

MINUTES OF USC LANCASTER FACULTY MEETING ON DECEMBER 4, 2009

The minutes from November 13, 2009 were approved.

Reports of Officers

Dean Catalano: No written report.

- Congresswoman Deborah Long recently visited USCL to deliver a flag set for the Carol Ray Dowling building and to discuss this year's budget with Dean Catalano.
- USCL has now raised over \$2 Million towards the new classroom building.
- Enrollment is expected to be positive for Spring 2010.
- A deer broke through a large window into Hubbard Hall this past weekend. The story was reported in the Lancaster News.

Dean Cox: No written report.

- Dr. Cox thanked the faculty for working with their department chairs on the summer, fall, and spring schedules for next year.
- Requested for redefined teaching loads for the 2010 – 2011 academic year need to be sent to Ron as soon as possible.
- Any faculty who are interested in teaching a Palmetto Programs course should contact Ron as soon as possible so that a training session may be scheduled.
- Faculty will be asked to complete a 2-page form from the Provost's office on what their jobs entail.

Student Affairs (Collins): A written report was submitted, see **Appendix I**.

Counseling Center (Evans): No written report was submitted.

- The academic advisement committee has periodically discussed the idea of a central advisement center at USCL. However, many of the faculty members are opposed to this idea because they feel they can provide better guidance in their own areas of expertise. The counseling center is therefore not involved in advising, other than those students assigned to Mrs. Craig and Mrs. Evans.
- Many students have recently visited the counseling center in search of advisement because they have not been able to connect with their assigned advisors.
- Mrs. Evans asked that the faculty communicate and schedule times to meet with their advisees during advisement.

Law Enforcement (Rutledge): No written report.

- Over the holidays, the campus will be closed for several days. The night watchmen will be here after 5 pm on those days. If faculty members need to get into their offices over the holidays, they should be sure they completely close the building doors after leaving for security.
- The crosswalk and sidewalk to connect the new parking lot to the Bradley building lot are under construction and should be completed in the next few weeks.

System Committee Reports

Columbia Senate (Bohonak): In order to comply with a federal law regarding textbooks for college courses, faculty will be asked to complete a form prior to registration for the following semester. The form will include information such as the ISBN number and price for the book(s) required for each course. Faculty will also be asked to consider the price of a textbook before adopting that book. This information will be available to students to use in deciding whether or not to take a given course.

Regional Campuses Faculty Senate: The regional campuses faculty senate met on November 20, 2009 at USC Sumter.

- **Rights and Responsibilities (Hammond):** This committee is working to restructure the faculty manual so that all T&P information is in one chapter. This will not affect the policies and procedures, just the organization of the manual. In addition, all changes that have been approved by the RCFS over the past two years will also be added when the manual is updated.
- **Welfare (Gardner):** Dr. Plyer asked the committee to review the scholarship assessment guidelines in the faculty manual. A scholarship effectiveness chart, similar to the teaching effectiveness chart in the faculty manual, was devised and forwarded to the R&R committee for review along with some other changes to APPENDIX VI. The addition of this information to the faculty manual will be voted upon at the next faculty senate meeting in February. The regional campuses faculty members are being asked to review the chart and provide feedback to their committee representatives. The proposed changes can be viewed at the following web link: <http://ced.sc.edu/RCFS/motions.html>
- **System Affairs (Holt):** Dr. Jason Holt submitted a "Proposed Template: Summary of Teaching Evaluations" draft to the faculty (**Appendix II**). The document provides a template for faculty to use in their tenure and promotion files. Jason asked that the faculty review this document and send any questions or comments to Jason Holt or Mary Ellen Bellanca via email.
- **Executive Committee (Faulkner):** A clinical track for the T & P process at the regional campuses is under evaluation. An update to the faculty manual will be drafted and forwarded to the Rights and Responsibilities committee for consideration. This track will apply to disciplines such as Psychology and Nursing where faculty may be more involved in the practice of their expertise as opposed to research.

Local committee Reports

Assessment Committee (Hammond): Samples of student work were requested from 43 courses to assess performance in Communications and Numerical and Analytical Reasoning learning outcomes. 28 sets of work have been received thus far. The Assessment Committee will score these samples using rubrics developed by faculty committees during the Fall 2009 semester. Results will be available in Spring 2010.

New Business:

Behavioral Intervention Team (Collins): Dr. Walt Collins discussed this new effort underway for implementation on campus in the coming year. Protocols and procedures along with a webpage are currently under development. The webpage will allow for incident reporting with a team of eight individuals reviewing those incidents to determine appropriate actions. A flow chart for faculty to use in

trying to handle a problem situation will be included on the site. In the case of an imminent threat, faculty should call 9-911.

Announcements:

- Wayne Thurman announced that the SC State Employees Association will have a lunch on Wed, December 9, 12:00 pm at the Catawba Fish Camp.
- Kate Holland announced that the Behavior Neuroscience Lab is now up and running. An open house is scheduled for Honor's Day in February.
- Bruce Nims announced that he and Chris Bundrick will be running a half marathon in Charlotte this month. They will be collecting donations to help students with book costs.

Attending:

G. Atim, P. Barry, N. Bohonak, D. Brown, C. Bundrick, A. Burg, B. Burgin, F. Burke, S. Campbell, J. Catalano, W. Collins, R. Cox, N. Davaut, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, A. Golonka, L. Hammond, L. Harris, D. Hassell, K. Holland, J. Holt, S. Hunt, K. Jackson, B. Obi Johnson, L. Martek, B. Nims, P. Parker, S. Penuel, T. Polenski, C. Priest, K. Richardson, J. Rutledge, A. Scott, T. Scarlett, W. D. Thurman, R. Van Hall, S. Williams, T. Wolochwianski, E. Moon-Kelly.

Faculty Secretary: Submitted as PDF on February 2, 2010 by Bettie O. Johnson



Walter P. Collins, III, Ph.D.

Acting Assistant Dean of Students

Report to Faculty

December 4, 2009

- **Athletics**—We are in the beginning stages of hiring a coach for the women’s softball team which will begin play in AY ‘10-’11. If you would like to help support athletics at USCL through the Lancer Club, please contact the athletic department at (803) 313-7094 or visit the web page at <<http://usclanaster.sc.edu/athletics>>.

- **Study Abroad**—We are planning a trip to China (Beijing, Xian and Shanghai) for Maymester 2010. Leaders are W. Collins, Humphrey, Hunt, and Judge. A Facebook page to chronicle the progress of and planning for the trip has been established. On Facebook, search for *University of South Carolina Lancaster Study Abroad* and become a “fan.” Scholarships in the amount of \$1500. each were awarded to the following students: Rowena Jones, Ariel Leist, and Erin Kirby.

- **Student Life/Activities**—Upcoming events:

THIS WEEKEND: Lancaster Players production of *Our Town*, Dec. 4 and 5 at 8:00 PM and Dec. 6 at 2:00 PM, admission \$5. Prof. Holloway could still use some volunteer help at the ticket table for tonight and tomorrow night.

PAL applications are due Dec. 11; applications are available in the Student Life office or online.

Spring semester **Freshman/Transfer Orientation**—Jan. 5 @ 5:30, Bradley Multi-purpose room.

Any campus activities can be publicized in the weekly **Campus News**. Send news items to Ms. Laura Humphrey (<humphrlb@gwm.sc.edu>) by Friday the week before you’d like them to appear.

- **Security**—There have been a few minor security issues on campus since my last report.

Be reminded that if an emergency occurs—health related, fights, suspicious behavior—simply dial 9-911 from a campus phone and identify the building on campus where you’re located. Don’t try to find Dr. Rutledge or any other campus security personnel as they may be in class or off-campus at the time.

Appendix I (page 2 of 2)

- **Behavioral Intervention Team (BIT)**—Planning continues for the eventual launching of BIT—a team of faculty and staff from counseling, academic and student affairs and the health clinics who will respond to cases of student crises (emotional, suicidal, behavioral, etc...). A protocol (adapted from USC Columbia) is in place and a website has been designed (although it is not yet linked) to support the intervention process. The team met again this week to continuing refining the plans for implementation. USCL procedures and protocol will be vetted by the USC Legal Department over the next few weeks.
- **H1N1 and seasonal flu Information**— There are a good number of **H1N1 flu mist doses for students** left in the Health Center. There are now **H1N1 injections for faculty and staff** as well. Please make an appointment with Mrs. Lynn Baker to get yours. USC Columbia has established a web page with information regarding minimizing the effects of flu outbreak. Follow this link for more information: http://www.sa.sc.edu/shs/H1N1_flu.shtml.

Happy Holidays from Student Affairs!

Enjoy the upcoming break!

Appendix II (page 1 of 2)

System Affairs Committee
Regional Campuses Faculty Senate

Proposed Template: Summary of Teaching Evaluations (draft 11/30/09) for promotion and tenure files, Tab RCTP-7B

The summary should be an accurate and succinct analysis of the candidate's teaching evaluation data, student comments, and peer (faculty) classroom evaluations. It should provide the context needed to interpret the evaluations fairly, enabling readers of the file outside the candidate's discipline and campus to understand his or her teaching responsibilities, including any special circumstances.

The summary should include:

- a table with the candidate's cumulative teaching evaluation data and classes' grade point average
- a copy of the evaluation questionnaire showing the questions and the scale for responses

This template is not intended to dictate that every item below be included in the summary. These items are listed to suggest information that may help to provide meaningful context for the teaching evaluations.

1. Context

- courses taught
 - brief summary of number and nature of courses taught
 - pertinent information **where applicable**:
 - frequency of new courses/new preparations
 - overloads
 - required v. elective courses
 - general education v. upper level
 - student population (majors, non-majors, or mix)
- other notable circumstances **where applicable**, e.g.:
 - course difficulty, discipline-specific challenges
 - typical student preparation for first-year courses
 - small class size (affects reliability of data pool)

2. Summary of teaching evaluation data (refer to cumulative table)

- significant strengths; areas of concern, if any, with special circumstances noted
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- key trends **where applicable**, e.g. improvement over time, response to patterns of student criticism, etc.
- comparison of candidate's data with:
 - faculty in candidate's academic division or other local unit
 - faculty on the local campus

Note, if applicable, where the scale of the campus's evaluation questionnaire changed when the regional campuses adopted the standardized questionnaire in Fall 2009.

[may need provision for small campuses or fields with very few faculty on regional campuses]

3. Summary of student comments (all student comments should be included in P&T file)

- overall impression
- key patterns and anomalies, with special circumstances noted
- representative quotations

4. Summary of peer (faculty) evaluations of teaching (all peer evaluations should be included in P&T file)
