



November 22, 2019

MINUTES

**NEXT FO MEETING: JANUARY 9<sup>th</sup> at 11 am**

- Dean's Report:
  - Salary study for faculty/staff ongoing
  - New HVAC coming for Main and Central
  - New Wet Lab in the works
  - Bathroom remodeling for Central and Main in the works
  - Exploring Founders House as possible location for OSP staff; coaches to relocate to second floor Central Building
  - Fine Arts Building to open in Fall 2020
  - Welcome Center and near-by renovations to be complete by Fall 2020
- Academic Dean's Report & Voting on the PC faculty
  - Faculty Voted; AD's report attached
- Dr. Maire-Afeli: summer 2020 trip Chemistry/Art, France/Spain (contact Dr. Maire-Afeli with questions)
  - Strongly encourage students to take Basic Math BEFORE CHEM 101
- Dr. Sixta Rinehart:
  - Executive committee: be on the lookout for grievance committee updates; provost search underway. 3-4 candidates will be interviewed in April.
  - Food pantry: plans for having a proper food pantry for in-need students once OSP is repositioned on campus

- Bantam clothing store: some discussion of organizing a student clothing “closet” for professional and business casual needs. Would be located in the Fine Arts building
- Lactation room: in progress. Would be located on the second floor of Central Building
- Dr. Lownes: update on the Trio grant (different options for Mental Health Counselor)
  - Be on the lookout for an OSP/TRIO needs assessment survey. Please encourage students to respond to the survey before winter break.
- Happy 50<sup>th</sup> Wedding Anniversary to Dr. Deborah and Gary Hudson!

**In attendance**

Dr. Lowell  
 Dean Catalano  
 Dr. Maire-Afeli  
 Dr. Pisano  
 Dr. Sixta Rinehart  
 Dr. Lownes  
 Dr. Anderson  
 Dr. Morris  
 Dr. Lowe  
 Dr. David Hudson  
 Dr. Debbie Hudson  
 Gale Ashmore  
 Kevin Torres  
 Prof. Emswiler  
 Prof. Ivey  
 Dr. Charles  
 Dr. Aziz  
 Neill Hance  
 Brandon Simpson  
 Lynn Edwards  
 Dr. Schafer

Academic Dean’s Report – 11/22/2019

Syllabi and Textbook Orders

- If you haven’t already, remember to submit a copy of the syllabus for each class that you are teaching this Fall as soon as possible to Academic Affairs (send to Randy [lowell@mailbox.sc.edu](mailto:lowell@mailbox.sc.edu); and Christen [englance@mailbox.sc.edu](mailto:englance@mailbox.sc.edu)). And once you have your syllabi together for the Spring semester, go ahead and submit those as well.

- Also, if you haven't already, be sure to submit your Spring textbook information to Tanja in the bookstore so that she will know what to tell students who go to her looking for their Spring books. She had emailed out a link to the online form for that, so please use that form so that you include all of the necessary information. This includes up-to-date ISBN info that you should verify with the publisher prior to sending to her. So even if you are using the same thing you have used before, or are not requiring students to purchase any textbooks, she needs to know so that she knows what to tell them about each class on the schedule for their required materials.
- I attended an Open Textbook Network (OTN) training earlier in the month up at Furman, at which I learned about this database of Open textbook materials that are freely available to faculty/students. The database is a hosted site by a group from the University of Minnesota, which links to a number of different Open materials provided freely by a number of entities. If you would like more information about these materials, let me know. The database is online at <https://open.umn.edu/opentextbooks/> in case you want to explore it on your own.

#### Course Evaluations

- Course evaluations have begun to be disseminated. If you have an in-person class on the Union campus or at the Laurens location, those packets are available to pick up in Academic Affairs if you haven't already grabbed yours for your classes. Note that those paper forms will have QR codes and web links that students can use to fill out the evaluation online rather than on the paper, while there in the classroom. All written evaluations will ultimately be transcribed digitally, so if students can be encouraged to go ahead and utilize the online form to start with, then those will be processed much more quickly on our end and will significantly help Christen out. These need to be completed by December 2.
- For all classes that are online, or that are dual enrollment off campus, the evaluations links have been distributed to students as online evaluation links, with those links expiring on December 6. Be sure to encourage those students to look for those links and complete those evaluations. If your students need help accessing those evaluations, let us know.

#### Annual Review Timeline

- The Palmetto College Campuses all run on different timelines of faculty annual review. There has been a request from PC Central to see if the campuses would be willing to align with each other in having the same timeline of review. The suggested timeline is to have all of us on a calendar year rather than the academic year that we currently run our annual reviews on for the Union campus. The benefits of this would include having the winter break to put those together and to then still be on campus to receive administrative feedback on them in a timelier manner, rather than potentially having to wait until the end of the summer to set up that review meeting. Also, this would help with reporting of faculty accomplishments for external reporting. Those accomplishments are typically solicited by David Hunter in mid-spring for the annual Blueprint Report for the Provost.

By having annual reviews done before then, all of those data points could be gleaned from the annual review submissions rather than having to solicit them via email every spring. Also, having the timeline as a calendar year would make for a cleaner reporting period and would potentially be easier on faculty to know which activities to include in that annual review report each year. If this FO would be okay with that type of shift in annual review timeline, then it would be explored for adopting in the next year or so.

#### Upcoming Faculty Searches

- Full-time Instructor of Biology
- Full-time Nursing Faculty (9-month contract)

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

- Our USC Union TAO is active for campus wide use. It is available for free unlimited use by any USC Union faculty/staff/student, just by using the USC Union email address to register. Details on registration had been emailed out and are in regular rotation on the screens around campus, but let me know if you want me to resend them to you directly. If you want to use some of the modules in your class in some way as a kind of assignment or extra credit activity, I can help you get that set up as well. Could be an especially good de-stresser as we approach mid-term and final exams for students.

#### Important Dates:

- Last Day of Classes: 12/6
- Final Exams Week: 12/9-12/16

#### Research Club

- We will have our Fall Research Colloquium today following FO, from 12:00-3:00 here in the Carnegie Library.
- There are 3 different experiments running currently in the PALM Psyc Lab, and all are still looking for more volunteer participants. This includes Tomi LaChance's experiment on social media/personality/meditation, which she is getting some help with by a Union County concurrent student, Nicole Lee. The other experiment is Kelsey Granger's experiment on perceptions of sexual assault using the eyetracker, with her getting some help from Dani Bradley on that data collection. And the third experiment is Katie Sligh's, which she can run multiple people in simultaneously in any room that has a projector screen. If you are open to offering extra credit for students who participate in either/both of these experiments, all the better.