



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes
January 13, 2023

In attendance:

Dr. David Mitra	Dr. Allan Charles
Dr. Randy Lowell	Professor Greta Bailey
Professor Sandy Phillips-Long	Dr. H�elene Maire-Afeli
Professor Neill Hance	Dr. Steve Lowe
Dr. Andrew Pisano	Dr. Dave Hudson
Dr. Steve Lownes	Dr. Maggie Aziz
Dr. Katie Klik	Dr. Lee Morris
Dr. Emily Schafer	Professor Kevin Torres
Dr. Avery Fouts	Professor Caroline Wilson
Dr. Joe Anderson	Professor Susan Goebel
Dr. Tekla Johnson	Professor Gale Ashmore
Professor Courtney Pinnell	Professor Lynn Edwards
Dr. Andrew Kettler	

FO Chair Dr. Andrew Pisano called the meeting to order at 12:07. He then recognized Professor Lynn Edwards who gave a report on the Nursing program. She provided a handout of her information to all present.

Approval of minutes from December 02 meeting

Approved.

Dean's Report: Dr. Randy Lowell

Dr. Lowell's notes are attached. Specifically, he talked about:

- ❖ Enrollment
- ❖ Another mental health resource is coming on line.
- ❖ Next Thursday (January 19) there will be an *Imagine Carolina* event all morning.
- ❖ We have a new golf coach – Bill Moss. He has already recruited five students.
- ❖ Jessica Pomerantz will be in the Founders House this semester.
- ❖ Commencement speaker will be former instructor Chrissie Lattimore, who is now a US Marshall for the state of South Carolina.
- ❖ Restrooms are finished.
- ❖ Whitener building second floor renovations will begin soon

- ❖ On January 24 there will be a ribbon cutting for the last two Apple labs at the Laurens library and the Clinton library.

Academic Dean's Report: Dr. Maggie Aziz

Dr. Aziz's report is attached. Specifically, she mentioned:

- ❖ Start of semester information that she sent to faculty ahead of the first day of the semester.
- ❖ Faculty need to add a plagiarism statement to syllabi in which sanctions are laid out very clearly, and should include a prohibition for the use of AI.
- ❖ Annual Administrative Reviews are due by the end of the month.

Committee Reports

DEI Committee: Dr. Schafer reported that the committee is

- ❖ Making plans to celebrate Black History Month in February
- ❖ Making plans to hold a World Religions Panel on March 29 at 1:00 PM in the auditorium
- ❖ Planning a film festival in February in connection with Black History Month

Professor Bailey asked about the possibility of doing something in March in recognition of disability month. Dr. Schafer responded affirmatively; there was no additional discussion.

Faculty Welfare: Dr. Klik reported that the T&P workshop will be held on February 24 at 9:30 in Columbia – in person.

Announcements:

Dr. Pisano announced that he is considering a possible study-abroad trip for the summer of 2024. The trip will be to England in conjunction with the Lancaster campus and will focus on Shakespeare and the theater.

Dr. Kettler announced that he is planning a workshop on study skills and essay writing for February 07.

Dr. Pisano is planning a college essay writing workshop for January 24. He said that he would be sending out an email about it.

The Literary Festival is scheduled for March 17.

Dates were set for FO meetings for the rest of the semester

- ❖ February 17, 12:00 PM; location TBD
- ❖ March 24, 12:00 PM; location TBD
- ❖ April 28, 9:00 AM (This is also the date of rehearsal for graduation, which is on April 29)

Adjournment:

At 1:40 there was a motion to adjourn; it was seconded and unanimously approved.

Submitted by:

Gale Ashmore, FO Secretary

Students

- Enrollment for the Spring semester, compared to this time last year, is slightly behind what was ultimately the highest enrollment semester for the campus. As of yesterday, headcount was at 959 compared to 1,026 at this time last year; and FTE at 561 compared to 608 this time last year. This deficit is primarily driven by the absence of the Pacer Pathway bridge program at Aiken this year, which consisted of 19 freshmen for the Spring semester; by the absence of dual enrollment offerings at Legion Collegiate Academy this year, which consisted of 111 students last Spring; and down 101 dual enrollment students collectively across the other 12 high schools through which we offer dual enrollment courses. There are approximately 30 dual enrollment students in process to be added to these Spring numbers and we also have the Spring II session that starts on 3/13 to add more regular students into classes.
- We will be launching another layer of mental health support for our students later this semester. The Christie Campus group had won a bid that Columbia had put out for a new mental health resources platform for their student body, and from there they began to reach out to the other system campuses regarding those services. This will not replace the MyGroup Student Assistance Program (SAP) that we began using last year, but will complement it. That is, the MyGroup can be utilized by any of our regular or dual enrollment students on site or off site; whereas, the Christie Campus direct services can only be utilized by students who are at least 18 years old, so will be an additional resource for our campus/regular students. Both services offer access to up to 3 free counseling sessions per issue (unlimited number of issues), but the Christie Campus team will be working more directly with Jessica Pomerantz to ensure that our students are getting access to the most appropriate level and frequency of support. This new platform also comes with a built-in marketing arm that will develop promotional materials for a variety of social media platforms customized to our campus. And this platform also will include full, free, unlimited access to those students to the Headspace meditation app (as well as a few free employee licenses to Headspace...if interested, send me a message to see if there are any still available, and if not, we'll see if we can modify the contract to increase those).
- Next week, on Thursday, the 19th, we will have an event on campus called Imagine Carolina. This is part of a Palmetto College wide event that day that will tie all of the PC campuses together for some portions of the day, with the goal of getting feedback from students on their experiences and thoughts concerning topics such as academics, student experience, and career readiness. The activities will start at 9:00am and go through lunch.

Faculty & Staff

- We hired a Head Golf Coach, Gil Moss, whose office will be at our Laurens location this semester as he begins his recruiting efforts for the Fall 2023 semester. And we have agreed on terms with the Lakeside Country Club in Laurens to allow our student-athletes to use their course next year. We will also be setting up some indoor practice equipment for those golfers in the gym that is on the Bell Street School property in Clinton, where our Laurens location will be relocating to for the 2023-2024 academic year.
- Jessica Pomerantz from Columbia's Psychological Services Center, will be working out of the Founders House this semester when she's on campus on Tuesdays to provide psychological services, instead of in the Main Building conference room.
- We have confirmed our Commencement Speaker for this year, U.S. Marshal for the state of South Carolina, Chrissie Latimore. Prior to last semester, she had been an adjunct instructor of criminal justice for us, primarily out of the Laurens location, and had worked her way up to the rank of Chief of Police in the City of Laurens over the course of a 20+ year career there. After being nominated for

the vacated U.S. Marshal position earlier last year by President Biden, she was ultimately confirmed for the position by the U.S. Senate in December.

- Bobby Holcombe put on his annual PC system Financial Aid Officers meeting and luncheon on 12/9 in the Main Building, with financial aid staff from Columbia and all of the PC campuses.
- I was invited to join a panel of all of the institutions of higher education in the Catawba region on 12/5 as part of the annual Catawba Regional Forum, to provide an update on campus initiatives relative to workforce development for the region. The event is geared towards state legislators and local elected officials and business leaders from the region, and also included a presentation from an economist on the state of the economy in the state and in the region.
- I had the opportunity to represent our campus on the stage at the Governor's Inaugural event this week, which was held on the steps of the State House in Columbia, along with the leaders from the other institutions of higher education from around the state.
- Next week, on Friday, the 20th, President Amiridis will have his Investiture Ceremony in Columbia. The Chancellors and Deans from the campuses around the system will participate in the ceremony, and we will have some of our students from USC Union in attendance for the event as well, which will provide them a great opportunity for some networking before the ceremony and during the reception that will follow.
- On Valentine's Day, February 14, USC will have its annual Carolina Day event at the State House in Columbia, during which all of the system campuses will send delegations to help thank the legislators and lobby for continued financial support of the campuses. We will have a group of students participating in this event as well, as part of our USC Union delegation.

Facilities

- The bathrooms on the second floor of Whitener Central Building were completed before the holiday break, and are back in use.
- The timeline on the HVAC work on the second floor of Whitener Central Building has been confirmed and a campus message will be sent out later today that includes some of those details. For those of us who have offices on this floor, we will be relocating to offices in one of the Church buildings next door to the Main Building while this work is being done, which will begin the last week of January and is scheduled to be completed by this summer. If Keith Ballington has not already been in contact with you to help you with the logistics of that relocation, he will be by early next week.
- On January 24th, we will have a ribbon cutting ceremony at 10:00am at the Laurens Library for the new PC iCarolina Lab located inside of that space. That will be followed by another ribbon cutting event at the Clinton Library for a new PC iCarolina Lab mobile lab at 12:30pm, which features a kiosk with mobile Apple devices for patrons to use within the building. When the Clinton Library finishes building their new library facility, a full lab room will be built out with new iMacs like they have at the Laurens Library. All are invited to join for either/both of these events if available.

Budget

- We are currently working on the mid-year review report which is due to the Columbia Budget Office next Friday. Summer II and Fall 2022 tuition revenue came in on target at 99.9% of projections. Expenditures are running slightly over budget at 53.76% at the mid-year point. This is primarily due to timing issues of several purchases. The Governor's Executive Budget for FY24 was released last week. USC Union's recurring funding included base funding from FY23 plus an additional \$154,669 in tuition mitigation funding. \$1.9 million was also included for deferred maintenance and capital projects for the campus. This is the beginning of that budget process, which will still need to go through the legislature over the next several months before being finalized.

**Start of the Semester Information
Academic Affairs
Spring 2023**

IMPORTANT CONTACT INFORMATION

Majdouline Aziz: azizma@mailbox.sc.edu

Amber Ivey: ail@mailbox.sc.edu

FACULTY ORIENTATION GUIDE

You were emailed a copy of a new faculty orientation guide for 2022-2023 last semester. This guide provides you with important information that can be beneficial to you as you prep your courses, prepare for the upcoming semester, and navigate through the semester. Please review this guide carefully.

FACULTY OFFICE HOURS

Faculty members will hold one hour of office hours for each course taught each semester, up to five hours per week. By the first day of classes each semester, faculty will complete the Office Hours Form sent to them by Academic Affairs and submit it to Amber Ivey in Academic Affairs. You may choose your own office hours. This applies to all courses, whether taught in-person or online.

SYLLABI

Faculty members are required to submit syllabi for all their classes by the first day of classes each semester. Please send your syllabi to Amber Ivey at ail@mailbox.sc.edu.

REACH ACT COMPLIANCE

If you are scheduled to teach HIST 111 or POLI 201, your syllabi must follow the REACH Act as described below:

Top of Syllabus:

- Include the course number, title, and section number (example: POLI 201 – 701)
- Include meeting days and times (example: MW 9:30-10:45)
- Include number of credit hours for the course. (example: 3 credit hours)

A section that states the following:

In accordance with the REACH (Reinforcing College Education on America's Constitutional Heritage) Act, students will read the following in their entirety. A copy of all readings will be provided to you.

Required Readings: The following will be read in their entirety:

- The U.S. Constitution
- The Declaration of Independence
- Five Federalist Papers (identify each by Title and Number)
 - Federalist Paper Title and No. #
 - Federalist Paper Title and No #
 - Federalist Paper Title and No #
 - Federalist Paper Title and No #
 - Federalist Paper Title and No #
- The Emancipation Proclamation
- Document that is foundational to the African-American freedom struggle (identify by title)

Include required readings within your course schedule portion of your syllabus.

Lastly, please highlight each of the Reach Act requirements listed above, as well as the required readings within the course schedule portion of your syllabus before you send it over to us.

Please email Amber Ivey your compliant syllabi by January 9, 2023.

ATTENDANCE POLICY

Please be aware of the revised [attendance policy](#) and incorporate this new policy into your syllabi.

PLAGIARISM STATEMENT

Please include a plagiarism statement in your course syllabi including the specific sanctions that will be applied for

violations of the policy.

BLACKBOARD COURSE MERGES

Instructors who teach multiple sections of the same course or cross-listed courses can manage those sections through a single “parent” course. For instance, each semester I teach a SOCY 101 course that beams from Union (SOCY 101-section 701) to Laurens (SOCY 101- section 720). This is technically one class but because students are at different locations, it has two sections. Instead of having two separate Blackboard course shells for these sections, I merge them into one “parent” course which includes all enrollments/course materials in one place.

In the past, this process was done by emailing the Academic Dean to submit those requests for those sections to be merged. From now on, you will need to submit your own course merge requests by following the instructions below:

1. Go to <https://scprod.service-now.com/sp>
2. In the search field under Welcome to the IT Service Portal, type in Blackboard.
3. Choose **Learning Management System (Blackboard)** from the list that pops up.
4. On the **Learning Management System (Blackboard)** page, select Merge course sections from the **This request concerns** menu.
5. Enter the requested information and click **Order Now**.

DoIT Personnel will merge the sections within 3 business days.

SCHEDULE CHANGES

If a situation arises that requires a change in your schedule, you must get prior approval from the Associate Dean for Academic and Student Affairs.

CONTACT TRACING

If you have contracted Covid, please contact Amber Ivey. You are not required to quarantine for exposure. You are required to isolate in case of positive test result (5 days and then 5-day strict mask use). Include a statement in your syllabus advising students to also contact Amber Ivey in case they contract COVID.

SICK LEAVE

If you cancel class for any reason, please contact Amber Ivey to inform her immediately. If you are out, you are required to submit leave in the Time and Absence System.

ACADEMIC CALENDAR

Spring 2023

Event	Date
Classes Begin	Jan. 9, Monday
Dr. Martin Luther King, Jr. Service Day (no classes)	Jan. 16, Monday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Jan. 17, Tuesday
Midpoint in Semester	March 2, Thursday
Spring Break (no classes)	March 5 - 12, Sunday - Sunday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	March 27, Monday
Last Day of Classes	April 24, Monday
Reading Day	April 25, Tuesday
Final Examinations (includes exams on Saturday)	April 26 - May 3, Wednesday - Wednesday

DUAL ENROLLMENT COURSES

Please be sure to review your final rosters after the add/drop date for each term. Admissions is working diligently on rosters so please be patient.

Faculty teaching dually enrolled students will now be required to submit midterm grades to Ada Kitchens.

FACULTY PEER REVIEW

Peer reviews will take place this semester. Review assignments are forthcoming.

ANNUAL ADMINISTRATIVE REVIEW

Full-time faculty are required to submit annual administrative reviews no later than **January 31, 2023**. Faculty will need to complete the Faculty Information Form and the Individual Annual Research, Scholarly Activity, and Service

Report. Both forms are required of all full-time faculty, even if you went up for third year review or tenure this cycle.

ACADEMIC, MENTAL HEALTH AND WELL-BEING RESOURCES

Many students are struggling with a variety of challenges. If you are concerned about a student's personal and emotional health and well-being, please submit a CARE referral at

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/care_referral/care_team_incident_report_form.php

The CARE Team will connect students to resources that they deem appropriate on a case-by-case basis.

MYgroup – Student Assistance Program, confidential help for personal, work-related, and family concerns, 24/7. 800-633-3353. Also available to dually enrolled students.

Psychological Services Center – individual therapy offered on campus on Tuesdays.

Christie Campus Health – limited to up to 3 free counseling sessions per issue and will include the Headspace app access. Only our campus students who are over the age of 18 can use this service. More information will be forthcoming.

If you are concerned about a student academically, please submit a referral to the Academic Intervention Team at

https://www.sc.edu/about/system_and_campuses/union/internal/faculty_and_staff/academic_intervention/academic_intervention/index.php

If you need to report an honor code violation, please complete the honor code violation form at

https://www.sc.edu/about/system_and_campuses/union/internal/faculty_and_staff/honorcodeviolation/honorcodeviolation/

As an employee of the University of South Carolina, you have access to the Employee Assistance Program which can provide you with support during your time of need. To learn more about the Employee Assistance program, visit

https://sc.edu/about/offices_and_divisions/human_resources/benefits/employee_wellness/eap/index.php

COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT

This spring, USC Union will be participating in the Community College Survey of Student Engagement (CCSSE), a national survey of institutional practices and student behaviors. CCSSE is an initiative of CCSSE at the University of Texas Austin. This assessment tool will provide information on student engagement and is comprised of items that assess institutional practices and student behaviors that are highly correlated with student learning and retention. Survey data will be used for feedback to the campus and faculty/staff related to how our students are engaging with the campus, which contribute to learning, retention, and successful completion of degree requirements. Results will assist our campus in strategic planning and SACSCOC accreditation and allow us compare engagement across the PC campuses.

- The survey will be administered during the spring academic term (March through April). Note: depending on timely receipt of survey packets from UT-Austin, it may be possible to administer surveys prior to the start of spring break.
- It will be administered in the classroom as a pencil-and-paper survey to students in randomly selected credit courses.

- Faculty are not responsible for administering the surveys. The administration of the surveys will be handled by designated staff on campus. I will reach out to those selected as staff administrators in a separate email.
- Historically, the survey has taken up to 45 minutes for students to complete within the classroom. Therefore, survey administration will take up an entire class period for selected course sections. Should your course section(s) be selected, faculty are not required to participate, although they are strongly encouraged so that the campus receives useful student data for reasons stated above. Faculty teaching full-term F2F courses may choose to build in “wobble-room” in their syllabi in case one or more of their sections are selected and/or record and upload lectures for selected sections as they are notified. If faculty choose to have their selected sections participate, there is no need to inform students that it will be taking place to ensure maximum attendance during those class periods.
- Our target sample is 50-60 active full-term on-ground sections.
- Faculty of selected course sections will be notified shortly after the first add/drop period of the spring semester (mid-January).

REQUIRED COMMUNITY RESOURCES

This spring, USC Union students will be encouraged to complete the community education online modules. These consist of four modules: AlcoholEdu, Sexual Assault and Prevention for Undergraduates, Well-Being, and Diversity, Inclusion & Belonging for Students.

- These modules are already required of all students at UofSC in Columbia.
- In Columbia, students who do not complete these modules have holds placed on their account. At USC Union, we will not place holds on student’s accounts for non-completion, therefore we need your help in encouraging students to complete these online modules. Faculty of regularly enrolled students are encouraged to offer extra credit for module completion.
- These modules will open January 9 and close March 12 (dates are tentative).
- Dually enrolled students will not participate.
- Beginning in the fall, we will ask all UNIV 101 classes to incorporate these modules into their course requirements (for a percentage of overall grade) to maximize student participation.
- Marketing materials are being created by Columbia and I will share those as soon as I receive them.

FACULTY ACTION ITEMS

UofSC Union Bookstore:

- If you haven’t submitted a book order, do so **immediately**. Double-check the ISBN for accuracy.
- Inform students that they need to make an appointment to buy new books or sell back old books (M-TH).
- https://www.sc.edu/about/system_and_campuses/union/internal/faculty_and_staff/faculty_textbook_form/

Academic Affairs:

- Send a copy of your syllabi to Amber Ivey by **Jan. 9**.
- Send a copy of your office hours form to Amber Ivey by **Jan. 9**.
- Maintain accurate attendance reports for each class. Send a list of students that have never attended to Amber Ivey by **Jan. 16 (Spring I)** **Jan. 23 (Full)** **March 20 (Spring II)**.
- Registrations for Summer 2023 and Fall 2023 begins **March 20**.
- Maintain accurate and up-to-date academic records/grades. Send a list of students that are at-risk academically to Amber Ivey by **Jan. 26 (Spring I)** **March 6 (Full)** **March 31 (Spring II)**.

- Contact Amber Ivey to submit supply requests. Supplies are normally ordered twice a month (the 1st and 15th of the month). Submit orders in a timely manner to allow enough time to place those orders and have them delivered on time, **preferably two weeks in advance**. If special order, send Amber an email with direct link and qty.

Advising:

- Scheduling for Summer and Fall 2023 to begin immediately.
- Spring 2023 advising begins **March 20**.

Faculty Accomplishments:

We want to recognize your accomplishments! Please be sure to inform Dr. Aziz of any accomplishments such as publications, conference presentations, awards, etc.

ACADEMIC AFFAIRS CALENDAR OF EVENTS

Ongoing – Alumni Spotlight

February 14 @ 11:00-1:00 - Cupcakes and Conversations with Faculty

March 2 @ 11:00-1:00 by appointment – Faculty Headshots – please contact Amber Ivey to reserve an appointment

April 4 @ 6:30 - Awards Night

April 19 @ 11:00-1:00 by appointment – Graduate Headshots

April 29 – Graduation

STUDENT ACADEMIC SUCCESS CENTER

- Primary contact: Madisen Brewington and Caden Jackson
- Face-to-face tutoring available.
- Virtual tutoring available upon request.
- Center Hours: M – F 8:30 – 5:00.
- Walk-in tutoring is available. However, try to encourage students to make appointments. Appointments can be made via <https://calendly.com/usc-union-tutoring>
- Looking to Hire! If you have a recommendation for a student who you think would make a good tutor, please let Madisen Brewington or Caden Jackson know.

STUDENT ACADEMIC SUCCESS CENTER CALENDAR OF EVENTS

- January 24 – Essay Writing Workshop
- February 7 – Study and Note-Taking Skills Workshop
- March 21 – Resume Building Workshop
- April 11 – Job Fair
- April 24-27 – Finals Fest

Each event's times and locations are TBA.