November 3, 2017

PRESENT: Shemsi Alhaddad, Brooke Bauer, Adam Biggs, Chris Bundrick, Steven Campbell, Li Cai, Jill Castiglia, Ken Cole, Walt Collins, Kim Covington, Ron Cox, Stephen Criswell, Liz Easley, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Kate Holland, Claudine Jones, Chris Judge, Kaetrena Kendrick, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley-Chavous, Erin Moon-Kelly, Angela Neal, Bettie Obi-Johnson, Allan Pangburn, Suzanne Penuel, Kim Richardson, Denise Roberts, John Rutledge, Peter Seipel, Sarah Hunt Sellhorst, Mike Sherrill, Brittany Taylor-Driggers, Dick Van Hall, Tania Wolochwianski, Andy Yingst

ABSENT: Noni Bohonak, Dwayne Brown, Brent Burgin, Fernanda Burke, Courtney Catledge, Mark Coe, Susan Cruise, Jerry Currence, Stan Emanuel, Rebecca Freeman, Garane Garane, Claudia Heinemann-Priest, Jason Holt, Ernest Jenkins, Howard Kingkade, Pernell Lewis, Godfrey Ndubuisi, Phillip Parker, Leigh Pate, Babette Protz, David Roberts, Todd Scarlett, Ann Scott

CALL TO ORDER: 1:00 PM

CORRECTION/APPROVAL OF MINUTES: October minutes approved

REPORTS OF OFFICERS

Dean of Campus—Walt Collins:
Good afternoon. My report's submitted [page 11]. Questions? *[None.]*

Associate Dean for Academic and Student Affairs—Ron Cox:
I've submitted my report [page 14]. Questions? *[None.]*

Student Engagement and Success
Report submitted [page 21]

Director of Academic Success Center—Dana Lawrence:
I've submitted my report—it's just numbers [page 29]. We're super-busy. Keep sending your students, and send us possible tutors, too.

Medford Library Report
submitted [page 33]

Director of Financial Aid—Kenneth Cole:
I've emailed a report on the academic side of financial aid [page 35]. Here are handouts. Contact me with questions at any time.
        Satisfactory Academic Progress is a federal standard for students maintaining eligibility for [federal] aid; it's not identical to university policy on academic standing. Also, BLS science students are not considered science students for purposes of extended LIFE scholarship.

What are faculty responsible for? Directing students to financial aid, reporting if students stop attending (though that's not required), recording the last dates of a student's academic activity. If a student gets Ws and Fs in all courses, we must find out last date of attendance or any academic activity. The student's withdrawal date for financial aid is based on the latest date we received notice of. If none reported, we use 50%.

Questions now?

Erin: If students are in reserves or military, what to do when they're suddenly deployed?

Ken: Send them to FA. Incompletes are usually best way to handle this, or other accommodations. We consider deployment grounds for automatic appeal approval.

John: In SC and NC, we're going to have 60% rotation of reserves because of Southeast Asia; it's ramping up.

Ken: If a student has to withdraw, please send them my way. If I ask you to give an incomplete, it's for avoidance of a huge bill. It's totally your decision, though.

Erin: What about students on jury duty?

Ken: I haven't had that come up. It's usually short.

John: They can sometimes get jury duty deferred for education.

Ron: If you award an F, that means student completed course and exam and failed course. If student stops coming, including to final, that's an FN.

Dick: Where does most of the aid come from?

Ken: The state. But If you count student loans, that's the lion's share of the money.

Dick: What are the consequences of noncompliance?

Ken: Various. A fine, program suspension, or FA suspension for the campus. On our campus, 97% of our students are on aid. A school in Florida got an eight-million-dollar fine. We follow state laws, federal laws, USC rules, even software. Some policies are black and white; some are interpretations. The most important thing is consistent application.

Allan: My dual-enrollment students asked how long they could keep LTAP.

Ken: If they're enrolled in at least six hours and SC residents, LTAP covers dual-enrollment [DE] tuition. When they start college, any DE courses apply to FA records. LTAP is only available while they work on two-year degrees. Then they're LIFE-eligible.

Andy: If I have a student who can't pass, I don't make them show up for final. What are the repercussions?

Ken: If it's after the 60% attendance date, it doesn't natter. If after, try to have them make that decision before the W deadline. If they're going to stay in other classes, no worries. If not, there are aid implications. The federal government doesn't want to penalize students for getting real Fs, though.

Adam: Is there any functional benefit to assigning a WF?

Ken: If they can focus better on their other courses, from an academic point of view. Not for the student from an aid point of view. If it's after 60% period, there's nothing to worry about, or if they're enrolled in other courses. It's withdrawing or not attending from **all** courses that causes aid problems.

Nick: Thank you. That was great.

Director of Human Resources—Tracey Mobley-Chavous:
I've submitted my report [page 37]. Questions? *[None.]*

REPORTS OF COMMITTEES
    System committees—

Palmetto College Faculty Senate Executive Committee—Ernest Jenkins (Chair, PCFS):
If I hear about the library survey, I'll let you know. Any pending senate motions are on the website.

PCFS Rights and Responsibilities Committee—Pat Lawrence:
We're still working on the same motions mentioned last time—termination dates for mid-year appointments, essentially.

PCFS System Affairs Committee—Andy Yingst:
We haven't met.

PCFS Welfare Committee
No report.

Nick: I'll be sending forward campus nominees for awards.

Local committees—

Evaluation Committee—Lisa Hammond (Chair):
We're discussing September's charge. We'd welcome feedback on the academic-dean vote and whether it should be included in the tenure and promotion process. We'd welcome new members on the committee with tenure and promotion experience.

Nick: There is no limit on appointments to that committee.

UNFINISHED BUSINESS

- Revised Associate of Science in Criminal Justice—Chris Bundrick (chair, curriculum committee):

ASSOCIATE IN SCIENCE (CRIMINAL JUSTICE) DEGREE WORKSHEET

NAME:			
Student Number:		**MATH Placement:**	
Anticipated Major:		**FORL Placement:**	

I. Communication/Written Component (CMW) – 6 hours		
ENGL 101 (grade of C or better)	**03**	
ENGL 102 (grade of C or better)	**03**	

II. Analytical/Problem Solving Skills (ARP) – 6 hours		
Any six hours chosen **from below or any approved ARP courses:** MATH 111/111i/115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 174, CSCE 101, CSCE 102, STAT 110, STAT 201, PHIL 114, PHIL 115		

III. Scientific Literacy (SCI) – 4 hours		
4 hours total of lab science, (including at least one associated laboratory course) chosen from among the following or any approved SCI courses: BIOL 110, BIOL 120(L), BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 101, CHEM 102, CHEM 105, CHEM 107, CHEM 111, ENVR 101(L), GEOG 202, GEOL 101, GEOL 103, GEOL 110, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L)		

IV. Global Citizenship/Multicultural Understanding: Foreign Language (GFL) – 0-6 hours		
Foreign language courses (SPAN recommended) through the 110 level or a score of 2 or better on placement test.		

V. Aesthetic and Interpretive Understanding (AIU) – 3 hours		
One course chosen from approved AIU courses, including ARTE 101, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, MUSC 110, MUSC 140, THEA 170, THEA 181, THEA 200		

VI. Effective, Engaged and Persuasive Communication: Spoken Component (CMS) – 3 hours		
SPCH 140 or any Approved CMS Course	**03**	

VII. Global Citizenship/Multicultural Understanding: Historical Thinking (GHS) – 3 hours	
One course chosen from approved GHS courses, including HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112	

Chris: System Affairs returned our proposal because it lacked a GSS requirement that focused on human behavior. Our curriculum committee basically agreed and proposed the addition of one three-hour requirement for GSS—AFAM, ANTH, PSYC, SOCY, or WGST.

Lynnette: What about geography?

Chris: We talked about that. Is there a motion to amend?

Sarah: I'd like to make a motion that all non-substantive edits (additions of specific courses that would fit GSS) be added at a later date, so we won't be here forever.

Stephen: Why specify these areas?

Chris: Because the response from System Affairs zeroed in on human behavior/human culture issues.

John: It's a specific degree, and these are most germane to anyone in criminal justice.

Andy: This is a degree for cops, right? I move that everyone be required to take an AFAM course.

Stephen: They're killing native people more.

Nick: Is there a second for the motion?

Shemsi: Second.

John. The degree isn't just for cops. Graduates work in the Department of Social Services, for example.

Adam: Though I appreciate Andy's gesture, I don't think that's a conversation necessarily limited to AFAM courses. You can talk about it in PSYC, for example. This would also limit the flexibility I would have with AFAM offerings.

Vote; motion to require AFAM fails.

Nick: All in favor of sending forward the proposed AS in CRJU revision?

Vote; motion passes.

- Revised Associate of Arts—Chris Bundrick (chair, curriculum committee):

ASSOCIATE IN ARTS DEGREE PLAN
[This version is the approved version; the draft version is no longer available.]
Course Requirements

Note: Carolina Core designations can be found on Self-Service Carolina		

ENGL 101	3	
ENGL 102	3	
3 hours of Math, Computer Science, Statistics, or Logic, chosen from among approved ARP courses		
	3	
4 hours total of lab science, (including at least one associated laboratory course) chosen from among approved SCI courses		
	4	
Foreign Language course at the 110 level or higher, or a score of 2 on any foreign language placement test.		
6 hours chosen from among approved GHS courses		
	3	
	3	
3 hours chosen from among approved GSS courses		
	3	
6 hours chosen from among approved AIU courses: 3 of which must be ENGL		
	3	
ENGL	3	

3 hours chosen from CMS, INF or VSR courses (may not be a course used above):		
	3	
Additional elective credit to meet 60 hours total		
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 31 hours of the Carolina Core:
6 hours CMW, 4 hours SCI, 6 hours GHS, 3 hours GSS, 6 hours AIU, and 3 hours from CMS, INF, or VSR.

Chris: This is similar to the issue with the AS in CRJU. The idea is to offer a curriculum that prioritizes the content values of the degree and makes more of a distinction between the AA and AS. The general idea to offer more humanities and require less math and science. We also wanted to require courses with prerequisites and add more practice with writing, analysis, and research, particularly to help with the Graduation with Leadership Distinction and our BLS and BOL degrees.

Adam: Move to remove the parenthetical for GHS. I understand the intent, but I'm not sure this actually does what it's intended to do. That gesture doesn't really encourage a broad understanding of history.

Nick: Second?

Suzanne: Second.

Chris B.: Is the end goal full flexibility, or one American and one non-American history?

Adam: I'm not sure of the best way to achieve the end goal. This needs fuller discussion, maybe in a subcommittee. I'm just not sure this is the best mechanism to achieve global understanding.

Shemsi: Some degrees specify one non-western history, such as HIST 109.

Ron: Though how Latin American history is non-western is puzzling.

Pat: I generally support the globalizing goal, but this needs more study.

Andy: What the source of this language?

Chris: An amendment from floor, last meeting.

Bettie: For CHEM, the bachelor's degree has the same language, so this would be an advantage.

Chris: CHEM majors are probably doing an AS, not an AA.

Ron: Was I the one who asked for this? *[Yes.]* This would at least require them to get beyond traditional US history, which I think is required in high school.

Stephen: Expanding students' multicultural knowledge might work better through a "cultures across the curriculum" approach than through course requirements.

Chris: The committee did NOT make a considered decision on this; it was a floor amendment. Also, our concern was not to pair with the bachelor's degrees as much as to create a set of requirements that reflected the values of the degrees.

Nick: Other comments?

Adam: With course like HIST 108, where would that fit?

Dick: I have a visceral dislike of our current core, which is the opposite of core. As I understand this amendment, it would make it easier for students to maintain provincialism.

Adam: Provincialism is up to the faculty member teaching the course rather than connected to the subject matter. We could be more innovative and expansive in the ways we teach these courses. This strikes me as a superficial amendment.

Nick: All in favor of removal?

Standing vote. Seventeen for; fourteen against. Amendment to remove requirement of non-US history passes.

John: Going back one step, under SCI, we list all of them, but those aren't inclusive. Why list them?

Chris: This is a holdover from our old strategy. Changes to Banner have made that list necessary. I don't think it would be a problem to change it to what you're suggesting, just "all approved SCI courses."

Andy: This list used to be useful. Now it's unncessary.

Ken: Why not link to Carolina Core website?

Andy: That includes lists of courses we don't offer.

John: Move to remove all specific courses offerings except for ARP.

Nick: Discussion?

Andy: We should include a note telling students where to look for Carolina Core courses, excluding the misleading USC website.

John: Another point about doing it this way is that it will save time redoing the list.

Nick: All in favor?

Vote; motion passes unanimously.

Nick: Back to original unfinished business.

Annette: Is that a typo? Six hours GHS and 6 hours AIU?

Chris: Yes. *[Fixes.]*

Andy: I'd like to see a note to advisors and students that that our ARP requirements may not meet four-year degree requirements.

Nick: Good idea. Comments?

Shemsi: I move that MATH 111, 112, and 115 be removed as ARP options for this degree.

Andy: Second.

Fran: I'm sorry, I wasn't at the last meeting. Why?

Andy: They aren't ARP courses.

Bettie: Why not?

Andy: They're high-school-level courses.

Ron: I can see the logic of removing them from the AS more than from the AA. And if they can't take lower-level MATH, they're unlikely to take it.

Annette: Some of these don't have a requirement, so removing them won't keep students from courses are ARP.

Shemsi: The lower levels of MATH are useful tools for the next class, but not useful in themselves as much as computer science, logic, and statistic are.

John: For the AS in CRJU, some need math—the ones who want to be forensic scientists, for example.

Kate: When I teach stats, I give out basic math handouts. If we remove lower-level math courses and they don't take math at all, that's a problem.

Shemsi: But those courses you're referencing already have MATH prerequisites.

Stephen: With 111, 112, and 115, we're giving our students a sense that they're getting MATH out of the way, but they aren't. It's a lie.

Dana: Keeping those courses doesn't mean anyone will take them. If they need 122 for a later degree, they'll have to take them if they need them. I agree with Shemsi's argument.

Chris: The only option that will go away is for us to count them toward the degree.

Nick: All in favor of removing MATH 111, 112, and 115?

Vote; motion passes.

Nick: Other comments about the degree?

Andy: This is a good degree! I like these changes! These are all great!

Andy: I'd like to see the note for advisors and students moved up to the top.

Nick: Other comments?

Darris: I don't see an assigned number for GFL?

Nick: Because it depends on the placement test score and the level, not the number of hours required.

All in favor of amended AA to move forward?

Vote; motion passes unanimously.

NEW BUSINESS

    None.

ANNOUNCEMENTS

    John: A theft of construction equipment at Gregory being investigated. It's grand larceny.

    Stephen: Artist, actor, and singer Will Goins will be here for Native American Heritage Month. We're showing films including *Rumble*.

    Nick: I was remiss to not thank Walt for the food at the start of the meeting. It's great to eat together.

    Lisa: RPS proposals are due 5:00 p.m. November 30; basic guidelines are unchanged though dates aren't identical. We'll upload final versions soon. When you upload your proposal, it must be a single PDF file. If you need that Adobe [Acrobat Pro] software, talk to Blake or Antonio about getting it or getting help with the file.

ADJOURNMENT 2:12

UNIVERSITY OF SOUTH CAROLINA LANCASTER

Dr. Walter P. Collins, III
Palmetto College Campus Dean

Report to the Faculty Organization of USC Lancaster
November 3, 2017

People

Enrollment

As of October 25, 2017 (enrollment freeze date), we have 1910 students (headcount) registered for Fall 2017. We are at 1186 in full-time equivalent students. Both figures are up over Fall 2016. We are currently serving 115 BOL/BLS students and 46 BSN students. Recall that these last numbers do not officially count in our campus enrollment numbers.

Faculty/Staff

The following faculty and staff searches are underway:

Computer Science	Director of Enrollment Management
Sociology	Dual Credit Coordinator
Art	Athletics Trainer

Many thanks to those who are serving or will serve on the various search committees. We will soon advertise for the following staff search:
Fiscal Technician (business office)

Faculty Accomplishments

Congratulations to Prof. Fran Gardner whose artwork (two pieces) was printed in *Scanning the Hypnoglyph: Sleep and Awakening in Modern and Postmodern Representation* by Dr. Nathaniel Wallace, Professor of English, South Carolina State University.

Congratulations to Dr. Brooke Bauer who participated in a podcast coordinated by the College of William & Mary's Omohundro Institute. The digital project discussion focused on Catawba Indians' participation in the American Revolution.

Budget

Campus finances are stable as we head from the Fall semester into the Spring semester. Enrollment is the number one factor and largest source of funding to our campus representing close to 70% of total funding. If you have ideas for discipline-specific programs for groups of high school students visiting campus, please see our recruiter, Mrs. Meagan Keown, in the Admissions Office. She is organizing high school group visits over the next several months, and they enjoy seeing presentations and demonstrations while interacting with faculty and staff. Participating in on-campus activities and connecting with campus personnel are strong recruiting practices.

The Dean's Budget Advisory Group met on Oct. 24, 2017 to go over FY 18 enrollment and revenue to date and to recap FY 17 numbers. Finally, many thanks to those who attended the campus budget update on October 26, 2017.

Facilities

Renovations for the Gregory Center began on Monday, Oct. 9 with demolition of the showers and locker rooms. Work continues at a good pace. Work scope includes renovation of the men's and women's showers and locker rooms as well as a new floor, paint and lighting in the gymnasium. The gymnasium project will begin in late November/early December. Please keep in mind that the renovation project is separate from the transition of operations to the YMCA.

If you notice facilities issues that need to be addressed, please report them to Butch Lucas or to me.

Other items...

- **USC Lancaster Research and Productive Scholarship Grants** will be due by 5:00 p.m. on Thursday, November 30, 2017.

- **YMCA transition update:** Y officials have met with Gregory Center employees as a large group to discuss future employment and have subsequently met with a select group individually. They are finalizing YMCA HR matters in the next week or two. USCL campus administrators have also met with Y officials regarding facilities matters post-transition in order to communicate respective responsibilities for taking care of the physical plant. The Y has ordered new exercise equipment for the Khoury Exercise Room. The equipment should be installed around the middle of December. More updates soon.

- Our annual **Scholarship Luncheon** was held on Wednesday, November 1, 2017 in the Arnold Special Events Room. Approximately 275 individuals were in attendance. Many thanks to the staff in the Office of Advancement for their coordination of this annual event.

- The **Chancellor's Fall Coffee and Social** is scheduled for Wednesday, November 29. Please drop in between 2:00 and 3:30, Arnold Special Events Room.

- The **USC Lancaster Board of Visitors** will meet on Wednesday, November 8 to elect officers and plan projects for the coming year. The BOV is an affiliated organization of the Educational Foundation of USC Lancaster.

- On October 17, I met with the leadership of **Giti Tire in Richburg, SC** to continue conversations regarding future collaborative projects between them and our campus.

- The **USC Lancaster Office of Advancement hosted a Lunch and Learn** for area legal advisors and estate planners (lawyers, financial planners, etc...) on Oct. 17. Approximately 11 people attended to hear about planned giving to our campus.

- The next **Lunch and Learn at the NASC** is November 17, 2017 at noon. Topic: "North Carolina's Disappearing Indians: Race and the Story of the Chowans" by Dr. Warren Milteer.

  Visitors to the NASC between October 2016 and September 2017 number 8,170 making the total for the first five years 37,675.

  Recently, a 90-second video was produced using a drone mounted camera flying through the NASC to showcase the facility and to promote it to visitors outside of Lancaster. The video situates the NASC in the heart of the Cultural Arts District in downtown Lancaster and then flies through the NASC galleries, classroom, conference room, archives and labs.

- I will soon begin visits and presentations to area county councils across our service area as I do each year. I give a campus update and answer questions council members might have.

UNIVERSITY OF SOUTH CAROLINA LANCASTER

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

REPORT TO THE FACULTY
03 November, A.D. 2017

COURSE SYLLABI AND OFFICE HOURS. If you are teaching a FALL II course and have not yet done so, please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. For Information about what needs to be included, see the CTE's "Teaching Resources" page online at http://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/index.php.

CAROLINA CORE. In a recent meeting of the Palmetto College campuses academic deans, the issue of Carolina Core foundational courses, "model" syllabi, and course learning outcomes was again brought up. (In this instance, one of our sister campuses had sent down a teaching approval request which the academic department denied, at least in part because of the course syllabus that was submitted along with the candidate's credentials.)

In following up on this, Dr. Chris Nesmith met with Dr. Sandra Kelly, vice provost and dean of undergraduate studies at USC, to ask for clarification regarding course learning outcomes for Carolina Core-approved courses, as they are presented on the "model" syllabi which accompany Carolina Core proposals.

Per Dr. Nesmith, the following items represent the "main takeaway summary" of the conversation:
- Learning Outcomes listed on the model syllabi for Carolina Core courses do not have to be [included] verbatim [on all course syllabi]; however, the essential or main idea they cover are required to be included.
- Instructors may add additional learning outcomes if they choose (although 3-5 learning outcomes for a course is usually sufficient).

As future Carolina Core courses are submitted for consideration, it is going to be extremely important for faculty to review the model syllabi and the proposed specific course learning outcomes prior to giving assent to the course's addition to the Core.

I further recommend that faculty review the model syllabi for existing Carolina Core courses to ensure that our course syllabi cover and include the "essential or main idea" of the learning outcomes on the model syllabi.

FACULTY SEARCHES FOR FALL 2018. The search committees for Art (Assistant Professor), Computer Science (Instructor or Assistant Professor) and Sociology (Instructor or Assistant Professor) have been formed (well…almost entirely):

	Art	CSCE	SOCY
BBC&E	Chris Judge	John Rutledge	**Susan Cruise – Chair** Stephen Criswell
Humanities	**Fran Gardner – Chair** David Roberts	Nick Lawrence	Peter Siepel
Math & Science	Sarah Sellhorst	**Noni Bohonak – Chair** Li Cai	Jill Castiglia
Staff	Cosonja Allen	Blake Faulkenberry	TBA
HR/EEO	Tracey Mobley-Chavous	Tracey Mobley-Chavous	Tracey Mobley-Chavous

The ads for all three positions have been posted (and may still be reviewed online at https://uscjobs.sc.edu.

OTHER SEARCHES:

- The search for **DIRECTOR OF ENROLLMENT MANAGEMENT** continues after our initial search failed to secure an acceptable candidate.

- The search for a **COORDINATOR OF DUAL CREDIT PROGRAMS** is also underway, with a committee co-chaired by Records Officer Megan Catoe and Palmetto College Programs Coordinator Danelle Faulkenberry.

COURSE EVALUATIONS. Our office is working on the traditional paper course evaluations, and they should be distributed sometime around Monday, November 27. The online evaluations will be activated at the same time, and will close on the last day of classes (Friday, December 08).

For those using online evaluations, your students should still receive periodic e-mail reminders, but I would encourage you to make announcements regularly in class as well during the period in which the evaluations are available.

FINAL EXAM SCHEDULE. The final exam schedule for courses offered in FALL 2017 (16-week and 2nd 8 week sessions) is online at:

http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/academic_student_affairs/exam_schedules/2017-2018/final_exam_schedule_fall_2017.pdf.

Please remember 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.

In any course or laboratory which meets two or three times per week, <u>no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period</u>. In any course or laboratory which meets once a week<u>, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period</u>. In any course or laboratory which meets more than three times per week, <u>no quiz, test, or examination may be given during the last three class meetings prior to the regular examination period</u>. Self-paced courses are exempt from this regulation.

If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.

Students who are absent from any final examination will be given the grade of F on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of I, and may complete the course under the conditions specified by the instructor in the "Assignment of Incomplete Grade" form. Re-examinations for the purpose of removing an F or raising a grade are not permitted.

FINAL GRADES for FALL 2017 (both 16 week and Fall II courses) **must be submitted no later than 9:00 a.m. on Monday, December 18.** Remember that Blackboard and Self-Service Carolina will probably be taken off-line after this time as USC Columbia does its end-of-semester processing.

<p style="color:red; text-align:center; font-weight:bold;">I cannot stress enough how important it is that grades be submitted on time. USC does a "grade run" only once, and if a student's grades haven't been submitted, it can affect graduation, dean's list recognition, probation or suspension status, and financial aid eligibility.</p>

CURRICULUM COMMITTEE. As the local curriculum committee is currently considering proposals to revise the requirements for the Associate in Arts degree, some discussion has emerged about whether or not such changes, if approved, would apply to USC Lancaster only, or would have to be adopted for the AA degree as awarded across the Palmetto College campuses.

At a recent Academic Dean's meeting during which this was being discussed, Dr. David Hunter made reference to a letter from then-Provost Dr. Michael Amiridis. I requested a copy of this letter, dated October 28, 2013, which is attached to this report.

For the record, this was the first time I recall ever having seen this letter. In fact, I wish it had been shared back during the discussions regarding the common AA & AS curricula, but there are several points in the letter which I believe are particularly important and worth noting:

- A reference to the "SACS letter of accreditation, which views the Regional campuses as 'extended program sites' of the USC Columbia campus."
- A statement that "In order to comply with SACS… the Regional campuses must have a common general education requirement that is a subset of the… *Carolina Core.*"
- While the chart identifies only 15 hours of the Carolina Core as the (then) proposed "common subset," the letter states that "the program requirements for the A.A. and A.S. degrees must be identical across all five campus locations (Ft. Jackson, Lancaster, Salkehatchie, Sumter, and Union)."
- Regarding the view that CHE may view the Regional campuses differently from SACS and might permit variations in curricula among the campuses, the "Office of the Provost contacted the CHE about this matter…. [and] CHE is in 'full agreement with the SACS requirement' of a common curricular standard across the Regional campuses."

I add editorially that I believe Lancaster's proposals are sound and, if approved, would strengthen the AA degree. I fully support the changes that our faculty have suggested, and I hope to see them implemented. This is shared for information purposes as we consider the process by which our AA revision proposals go forward through various bureaucratic channels.

THANK YOU to all who participated in the Olde English Junior Scholars Day (October 19). We hosted around 100 of the area's "best and brightest," and I received nothing but compliments from Consortium members about the campus, and how impressed they were with the folks we have working here. I am especially grateful to Pam Ellis for her work in organizing and coordinating the day, to Butch Lucas and his staff for the set up assistance, and to all faculty and staff who gave their time to provide a "mini-lecture" or two for the visiting students. One of the marks of having a really great team is that they make the challenging appear effortless.

CONGRATULATIONS
  ➢ To Dr. Li Cai, Associate Professor of Chemistry, whose co-authored review article on one of his research projects – rare sugar synthesis – has been accepted for publication in *Carbohydrate Research.* The online link is http://www.sciencedirect.com/science/article/pii/S0008621517306183.
  ➢ To Professor Fran Gardner, Professor of Art Studio & Art History, whose work was recently analyzed and reviewed in *Scanning the Hypnoglyph: Sleep in Modernist and Postmodern Representation* by Nathanial Wallace (Brill/Rodopi Publishers).

UPCOMING EVENTS:
- November 06 – BSN Information Session; 5:30 pm in the Carole Ray Dowling
- November 14 – Research Club. USCL students share information about their current research projects; 12:15 pm in BRAD 121
- November 17 – Lunch & Learn; Dr. Warren Milteer presents "Disappearing Indians: Race and the Story of the Chowans"; 12:00 noon at the NASC
- USC Lancaster Players present *Peter Pan and Wendy*; Stevens Auditorium, November 17 & 18 @ 7:30 pm; matinee on Sunday, November 19 @ 2:00 p.m.

UNIVERSITY OF
SOUTH CAROLINA

October 28, 2013

Michael D. Amiridis
Executive Vice President for Academic Affairs and Provost

Dr. Chris Plyler
Executive Vice Chancellor and Vice Provost
Palmetto College
University of South Carolina
Columbia, SC 29208

Dear Dr. Plyler:

During the recent SACS reaccreditation visit, the SACS On-Site Review Committee found USC Columbia to be noncompliant regarding general education because "review of the academic bulletins of the regional campuses revealed different learning outcomes (across the campuses and Ft. Jackson) for the associate's degrees." The Committee further cited USC because "...there does not appear to be a coherent rationale supporting the general education course requirements" at the Regional campuses. USC Columbia and the Regional campuses were granted reaccreditation with the specific understanding that, "all regional campuses will participate fully in the new general education curriculum and assessment activities." The SACS ruling is consistent with our long-standing SACS letter of accreditation, which views the Regional campuses as "extended program sites" of the USC Columbia campus.

In order to comply with SACS and "participate fully" the Regional campuses must have a common general education requirement that is a subset of the newly revised general education program at Columbia, the *Carolina Core*. SACS indicates that for the A.A. and A.S. degrees a minimum of 15 credit hours of general education is needed. Please identify a subset and take steps immediately to bring the Regional campuses into compliance. An example of what is needed is attached: CMW (6 hours), SCI (3), GHS (3), and GSS (3). A chart similar to this one needs to appear as front matter in each of the Regional academic bulletins.

As noted above, the Regional campuses, as "extended program sites" of the University of South Carolina at Columbia, offer both the A.A. and A.S. degrees. As "extended program sites" the program requirements for the A.A. and A.S. degrees must be identical across all five campus locations (Ft. Jackson, Lancaster, Salkehatchie, Sumter, and Union). Conformity to the attached proposed requirements is necessary for SACS compliance ("Proposed Curriculum Requirements for Shared USC Regional Campuses Associates of Arts and Associates of Science Degrees").

Some Regional campus faculty have suggested that the SC Commission on Higher Education (CHE) does not view the two-year campuses as "extended program sites" of USC Columbia, opening the possibility for the Regional campuses to set their own unique general education or A.A. and A.S. program curricula. The Office of the Provost contacted the CHE about this

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matter. Acting Director of Academic Affairs and Licensing, Ms. Renea Eshleman, stated that CHE is in "full agreement with the SACS requirement" of a common curricular standard across the Regional campuses.

We anticipate the SACS 5th Year Review in three years and we expect review of curricular compliance. Please take the necessary actions to bring the Regional campus general education and program requirements into compliance now.

Thank you for your attention to this matter.

Sincerely,
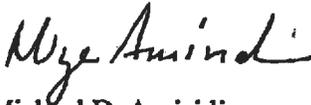
Michael D. Amiridis
Executive Vice President for Academic Affairs and Provost

MA/ply

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Carolina Core Subset for the Regional Campuses Associates of Arts and Associates of Science Degrees

Code	Carolina Core Components	Carolina Core Learning Outcomes	Credit Hours
CMW	Effective, Engaged, and Persuasive Communication: Written Component	Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing.	6
GHS	Global Citizenship and Multicultural Understanding: Historical Thinking	Use the principles of historical thinking to assess the relationships between modern societies and their historical roots.	3
GSS	Global Citizenship and Multicultural Understanding: Social Sciences	Use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.	3
SCI	Scientific Literacy	Apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.	3
	TOTAL Hours in Carolina Core		15 Hours

Student Engagement and Success
Laura Carnes
126 Starr Hall
803-313-7120
humphrlb@mailbox.sc.edu

Early Alert System
Bob Dyer is currently updating our excessive absences referral form so that it becomes more of an early alert system. The form will include the following (please note this will not take the place of BIT referrals):

Background Information
Your Full Name (Required)
Course Name (Required)
Your Phone Number
Your email address (Required)
Urgency of this report
Date of Alert (Required)

Involved Parties
Student Full Name (Required)
Student ID Number

Questions
What are the behaviors you have observed? (Required)
   o   Sudden change in performance
   o   Sudden change in behavior/ appearance
   o   Incomplete/ late assignments
   o   Excessive tardiness
   o   Avoids participation
   o   Failure to turn in assignments
   o   Low test scores

- o Unsatisfactory progress
- o Needs tutoring
- o Excessive Absence (drop down box for how many concurrent)
- o Financial hardship
- o Disturbing writing/ emails
- o Appearance of drug or alcohol use
- o Concerns about abuse
- o Other- please describe below

Is there any additional information you'd like us to know?

What steps toward resolving this issue have you already taken? (Required)

Supporting Documentation
 Upload Photos, video, email, and other supporting documents may be attached below. 1GB maximum total size.
Attachment require time to upload, so please be patient after submitting this form.

First Generation College Student Committee:
The FGCSC met last week and is adopting the definition of first generation student that is consistent with the Department of Education and the Office of Intuitional Research and Assessment in Columbia. We will be surveying students who come from homes where the parent or guardian does not have a bachelor's degree. Our hope is to get the survey to students out by the end of the semester. We are hoping to identify barriers to completion, factors linked to persistence, features of effective supports, cultural challenges, and institutional challenges. We will also be designing an instrument that will allow for faculty input on these issues as well. To triangulate data, we also plan to conduct focus groups of students and analyze academic and satisfactory academic progress appeal with names redacted.

Counseling Services
As a reminder, Mary To Lee is on extended leave. In her absence, we are contracting with McLaughlin Young Group (provider of our employee assistance program) for their Student Assistance Program. The contract has almost made it through legal, and we anticipate being able to start up very soon. You may continue to refer students to Counseling and Disability Services. We plan to have a private room set up that will allow staff to talk with students about how to utilize the service and make the first phone call.

Students Receiving Services: Please remember any student receiving personal counseling, career counseling, disability services, tutoring services, or participating in student life events MUST be an enrolled student for the current semester (or pre enrolled for fall during the summer). This also includes dual enrolled/credit high school students.

From Andrea Campbell (Career Counseling): I would like to thank the faculty for continuing to refer students for career services. I have been experiencing an increase in the number of students coming for appointments, and this is mostly due to referrals from faculty members. I have also placed more referral cards in advisors' boxes for you to use when working with students who seem unclear about career/major goals. Hopefully these will be helpful as you send them my way.

I will soon begin reviewing and updating the list of employers to invite to the Career Fair in the Spring, so please email me with any suggestions so I can see if that employer is already on the list or needs to be added. We had such good turnout last year and hope to have even more in attendance this year.

I also appreciate those faculty who have asked me to present the Employability workshop to your classes. These presentations are ranging from 20 minutes to an entire class period. Please let me know if you would like me to present this to any of your classes. I appreciate having a variety of ways to reach out to students with this much needed information.

PAL Applications: Are available now and due Dec 8 to Kristen Hammond. As a reminder, students must have a 3.0 GPA and participate in the interview process.

General Student Life Timeline

November
- USC Lancaster Trivia Bowl 11/16/17 (11:30am-1pm)
  - Winner gets Gamecock Vs. Clemson Tickets

December
- Finals Week – Stress Free Zone in Student Center (frappé)
- PALS Apps Due Friday 12/8/17 by 5pm
- PAL Interviews Monday 12/18/17
- Spring Orientation Mail out

January
- Spring Orientation
- Registration
- Carolina Day

February
- Hypnotist – Wand Enterprises (http://hypnotism.com) 2/8/18
- Honors Day (Possibly 2/23/18)

March
- SGA and Teacher of the Year Elections 3/1/18
- Initial Summer Orientation Email sent through CRM
- Summer Orientation Save the Dates
- Outdoor Movie 3/22/18

April
- Spring Fling 4/9/18 (11am-1pm)
- Commencement

May
- Pal Work Week
- Final Summer Orientation Mailed

June
- Summer Orientation

July
- Summer Orientation

August
- Summer Orientation

Backup Events
- The Escape Unit (http://www.escapeunit.com/)
- Comedy, Magic, and Hypnosis – Josh McVicar (https://mctrickster.com/)

Football Tickets: Home USC football games are now upon us and therefore tickets to the events will be handed out at various campus events.

SGA Senate Elections: SGA Senate Elections will be held September 21. Applications are available online and in the Office of Student Life.

Orientation: Summer 2018 Orientation schedule has been set with the following dates: June 19 and 20, July 10 and 11, July 24 and 25, August 7 and 8.

Policy Number: SES Policy 1.00

Department: Academic and Student Affairs
Subject: Procedures for Testing from Other Sites
Date: May 30, 2017
Policy for: Office of Academic and Student Affairs – Lancaster Campus
Procedure for: Office of Academic and Student Affairs – Lancaster Campus
Authorized by: Walt Collins, Dean

I.
      Policy

      Students requiring proctored exams from off site institutions and universities may
      make an appointment with the Office of Academic and Student Affairs 10 business days
      prior to the exam date.

II.
      Procedure

Instructor's Responsibilities

A. Arrange for the test to be securely sent to the Office of Academic and Student Affairs
    prior to the testing date. Tests may be sent via mail, fax, email, USPS, or courier service.
    Please be advised that USPS estimated times might be delayed by 1 or 2 days since the
    test must go through our campus mail system. We request all exams be received in the
    Office of Academic and Student Affairs at least two business days prior to the exam
    date.

      The University of South Carolina Lancaster
      Office of Academic and Student Affairs
      P.O. Box 889

Lancaster, SC 29721
803-313-7101

B.   Discuss how the exam should be returned to the instructor from the Office of Academic and Student Affairs.
C.   Ideally, instructors will share a copy of the exam schedule with the Office of Academic and Student Affairs prior to the beginning of the semester in which a proctor will be needed.
D.   Notify students at the time of course enrollment of any projected costs associated with taking the exam at USC Lancaster.
E.   Notify the Office of Academic and Student Affairs of exam policies (i.e. use of notes, calculators, ink pens, time limits, technology, etc.).
F.   It is the student's responsibility to schedule the proctored exam with the Office of Academic and Student Affairs 10 business days prior to the scheduled exam.

Student's Responsibilities

A.   The student must receive approval from the instructor.
B.   Students are responsible for arranging an appointment with the Office of Academic and Student Affairs for test proctoring. Requests for test proctoring must be made 10 business days prior to the date of the test. Requests made outside of this timeframe may not be accommodated due to availability of test proctors. Test proctors are available Monday-Friday 8:30 am – 5:00 pm. Ideally, students will share the dates and times of all proctored exams at the beginning of each semester.
C.   The student must ensure that his/her school or institution sends the test along with detailed proctoring and return instructions. Tests may be sent via mail, fax, email, USPS, or courier service. Please be advised that USPS estimated times might be delayed by 1 or 2 days since the test must go through our campus mail system.
D.   The student has responsibility to ensure exam materials are received by the Office of Academic and Student Affairs prior to any exam deadlines put in place by the student's institution. All tests must be received at least 2 business days prior to the testing date and must begin at least 2 hours prior to our closing time.
E.   Once the student has received permission to take the exam at USC Lancaster, he/she may set up an appointment in the Office of Academic and Student Affairs during normal business hours. We recommend you contact the Office of Academic and Student Affairs to confirm receipt of the exam prior to the testing date.
F.   The student must present a valid government issued photo ID.
G.   All scratch paper must be returned to the proctor before leaving the testing room.
H.   Children are not allowed in the testing rooms. There are no childcare facilities in the Office of Academic and Student Affairs.
I.   Food, drinks, and tobacco are not allowed during testing.
J.   Breaks are not permitted during the testing session.
K.   If using a computer to complete your exam, or for any reason you need an administrator, you may speak to the test proctor.

L. All activity during the exam session is subject to recording.
M. Failure, on the part of the student, to assume these responsibilities will be a matter to resolve with the instructor of the course.
N. Basic Process
    a. Contact the Office of Academic and Student Affairs to schedule the exam 10 business days in advance of requested testing date.
    b. On the date of the exam arrive in the Office of Academic and Student Affairs.

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USC Connect Database Entry Form
RETURN COMPLETED FORM TO KRISTEN HAMMOND– hammonk@mailbox.sc.edu

Title of the Activity:

Web Link (if applicable):

Description of the Activity:

Expiration Date:

Type of Opportunity (**please check one**):
_____ Community/Service Engagement _____ International/Domestic Experience
_____ Internships or Professional Experience
_____ Research/Inquiry _____ Leadership Development and Experience
_____ Student Organization
_____ Diversity/Social Advocacy _____ Integrative Learning

When will the activity occur?

Participation Instructions:

Contact Email Address:

Contact Phone:

Academic Success Center Report
For November 3, 2017 Faculty Meeting
Submitted by Dana Lawrence

==**Please send all ASC-related questions and requests to**==
Dana Lawrence: **LawrenDE@mailbox.sc.edu** or call 313-7023 or
Elaine Connor: **etconnor@mailbox.sc.edu** or call 313-7113

REMINDERS about the ASC's booking system:

- ==**Students can now book appointments as late as ONE hour 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, and to cut down on no-shows).
- 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 work with tutors on a drop-in basis!**

FALL 2017

	August 2016	August 2017	Sept. 2016	Sept. 2017	Oct. 2016	Oct. 2017
Number of Tutors	9	7	9	8	9	10
Total Number of Sessions	42	17	146	142	121	172
Tutoring Sessions/Day (avg)	5.25 (8 operating days)	3.4 (5 operating days)	9.1 (16 operating days)	10.1 (14 operating days)	7.1 (17 operating days)	9.6 (18 operating days)
Tutoring Sessions/Tutor (avg)	4.7	2.4	16.2	17.8	13.4	17.2
# of tutor hours per week	112	77	112	85	112	96
Appointment	17	9	114	120	76	156
Drop-in	25	8	31	22	55	16

Tutoring Sessions by Area

	August 2017	September 2017	October 2017
Accounting	n/a	3	2
Biology	1	9	12
Chemistry	2	16	8
Computer Science/PCAM 151	1	17	15
Economics	0	0	0
French	0	1	0
Italian	0	1	0
Math/PCAM 105	8	53	50
Spanish	0	6	5
Statistics	0	1	0
Writing	5 • CRJU: 1 • ITEC: 1 • PHIL: 1 • SOCY: 1 • Other (non-course-related writing help): 1	35 • AFAM: 1 • ARTE: 2 • ENGL: 15 • ENVR: 1 • HIST: 1 • ITEC: 3 • MKTG: 2 • MUSC: 2 • PHIL: 1 • SOCY: 5 • UNIV: 2	78 • ENGL: 25 • ENVR: 1 • HIST: 1 • PALM: 4 • PHIL: 3 • POLI: 40 • PSYC: 2 • SOCY: 2
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	2 • Review for math placement test • Revise SAP appeal letter
TOTAL # OF SESSIONS:	17	142	172

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	8	2	1	0	11
# of individual students (SEPT)	45	10	14	4	73
# of individual students (OCT)	52	18	7	7	84
# of individual students (NOV/DEC)					
# of individual students (SEMESTER)					

UNIVERSITY OF
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**Fall II 2017 (2nd 8 weeks)
October 23-December 18**

A+cademic Success Center

**2nd floor, Medford Library
803-313-7113**

**FREE Drop-In & Appointment-Based Tutoring for USCL Students
For reservations: http:// usclacademicsuccesscenter.setmore.com**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ACCOUNTING					
Emily Hamilton ACCT 225		11am-12:30pm		11am-12:30pm	
BIOLOGY					
Mallory Cauthen BIO 101, 102	9:30-11am	12-3pm		9:30am-2pm	
Tara Hayes BIO 110	10am-12:30pm & 2:30-5pm	11am-2pm	10am-12:30pm & 2:30-5pm	11am-2pm	
Griffen Clarke BIO 120, 243, 243L,244, 244L				10am-3pm	
CHEMISTRY					
Mallory Cauthen CHEM 111, 112	9:30-11am	12-3pm		9:30am-2pm	
Griffen Clarke CHEM 102				10am-3pm	
Josh Hunter CHEM 101, 105	9am-6pm				
Tara Hayes CHEM 101	10am-12:30pm & 2:30-5pm	11am-2pm	10am-12:30pm & 2:30-5pm	11am-2pm	
COMPUTER SCIENCE					
Tara Hayes CSCE 101, 102	10am-12:30pm & 2:30-5pm	11am-2pm	10am-12:30pm & 2:30-5pm	11am-2pm	
Ariana Sanders CSCE 101, 102	1-3pm		1-3pm		
ECONOMICS					
Emily Hamilton ECON 222 (only)		11am-12:30pm		11am-12:30pm	
Caroline Howey ECON 224 (only)		9am-6pm		9am-6pm	

CLOSED ON FRIDAYS

MORE COURSES ON REVERSE!

Please note that the schedule is subject to changes at any time. For the most up-to-date tutor availability, see appointment-booking site listed above.

FRENCH					
Phyllis Jarvis **ALL**			9am-6pm		
ITALIAN					
Caroline Howey **ALL**		9am-6pm		9am-6pm	
MARKETING					
Emily Hamilton **MKTG 350**		11am-12:30pm		11am-12:30pm	
MATH					
Mallory Cauthen **MATH 111, 111i, 122, 141**	9:30-11am	12-3pm		9:30am-2pm	
Ann Garner **MATH** 111, 111i, 112, **115, 221, 222** PCAM 105		9am-12pm	9am-1pm	9am-12pm	
Margaret Page **Math** 111, 111i, 112, **115, 122, 141**; PCAM 105	9am-12pm		9am-12pm		
NURSING					
Griffen Clarke **NURS** 212, 216, 220				10am-3pm	
SPANISH					
Caroline Howey **SPAN** 109, 110, 121, 122		9am-6pm		9am-6pm	
Josh Hunter **SPAN** 109, 110, 121, 122	9am-6pm				
STATISTICS					
Mallory Cauthen **STAT** 201	9:30-11am	12-3pm		9:30am-2pm	
WRITING **(ALL SUBJECTS)**					
Tara Hayes	10am-12:30pm & 2:30-5pm	11am-2pm	10am-12:30pm & 2:30-5pm	11am-2pm	
Caroline Howey		9am-6pm		9am-6pm	
Josh Hunter	9am-6pm				
Phyllis Jarvis			9am-6pm		

CLOSED ON FRIDAYS

FREE Drop-In & Appointment-Based Tutoring for USCL Students
For reservations: http:// usclacademicsuccesscenter.setmore.com

Medford Library

FACULTY MEETING REPORT
NOVEMBER 3, 2017

SERVICE STATISTICS AND PROGRAMS

- **5,946** unique visits
- Processed **17** Interlibrary borrowing requests
- Processed **21** Interlibrary loan lending requests
- Fulfilled **72** PASCAL Delivers borrowing requests
- Fulfilled **29** PASCAL Delivers lending requests
- **2,923** LibGuide views
- **65** Community computer uses
- **9** Conference Room reservations
- **170** Study Room Reservations
- Answered **51** reference questions (*recorded)
- Added **2 faculty scholarship** items to Lancer Scholar Square
- Hosted Faculty Colloquium (Prof. Leigh Pate)
- Hosted screening of "Get Out"

CIRCULATON STATISTICS

- **268** General collection items circulated
- **6** New Books circulated
- **70** reserve items circulated
- **4** Juvenile Collection items circulated
- **2** AV items circulated
- **1** Special Collection items circulated
- **5** Government Documents circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **23** New Books received
- **31** New DVDs received

UPCOMING or ONGOING PROGRAMS & SERVICES

- **October 2017 - March 2018:** Pop-Up Tea Shop, 10A – 7P Monday – Thursday.
- **November 1- 30:** Memoirs at Medford Exhibit Series, "Books from the Battlefield."
- **November 6:** Fall is In The Bag: A Creative Venture.
- **November 15:** Faculty Colloquium – Dr. Bettie Obi-Johnson and Dr. Annette Duker-Golonka, "The Sweet Smell of South Carolina's State Flower" (12:15 -12:45, Library Conference Room).
- **December 4 – 8:** Study Snacks

- **Seeking presenters for the Spring 2018 Faculty Colloquium Series**. Proposals due by November 30. Submit your proposal here: http://bit.ly/2cSdXiH

VISIT… MEDFORD LIBRARY'S TUMBLR PAGE http://usclmedford.tumblr.com/

- Book Mark(it)
- Browse forthcoming titles and request them for purchase

PUBLISHED DURING THE FALL? LET US KNOW SO WE CAN BUY YOUR BOOK:

- Contact Rebecca Freeman x67062; rfreeman@mailbox.sc.edu

PRESENTED LATELY? PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:

- Submit your content here: http://bit.ly/2hueZlh
- Contact Kaetrena Davis Kendrick, x67061; kaetrena@mailbox.sc.edu

HELPFUL LINKS:

- Is the Computer Lab available: http://bit.ly/2zXsVv1
- Request Library Instruction: http://bit.ly/2h1Twjr
- Faculty research support (Book A Librarian): http://bit.ly/2zoHqvE
- **Document the impact of your scholarly activities**: http://bit.ly/20Gu02g
- **Check out tools for teaching and learning support:** http://bit.ly/1nMHxrm
- Reserve the Library conference room : http://bit.ly/2xLdMwj
- Reserve materials for your courses: http://bit.ly/1iAfckX
- Request books and media for purchase: http://bit.ly/2ymm6Xm

Faculty Guide

to Financial Aid Academic Requirements

To be eligible for Financial Aid students

- must be Degree Seeking
- course must be required for degree
- Once all required course work is complete, student is no longer eligible for aid

Satisfactory Academic Progress (SAP):

- Checked annually, after Spring grades
- Must have a 2.0 USC GPA
- Pace: Must have passed 67% of Classes

  Non-Passed: I, W, WF, F, NR

Attempt	Earn	% Completion
30	21	67%
27	18	67%
24	17	67%
18	13	67%
12	9	67%

- Maximum Time Frame: 150% of published program length

Degree	Length	Max
Associates	60 hours	90 hours
A.D.N.	70 hours	105 hours
Bachelor's	120 hours	180 hours

  Note: Once all required coursework is done, student is no longer eligible

Course Schedule Changes

- Dropping a Class during Drop/Add: We have to adjust financial aid
- Withdrawing from a course after Drop/Add: Doesn't current financial aid

  But, student must be in 6 hours at the time of loan disbursement

  Pace: affects % Completion Rate

- Completely withdrawing: Has a huge impact on financial aid

  Students must complete 60% of semester to keep all aid

  Otherwise, aid eligibility is based on % of semester completed

  Fall: 60% is around Nov 1st Spring: 60% is around April 1st

  Withdrawing earlier usually results in a large bill being due to the university

State Aid Requirements:

- Must meet SAP standards
- State Need Based Grants

  Must be at least half-time (6 or more hours each semester received)

  2.0 USC GPA

  Must pass minimum number of hours: Part-time – 6   Full-time – 12

- Lottery Tuition Assistance

  Must be at least half-time (6 or more hours each semester received)

  2.0 USC GPA after 24 USC Attempted Hours

  Only available while working on an Associate's Degree

- LIFE Scholarship

  High School GPA 3.0

  Must be enrolled full-time (12 or more hours each semester received)

  To maintain or earn for next year:

  3.0 <u>LIFE</u> GPA (includes ALL college work)

  Must earn 30 hours each academic year:

End of Freshman Year	30 hours
End of Sophomore Year	60 hours and entering 4 year program
End of Junior Year	90 hours and in a 4 year program

  Can only receive for 2 years in an Associate's program.

  Must be admitted to a 4 year program in 3rd year to keep eligibility.

  Science and Math Majors:

  Must earn 14 hours of science/math courses in Freshman Year to be eligible for a $2500 enhancement when transferring into a 4 year school.

  Available starting Sophomore year.

USC Academic Scholarships:

Student must be in correct degree program (if specified)

Must be enrolled full-time (12 or more hours each semester received)

Must maintain a 3.0 USC GPA

FROM: Tracey Mobley Chavous, Director of Human Resources

MEETING: Faculty Meeting

DATE: November 3, 2017

ATTACHMENTS: 1

INFORMATION ITEMS:

1) Please consider donating annual and sick leave time to the USC Leave Pool. The leave pool is used by USC employees who need additional leave due to unforeseen and/or emergency circumstances. Leave must be donated no later than December 1, 2017.
You may request to donate sick or annual leave to an employee on any USC campus, however your request is subject to approval. You will be notified of the approval or denial of your request to transfer leave to a specific employee by the University of South Carolina Benefits Department.

   You may donate your annual and/or sick leave in one of three ways:

   A) You may complete the needed form online by going to http://sc.edu/about/offices_and_divisions/human_resources/toolbox/ electing Time Away from Work under the Benefits Heading and choosing Leave Donation Request (P-71). Print, Complete, and Sign the form and deliver it to the Human Resources Department campus mailbox or office.

   B) Print, Complete, Sign and return the attached Leave Donation Request (P-71) to the Human Resources Department campus mailbox or office.

   C) Come to the Human Resources Department (Starr Hall Room 122) to complete the Leave Donation Request (P-71) form.

   Remember the maximum number of annual leave days that may be carried forward to a new calendar year is 45 (337.5 hours) and you must maintain at least 15 days of sick leave (112.5 hours) after making a sick leave donation.

2) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student and temporary employees for the Spring semester if necessary. Submitting these prior to the December/Christmas Holiday break is most helpful.

3) The University of South Carolina recognizes November 23 and November 24, 2017 as holidays in honor of Thanksgiving.

   The December/Christmas Holiday begins on December 21, 2017 and ends on January 1, 2018.

   Please be sure that student and temporary employees do not report working hours in the ITAMS system on the dates mentioned above unless they actually work.

   Campus will officially reopen on January 2, 2018.

Reset Form

UNIVERSITY OF
SOUTH CAROLINA

USC System Leave Transfer Pool
Leave Donation Request

Instructions and Guidelines

Employees should complete the top potion of this form and submit it to the Human Resources' Benefits Office. Please refer to the following guidelines or HR Policy 1.10 for more information.

1) Any donations to the Leave Pool must be made prior to the established deadline in December each calendar year.
2) No more than one-half of the sick or annual leave earned during a calendar year may be donated during the calendar year.
3) Employees must maintain at least 15 days of sick leave after making a sick leave donation.
4) July 1, 2017 – June 30, 2018, employees may request to designate leave to a specific employee (subject to approval).
5) After leave is transferred, it may not be returned or restored to the donor.

To Be Completed by Employee

Name (Last, First, Middle):

SSN:	Department Name:
Department Number:	Campus:
I wish to donate hours of annual leave.	I wish to donate hours of sick leave.

If you are donating leave to a specific employee, please list the employee's full name:

I am scheduled to work   hours a day,   days a week,   months a year.

Faculty ◯ Staff ◯

Employee Signature:	Date:

To Be Completed by Human Resources/Payroll

Class/Slot:	Hourly Rate:

Leave Balance Prior to Donation: Annual: Sick:

Leave Balance After Donation: Annual: Sick:

If donating sick leave, is the donor left with 15 days of sick leave balance?   Yes ◯   No ◯

Is leave allowed to be designated to a specific employee?   Yes ◯   No ◯

Donation: ◯ Approved ◯ Disapproved

Reason: ◯ Error in Completing the Form ◯ Insufficient Leave ◯ Other

Comments:

Division of Human Resources Signature:	Date:

Route to: Payroll, Human Resources, Employee, Campus/Department