroom to access an online version of the evaluation (rather than writing on the paper itself). When you pick these up, we can walk you through how these work in a bit more detail, but our hope is that these will allow for the strong response rate of paper evaluations (by having them done during class time), but also allowing for faster compilation of responses (by not having to rely on scanning services in Columbia to receive as many physical copies, scan them, and mail them back to us). A number of the ones they have been mailing back to us of late have failed to be scanned in due to

scanning errors that they have reported on their end, so the digital completion aspect of this would hopefully cut down on that happening as well.

#### Summer/Fall Schedules

- Regular schedules are done and in circulation (still finalizing all of the dual enrollment sections off-site). In terms of potential modifications on the horizon to the schedule that I'm awaiting some confirmation on:
  - o There will be at least one more lab science added to the Fall schedule, to include an additional section of BIOL 101 or 110...waiting to see which of those that are currently on the schedule appear to fill up faster. May also include an additional CHEM if the existing CHEM 101 section starts to fill up fast.
  - o Maybe an upper level CRJU (312, 313, or 314) added to the Fall schedule as a beaming section between Union and Laurens.
  - o Maybe an upper level ENVR lecture class, related to sustainability in the Fall. Working on getting Sarah Daniels approved for some of these.
- Remember, if you have a student/advisee who indicates that they would like to pursue a Nursing degree, please have them speak with our new Nursing Coordinator, Lynn Edwards, right away so that she can add them to her list of pre-nursing students. Lynn will take on the advising for all pre-nursing students as well, to ensure that they are on track for that degree. This is also critical because if they want to take one of the 5 Fall classes designated as pre-nursing sections (CHEM 101/101L, ENGL 101n-704, MATH 111in-703, PSYC 101n-701, and UNIV 101n-701), they need to have gotten on Lynn's list so that she can have Blake remove the instructor permission for them for that class.

#### TAO Self-Help/Self-Enroll Update

- Our USC Union TAO is active for campus wide use. I haven't had an opportunity to customize the promotional/informational materials from TAO for dissemination yet, but will as soon as I have a chance. In the meantime, if you are eager to check out the modules on the site, let me know and I'll help you get registered into it.

#### Awards Night

- Thanks to everyone who helped to make Awards Night a success, as always, it was especially great to have that time to honor all of the hard work of our students who received these awards.

#### Important Dates:

- PC Faculty Senate: 4/12 (Union)
- Research Club Colloquium: 4/17, 11:00-2:00, at the Carnegie Library
- Graduation: Saturday, May 4, at 6:00pm

#### Research Club

- Congrats to the students who presented their research in Jacksonville, FL, at the Southeastern Psychological Association's annual meeting. They all did a great job sharing their work.
- Final Research Club Spring event (at the Carnegie):
  - o Research Club Colloquium, April 17, from 11:00-2:00. This end-of-semester event will feature two speakers, separated by an intermission that features a student poster session and lunch from Kirby's. I will be presenting some newly analyzed data on native-Arabic speakers learning new words from context while reading English. The other presentation will be from USC Lancaster's Assistant Professor of Sociology, Susan Cruise (and her undergraduate student, Jessica Reynolds), on factors in student retention. We will have at 5 of our own students and one Lancaster student who will have posters up during the poster session of this event, which will include both research activity and civic engagement experiences. We will also have free door prize drawings following each of the two talks (must be present to win) and some smaller giveaways for everyone to grab if they'd like.

