

USC Lancaster  
Faculty Meeting  
March 1, 2013

Minutes Approved from 2/1/2013 faculty meeting.

**Officers' Reports:**

**Dean of the Campus:** - (Emanuel) – see **Appendix #1**.

**Associate Dean for Academic and Student Affairs** – (Cox) – see **Appendix# 2**.

**Assistant Dean of Students** – (W. Collins) – see **Appendix #3**.

**Academic Success Center** – (D. Lawrence) – see **Appendix #4**; writing workshop survey.

**Admissions** – (English) – BANNER training schedule after Spring Break, specific information to be announced; pre-registration begins April 1<sup>st</sup>; PALS are advisement “test workers”; reminder to report Fall 2013 schedule discrepancies to Division chairs.

**Advancement** – No report.

**Business Manager and Planning** – No report.

**Computer Services and Information Technology** – No report.

**Counseling and Disability Services** – No report.

**Facilities, Management, and Construction** – No report.

**Gregory Health & Wellness Center** – (Sellhorst) – TRIO basketball tourney today; group exercise programs expanding.

(N. Lawrence) – why did intramural basketball fail?

(Sellhorst) – headed by athletics department, no knowledge.

**Law Enforcement and Security** – (Rutledge) – classroom disturbance workshops, Tuesday morning session and afternoon session on Wednesday; Assault & Battery at Gregory H&W Center by non-student resulted in campus ban; attempted suicide by non-student. Recent near campus parties resulted in 20 underage drinking citations.

(Alhaddad) – do Palmetto students get “Carolina Alerts”?

(Rutledge) – not right now, just our students.

**Medford Library/Webmaster** – (Harris) – open during Spring Break, closing at 6pm. Good attendance at Faculty Colloquium. Thanks for support of Mug Event.

**TRIO** – No report.

## Reports of USC System Committees:

### **Regional Campus Faculty Senate:**

**Executive Committee** – No report

**Rights & Responsibilities** – (Obi-Johnson) – amendments of job description to Faculty Manual Liaison Officer position; new Faculty Manual available; new T&P forms forwarded to Senate, controversial aspect of using Global Index teaching evaluation scores for summary of teaching; Hammond is open to suggestions.

(Bundrick) – are these changes approved? able to change?

(Obi-Johnson) – change would have to go through Regional Campus Faculty Senate.

(Penuel) – RCFS has not voted on them yet.

(Obi-Johnson) – will vote at next meeting, so still able to change.

**System Affairs** – (Penuel) – still working on Summary of Teaching Evaluations; voted to approve USC Sumter's changes to curriculum.

**Welfare** – (Golonka) – Duffy Award winner to be announce at April RCFS meeting; salary report forthcoming.

**Provost Advisory Council** – (Gardner) – postponed.

**Columbia Senate** – (Alhaddad) – discussion of full 16 week courses in Summer.

(Gardner) – any discussion of how Financial Aid would work?

(Alhaddad) – still working on it.

(Sellhorst) – would Summer schedule be mandated to USCL?

(Alhaddad) – does not relate to us. Website of searchable courses also available on Senate's website.

(English) – info shows what relates to Carolina Core; common Academic Calendar may mean we will follow Summer schedule.

(Judge) – in addition to Maymester, Summer I & II?

(English) – looking at it to be a potential replacement.

### **Other System Committees –**

**Research and Productive Scholarship** – (Penuel) – surveying faculty about grants.

**USC Connect Steering Committee** – (Gardner) – effort to further clarify mission of USC Connect and integrative learning input; tied to re-accreditation; possibility of “Leadership Distinction” for students; concern that does not fit our students' needs.

## Reports of Local Committees:

**Local Tenure & Promotion Committee** – (Harris) peer reviews ready by next faculty meeting.

**\*\* Motion – Local Tenure & Promotion Description \*\*** to be New Business.

**Honors Day Committee** – (Covington) – see **Appendix #5**; thanks for help, (applause).

**Dean Search Committee** – (Sellhorst) – two candidates have already presented, one more next week; please fill out surveys about interviews.

**Exercise Science Search Committee** – (Sellhorst) – three candidates will be interviewing by phone & Skype.

**Assessment Committee** – (Davaut) – seeking volunteers to score, particularly for English.

**Evaluation Committee** – (Yingst) – changes to “Annual Faculty Peer Review” will be in New Business.

**Astronomy/Physics Search Committee** – (Bohonak) – offer to candidate, waiting to hear back.

**Psychology Search Committee** – (Holland) – two campus talks on March 25 & 26 for position.

**Unfinished Business:**

None

**New Business:**

**\*\* Local Tenure & Promotion Committee – Motion to Amend T&P Description \*\***

(Harris) – change to purpose in By-Laws, additional sentence for Instructor Peer Review.

(Gardner) – would we vote on this every year?

(Harris) – not the intent; creation of the Instructor Peer Review Committee allows Local T&P Committee to delegate responsibility to new body.

**\*\* Motion to Amend – to read “is performed by the Instructor Peer Review Committee \*\* (Bundrick), (2<sup>nd</sup> – Sellhorst)**

(Harris) – might prevent T&P committee from reviewing.

(Sellhorst) – sounds more clear.

(Harris) – this is the purpose of Local T&P, why have a statement about another committee?

(Criswell) – does faculty manual differentiate?

(Harris) – no, just that it needs to be done.

(Holland) – wording to accommodate “with” or “without” scholarship.

(Harris) – still prefer “may be delegated to”.

(Martek) – could say “instructor without scholarship” review; sounds temporary.

(Biggs) – question is “who delegates”?

(Wolochwianski) – most instructors do not have scholarship component.

**\*\* Motion to Amend withdrawn \*\*** more discussion about wording.

**\*\* Motion to refer wording back to Local Tenure & Promotion Committee \*\* (Penuel)  
(2<sup>nd</sup> – Gardner)**

**\*\* Passed by unanimous vocal vote \*\***

**\*\* Instructor Peer Review Committee - Motion to add description of Instructor Peer Review Committee \*\* (Hassell)**

(Davaut) – term limits?

(Harris/Yingst) – understood by annual elections.

(Biggs) – is this what we approved?

(Yingst) – already created, enabling in process now.

(Biggs) – not convinced “who” evaluates more important than “how” evaluation is done. Not comfortable with separation, would like dialogue between Tenure Track and Non-Scholarship instructors.

(Harris) – dialogue not in by-laws, but consultation exists, just not formulated.

(Criswell) – Tenure & Promotion Committee can delegate, but still retains oversight, or call it dialogue.

(Harris) – term “delegate” does infer Instructor Peer Review Committee is a subordinate committee, but that’s not how it’s set up.

(Gardner) – no mention of criteria applied.

(Yingst) – not in regular Tenure & Promotion purpose either.

**\*\* Motion passed by vocal vote \*\***

**\*\* Evaluation Committee - Motion to change Annual Faculty Peer Review Document \*\*  
(see Appendix #6)**

(Gardner) – requested clarification on wording.

(Biggs) – percentages not adequate, is there a better way to articulate division?

(Gardner/Harris) – duty of Evaluation Committee to re-define.

**\*\* Motion passed by unanimous vocal vote \*\***

**\*\* Motion - That the USC Lancaster faculty organization consider the recommendations of the Ad Hoc Committee on Regional Campuses AA & AS Degrees and the Carolina Core, and that the faculty organization vote on the question of approving these recommended changes. \*\* (N. Lawrence)**

**\*Ruled Substantive by Chair  
(2<sup>nd</sup> – Penuel)**

RCFS recommendation  
**Presented 16 November, 2012**

“The Regional Campuses Faculty Senate recommends that the faculties of each campus consider the recommendations of the Ad Hoc Committee on Regional Campuses AA & AS Degrees and the Carolina Core as found in its report. The

senate also recommends that each faculty organization act on this request before February 15.”

(Harris) – recommendations need to go to Curriculum Committee.

**\*\* Motion to Refer Recommendation to Curriculum Committee \*\***

**(Bundy)(2<sup>nd</sup>- Penuel)**

(Yingst) – new AA/AS degree plan in the works; we should let Dr. Cox know about our concerns.

(Sellhorst) – is this a response to Carolina Core? or this report?

**\*\* Passed by unanimous vocal vote \*\***

**Special Orders:**

None

**Announcements/For the Good of the Order:**

**\*\* Motion to Give Faculty Membership to Scott, Worthy, Williams \*\* (Yingst)**

**(2<sup>nd</sup> – Biggs)**

**\*\* Passed by unanimous vocal vote \*\***

(Martek) – Bradley trash audit found recyclables in trash, work harder at recycling.

(Kendrick) – travel to Italy next week, best wishes for safe travel.

(Criswell) – 8<sup>th</sup> Annual Native American Studies Week, starts March 23<sup>rd</sup>.

(Bonner) – Deb Getz’s last day was this week, please send any publicity related materials to Shana Dry.

(Holloway) – play “Veronica’s Room”, not for children

(Alhaddad) – 4 hour courses listed as 6 hours, revised schedule, see **Appendix #7**; BANNER will not check pre-requisites, call Math faculty for advice if necessary; statistics help available, see link below:

[https://webmail.sc.edu/owa/redir.aspx?C=7cYte1V2JUmDTP7IfM1bDI16D1Ee6s8IjmpP9RIIA9hg3Av94Vx0xVBvXPpvsPkh6\\_mmzjr5eXA.&URL=http%3a%2f%2fwww.stat.sc.edu%2forg%2fstatlab%2f](https://webmail.sc.edu/owa/redir.aspx?C=7cYte1V2JUmDTP7IfM1bDI16D1Ee6s8IjmpP9RIIA9hg3Av94Vx0xVBvXPpvsPkh6_mmzjr5eXA.&URL=http%3a%2f%2fwww.stat.sc.edu%2forg%2fstatlab%2f)

(Burgin) – every third Friday will be “Lunch & Learn” at NAS center downtown.

(Taylor) – working on grant to get Smithsonian exhibit to NAS center, please send letters of support. (Bundy) – could you send us more information. (Taylor) –yes.

(Holland) – seeking subjects for caffeine study.

**\*\* Meeting Adjourned – 2:28pm \*\***

**Attending:**

Alhaddad, Biggs, Bohonak, Bonner, Bundrick, Bundy, Burgin, Catalano, Covington, Criswell,

Davaut, Freeman, Gardner, Golonka, Harris, Hassell, Holland, Holloway, Holt, Jenkins, Obi-Johnson, Jones, Judge, Kendrick, D. Lawrence, N. Lawrence, Martek, Penuel, Richardson, Rutledge, Scott, Sellhorst, Taylor, Williams, Wolochwianski, Yingst, Sinfield, English, Mobley

Sumbitted by Mike Bonner  
Faculty Secretary

**APPENDIX #1:**

**USC Lancaster Faculty Meeting  
March 1, 2013  
Dean's Report**

**Student Enrollment:** USCL is down 1.21% in student headcount and down 3.38% in FTE for the spring semester. Nonetheless, we are still well ahead of the other regional campuses in both areas. USCL is also currently serving 180 +/- students working on Columbia degrees that don't show up in these enrollment numbers. These numbers are not final though until we get going in Spring II.

**Faculty:** Tenure track searches continue in Psychology, Astronomy/Physics, and Exercise Science with faculty hired in these disciplines scheduled to begin in August 2013. We are also searching for an Instructor of Sociology to begin in August too. We have made an offer for the Astronomy/Physics position, and we hope to get an answer from the candidate this week.

**Facilities:** Wet and cold weather for the first two months of this year has slowed the construction of Founders Hall significantly. The word now is that the earliest that the building will open will be late Spring or early Summer, 2014.

**Financial update:** We continue to review the latest financial information and make budget adjustments as needed. One very positive development is that we requested an additional \$150,000 for this fiscal year from The Lancaster County Commission for Higher Education, and they approved it at their meeting on 02/21/13. Another positive development is that we have negotiated a reduction of \$100,000 in what we are scheduled to pay York Tech this Spring for the joint Nursing Program. We have also been able to get the USCL Educational Foundation to reimburse USCL for about \$35,000 in past maintenance and repairs to the Bradley building from an endowment fund set up for this purpose. Thanks to all of you for working with us on budget reductions. Please let us know if you have any cost savings ideas.

The USC Internal Audit Department and an outside auditing firm continue their audit of several areas within the USCL system. No information has been shared with us as of yet. We will keep you updated on the progress and results.

**Palmetto College Chancellor:** The new Chancellor for Palmetto College, Dr. Susan Elkins, officially joined USC on 02/18/13. She made her first visit to the Lancaster Campus on 02/25/13, and she seemed to be very impressed with USCL. Due to the cold weather and time limitations, we had to limit her visit to a van tour for the most part. She is anxious to return and meet more of the faculty and staff and share her vision for Palmetto College.

**Commencement:** Ms. Elizabeth Daly, mother of our graduating student Mary Lapsley Daly, will be our Commencement speaker this year. Ms. Daly is an author and a tireless advocate and champion for people with disabilities, particularly students. Exercises are scheduled for Saturday, May 4 at 2:30 pm.

**Other:** Walt, Ron & I have continued to spend a considerable amount of time meeting and discussing various issues. We will not be at the faculty meeting as we will be in Aiken for the Investiture of the fourth Chancellor for USC-Aiken. Please note that we will be partnering with them and the other senior campuses via Palmetto College, so it is important that we establish strong relationships for future success.

#### **APPENDIX #2:**

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

#### **REPORT TO THE FACULTY 01 March, A.D. 2013**

My apologies for my absence from today's meeting, as I am sure there will be questions regarding some of the items in my report. Please feel free to contact me with them.

**COURSE SYLLABI FOR SPRING and SPRING II 2013:** Just a reminder that we need a syllabus for each section of each course that you are teaching this semester. We have a few folks who haven't yet submitted them. (If possible, please send them electronically to Pam Ellis.) We also need a copy of your Office Hours for the semester.

Please remember to continue reporting your community service activities online. The link is found online at <http://usclancaster.sc.edu/commserv/index.html> (or you may go to the "Resources for Faculty" page on the USCL website. Many thanks.

**Faculty Searches** – Searches for the approved positions (Assistant Professor of Astronomy & Physics, Assistant Professor of Exercise Science, Assistant Professor of Psychology, and Instructor of Sociology) continue to move forward. Some candidates have already visited campus and visits by others are still being set up.

**ADVISEMENT & PRE-REGISTRATION for SUMMER & FALL 2013.** The Summer 2013 schedule is now available on the web and pre-registration for Lancaster courses (those with "L" prefixes) may begin. Columbia will not begin pre-registering for Summer until **April 01**. This will affect any of

our students who attempt to enroll in courses with prefixes “P” (Palmetto) and “J” (distributed learning – the old “distance education”).

**BANNER** implementation is slowly occurring, but it is increasingly evident that it is going to be a challenging transition for all involved – faculty, staff, and students. USC Lancaster will hold a series of **Advisor Training Sessions** in the two-week period after Spring break and before April 01. These will be scheduled at a variety of times to try to ensure that all faculty have the opportunity to attend.

**ADMISSIONS COMMITTEE:** The Admissions Committee continues to review a proposal made by York Technical College to amend the admissions criteria for the Associate Degree in Nursing Program. In a nutshell, the proposal is to include a requirement that in addition to the current requirements, students entering the program will have achieved a score of “Proficient” or higher on the Test of Essential Academic Skills (TEAS). The committee is still working on modifying the proposal for presentation to this Faculty Organization before the April meeting.

#### **ASSOCIATE’S DEGREE CURRICULA:**

As many of you know, there has been discussion on many different levels about developing a common AA and AS curricula for the regional campuses. At yesterday’s meeting of the Academic Deans (which included Phil Moore – the USC guru for all things involving accreditation), it was made clear that this uniformity is not going to be optional – that the campuses **MUST** move forward on developing and implementing the changes – and that they need to be in effect no later than **FALL 2013**.

A proposal was put forward to establish a “two-track” system for associate’s degrees on the regional campuses. In a nutshell, there will be one track for a general associate’s degree (arts or sciences), designed for the student who does not intend to pursue a higher degree. The second track will be a “baccalaureate preparatory” track, and the requirements for the associate’s degree will encompass most – if not all – of the Carolina Core.

The specifics are being worked on by the Academic Deans, based on existing requirements from each campus (for the “general” degrees) as well as the common proposal that was presented to the Regional Campuses Faculty Senate and distributed to all of the campuses for review and consideration (for the “baccalaureate prep” degree).

Based on my understanding of the discussion, the process will go like this:

- 1) The Academic Deans will work on the three proposals (general Associate of Arts; general Associate of Science; and Associate’s Degree – Baccalaureate Preparatory). (Who knows what the final name of this last degree will be? I’m just using the language that was tossed around in the discussions.)
- 2) Once the proposals have been hammered out, they will be presented to each faculty (Extended University, Lancaster, Salkehatchie, Sumter, & Union) for consideration and (hopefully) approval by each Faculty Organization. **I do not know if we will want to hold a special called faculty meeting for this proposal, or if we will just want to discuss & debate it at the April 01 faculty meeting (presuming it has been presented at least ten days in advance).**

- 3) At the meeting of the Regional Campuses Faculty Senate on April 19, the common proposals will be presented (and again, hopefully approved), after which they will work their way up the administrative food chain all the way through the Board of Trustees, thus going into effect for students entering this FALL.

**COURSE EVALUATIONS.** Our office has been working to set up the online course evaluations for SPRING I courses. Students were notified by e-mail on February 19 that the evaluations are available. Faculty teaching these courses may wish to mention to their students the importance of checking University e-mail accounts for this notification and for the link to the evaluation forms.

**CONGRATULATIONS** to Dr. Lisa Hammond, who recently had three poems published in the online journal *Wicked Alice* -<http://wickedalicezine.tumblr.com/post/44096741925/three-poems-by-lisa-hammond>.

### APPENDIX # 3:

Assistant Dean of Students Affairs

## Report to Faculty March 1, 2013

- **Athletics**—Upcoming home baseball games—March 16 and 17 (vs. Spartanburg Methodist College) and March 23 and 24 (vs. USC Sumter). Each date features doubleheaders with games at 1:00 and 3:00 pm. Upcoming home softball games—March 13 (vs. Columbia College), with games at 2:30 and 4:30 pm. Follow this link for baseball and softball game schedules: <http://www.usclathletics.com/>
- **Student Life/Activities**
  - Please continue to send Laura Humphrey entries for the **USC Connect Database** using the form she sent out earlier in the semester. She will be happy to send you the form again if you need it.
  - The Office of the Provost announces:  
**UNIVERSITY UNDERGRADUATE STUDIES FORUM: USC CONNECT UPDATE**  
Wednesday, March 6, 2013  
11:30 a.m. – 1:00 p.m.  
Russell House Theater  
University of South Carolina Columbia  
The USC Connect Forum will provide an update featuring student feedback on e-portfolios and Graduation with Leadership Distinction. Comments and suggestions on USC Connect will be welcomed. All faculty, staff, students, and advisors from USC-Columbia, Lancaster, Union, Salkehatchie, and Sumter are encouraged to attend.

**Online connection to the broadcast is available:**

To join the forum on Adobe connect, please follow the instructions below.

1. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.  
<https://breeze.sc.edu/ufuscconnectupdatespring2013/>
2. The meeting login screen appears. If you do not have a username or password for the Adobe Connect account, choose Enter as a Guest, type in your first and last name, and click Enter Room.
3. The meeting launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed in a waiting room.

To submit comments online or to learn more about USC Connect, please visit <http://www.sc.edu/usconnect/>.

- Student Life partnered with Medford Library for a free cocoa/coffee/hot tea event on February 13. The event was a success with approximately 100 faculty, staff, and students in attendance.
- **SGA executive council and Teacher of the Year elections were held February 28.** Teacher of the Year awards will be presented during the Spring Fling event, April 23.
- The **Association of Carolina Emerging Scholars** will present the second annual literature and culture conference at USCL on May 18. The conference is sponsored by all USC Regional Campuses. The theme of the conference is “Deathless Love,” and we are currently looking for undergraduate, graduate, and independent scholars to submit papers that emphasize the exploration and study of the humanities. Abstracts of no more than 250 words are due by March 15, 2013. Conference details will be emailed to participants upon acceptance. Please see Dr. Nick Lawrence or Laura Humphrey for more information. Please encourage your students to submit a proposal.
- **Representatives from USC Aiken** will be in the Starr Hall Lobby providing information to students thinking of transferring to USC Aiken. They will be here in March and April.
- The **Spring Blood Drive** will be held on April 9.

**SUMMER ORIENTATION**—Due to Banner implementation and other reasons, we believe there will be a need to change the format and itinerary of our summer orientation sessions beginning in Summer 2013. The ad hoc committee met earlier this week to take a look at any potential changes and to offer suggestions and feedback. We are still compiling our draft which we will share shortly.

- **Security and Law Enforcement**—Please be mindful of the construction trucks moving about campus, especially in the parking lot between the Facilities Building and Hubbard Hall. Equipment and supplies continue to arrive.

- **Career Services**—As you speak with and advise students, please continue to send them to meet with Mrs. Campbell, Starr 125-E. Also, be aware of the expansion of services through JobMate and other Career Center offerings. The Career Services web site now shows clearly how our students can use those and other services.
- **Travel Study**—The trip to Italy will take place during the upcoming Spring Break. Dr. Dana Lawrence and Professor Trena Kendrick will lead the trip. Academic credit is offered in ENGL.
- **Behavioral Intervention Team**—The team will meet next week and will continue to meet every other week thereafter. Referrals can be made at <http://usclancaster.sc.edu/BIT/index.html>

#### **APPENDIX #4:**

##### **ASC Report**

**March 1, 2013**

**Dana Lawrence**

##### **☒ Tutoring**

- To protect student privacy, we can no longer post tutoring records on the "S" drive. If you need information about your students' use of ASC tutoring, please contact me at LawrenDE@mailbox.sc.edu
- There will be no tutoring offered during Spring Break
- During Spring II 2013, the ASC will be closed on Sundays (the library will still be open)
- We have completed 192 tutoring sessions since the beginning of the Spring 2013 semester (as of Feb. 28 at noon):
  - ☒ Chemistry: 42
  - ☒ French: 2
  - ☒ Italian: 1
  - ☒ Math: 72
  - ☒ Nursing (nonwriting): 2
  - ☒ Spanish: 15
  - ☒ Writing: 58 (including papers for ARTE, ENGL, HIST, NURS, PALM, PSYC, SPCH, and UNIV courses)
- ☒ **Appointment-Based Tutoring:** Beginning March 18, the ASC will offer a combination of drop-in and appointment-based tutoring. The initial impetus for this change was the desire to cut costs, but informal surveys of tutors and students suggest that many welcome the opportunity to schedule their tutoring sessions in advance. I will distribute the updated Spring II schedule early next week.
- ☒ **March Workshops:** Please continue to encourage your students to attend our Academic Success and Writing workshops:
  - ☒ **Academic Success Topics** (Tuesdays at 12:15 in the ASC computer lab)
    - ☒ March 5: Microsoft Word Basics (led by Danelle Faulkenberry)
    - ☒ March 19: Avoiding Procrastination (led by Elaine Connor)
    - ☒ March 26: PowerPoint Pizzazz (led by Danelle Faulkenberry)

☒ **Writing** (Fridays at 12:30 in Medford 221): "Plagiarrrrism: Avoiding Information Piracy" (led by Dana Lawrence)

☒ March 22: MLA

☒ March 29: APA

## APPENDIX # 5:

# HONORS DAY 2013 REPORT

For the 35<sup>th</sup> annual Honors Day on Friday, February 22, 2013, we hosted approximately 355 students (plus 25 or 30 sponsors and chaperones) representing 13 area high schools (Andrew Jackson High School, Buford High School, Camden High School, Central High School, Fairfield Central High School, Great Falls High School, Indian Land High School, Lancaster High School, Lewisville High School, Nation Ford High School, North Central High School, Rock Hill High School, and South Pointe Christian School).

We awarded \$12,600 in scholarships to 25 different students representing 10 schools. Lancaster High School defeated Indian Land High School in the Barry Bowl Academic Team Challenge. Lewisville High School won the iPad donated by Founders.

Many thanks to the members of the Honors Day committee, all of the faculty and staff volunteers, and the PALs for pitching in to make the day a success. As the chair of the committee, I unduly receive too much of the credit for this event—it truly is a team effort and could not happen without the dedication of dozens of you on this campus. Many of the teachers from the high schools have conveyed their appreciation to me for USCL's commitment to this event. I think it is a great recruitment opportunity to bring some of the most gifted juniors and seniors from our area high schools to our campus to give them a glimpse of what we can offer them if they choose to attend here for at least part of their higher education. Most gratifying to me were the kind words from Mary Barry after the Awards Ceremony, who expressed her gratitude that we are keeping this event going that meant so much to Peter.

- 2003: 320 attended / \$8600 in scholarships

- 2004: 400 attended / \$11,300 in scholarships (amounts raised slightly in some categories)
- 2005: 420 attended / \$11,600 in scholarships
- 2006: 430 attended / \$11,000 in scholarships
- 2007: 466 attended / \$11,000 in scholarships
- 2008: 570 attended / \$10,700 in scholarships
- 2009: 450 attended / \$14,800 in scholarships (Attendance dropped because we began limiting to juniors and seniors only. Scholarship amounts were increased.)
- 2010: 420 attended / \$14,800 in scholarships
- 2011: 320 attended / \$13,200 in scholarships (Reduced number of quizzes)
- 2012: 330 attended / \$14,100 in scholarships
- 2013: 355 attended / \$12,600 in scholarships

**APPENDIX #6:**

## ANNUAL FACULTY PEER REVIEW UNIVERSITY OF SOUTH CAROLINA LANCASTER

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### PURPOSE

As stated in the *Regional Campuses Faculty Manual*, the University of South Carolina is committed to annual review of all faculty. On the University of South Carolina Lancaster campus, each faculty member must undergo an annual peer review. The peer review process is designed to provide an opportunity to document the professional development of the faculty member, and to provide regular and constructive evaluations of the performance of the faculty member. Annual Peer Review also provides an opportunity to assess the contributions of the faculty member to the mission of USC Lancaster.

### EXEMPTIONS FROM ANNUAL FACULTY PEER REVIEW

Each faculty member is required to undergo annual faculty peer review. Faculty members preparing files for first or third-year review, the tenure and promotion process, or post-tenure review may be exempted from the annual faculty peer review process. Those faculty members should refer to the *Manual* and to USC Lancaster's policies for the specific requirements of these reviews. Administrators subject to administrative review by faculty may elect not to undergo annual faculty peer review in addition to administrative review.

### PREPARATION OF THE ANNUAL FACULTY PEER REVIEW FILE

Annually each faculty member shall complete a Faculty Information Form (FIF) detailing the faculty member's professional activities conducted during the previous calendar year. The FIF is arranged according to the criteria for tenure and promotion found in the *Regional Campuses Faculty Manual*, and the faculty member is encouraged to consult the *Manual* closely in the preparation of the FIF. The criteria stated in the *Manual* recognize three broad areas: Effectiveness as a Teacher and/or Librarian, Scholarship, Service. In documenting effectiveness

for these criteria, the faculty member should focus specifically on their contributions to the mission of USC Lancaster in the performance of each of these areas.

#### EVALUATION OF TENURED AND TENURE-TRACK FACULTY

The Local Tenure and Promotion Committee evaluating the annual peer review files of tenured and tenure-track faculty will evaluate faculty on three categories, and average these evaluations according to the weights below. Candidates for tenure or promotion should consider that this scale is based on USC Lancaster expectations for annual peer review only, and does not necessarily reflect the level of performance expected for tenure or promotion, at either the local or the system level:

- 60% Effectiveness as a Teacher and/or Librarian
- 20% Scholarship
- 20% Service

#### EVALUATION OF FULL-TIME INSTRUCTORS

Full-time instructors do not have a scholarship component to their job responsibilities and their evaluations by the Instructor Peer Review Committee will be given the following weights.

- 80% Effectiveness as a Teacher and/or Librarian
- 20% Service

Full-time instructors who have scholarship accomplishments to report have the option of choosing to be evaluated by the Local Tenure and Promotion Committee with the same weights as tenured and tenure-track faculty. A faculty member wishing to be evaluated in this way should indicate that preference by checking the appropriate box on the FIF.

For a description of the current criteria for each of these areas, please refer to the most recent edition of the *Regional Campuses Faculty Manual*. It is important that the faculty member include activities in each relevant section of the FIF, and the faculty member is encouraged to present limited narrative providing context and explaining the importance of the most significant activities included in the file. Faculty members should note that within the category of service, USC Lancaster sets a high priority on service to the community.

#### PROCEDURES AND DEADLINES

Annual peer review shall be conducted according to the following schedule:

- January 31** The faculty member shall have submitted a completed FIF to the office of the Associate Dean for Academic Affairs.
- February 15** The office of the Associate Dean for Academic Affairs shall have provided the appropriate review committees (hereafter referred to as “the committees”) access to the FIF for each faculty member undergoing annual faculty peer review.

**April 30**

By this date, each member of the faculty will have received from the committees a written evaluation on the Peer Review Form (PRF). Each faculty member must sign his or her PRF acknowledging that the evaluation has been completed. This signature does not necessarily constitute agreement with the evaluation, and every faculty member has the right to respond to the annual peer evaluation in writing. The original of the signed PRF shall be given to the faculty member, and a copy shall be given to the Associate Dean for Academic Affairs, who will maintain the copy as a part of the faculty member's personnel file.

**May 31**

By this date, any faculty member who wishes to respond to the annual peer evaluation in writing must have submitted his or her response to the Associate Dean for Academic Affairs. Any written response from a faculty member to his or her PRF must be attached to the copy maintained in the office of the Associate Dean for Academic Affairs.

**COMMITTEE PROCEDURES**

Annual Faculty Peer Review will be conducted each year by the Tenure and Promotion Committee and the Instructor Peer Review Committee as detailed above. Evaluation of the faculty member will be based on the FIF submitted by that faculty member, and the evaluation will proceed in the following manner.

1. After review of the FIF and using the numerical rating system listed on the PRF, each member of the committees will evaluate the performance of each faculty member, producing a numerical rating and brief comments for each of the areas of the criteria.

Each committee member will determine an overall numeric rating for the faculty member, using the weighted scales listed earlier in this document as a guide: The committee member's overall score for each faculty member need not be an exact average of these percentages, but may take into account exceptionally strong or poor performance in a particular area, providing that effectiveness as a teacher and/or librarian remains the primary consideration.

2. The Chair of each committee will average the ratings of each of the committee members into a single numerical rating for each of the areas included on the PRF. The Chair of the committee will also collate the comments of each committee member and include those comments in the narrative section of the PRF.
3. The appropriate review committee will meet and discuss the average scores in each of the areas, and determine an overall numeric score. This score need not be an exact average of the percentages referenced in step 1 above, but may take into account exceptionally strong or poor performance in a particular area, providing that effectiveness as a teacher and/or librarian remains the primary consideration. The committee should also at this time discuss and justify individual narrative comments and edit those comments for clarity as the committee deems necessary. It is desirable that the committee reach consensus in the preparation of the narrative comments, but when necessary, dissenting comments shall be included.

4. Each member of the appropriate review committee must sign the PRF. These signatures do not necessarily indicate that all members of the committee agree with all comments on the form or the overall ratings, but rather indicate that the committee members have reviewed the PRF and that their comments and ratings have been included in the process.
5. Members of the committees may not participate in their own peer evaluations, and as such, members of the committees will not sign their own PRF's, except to acknowledge their receipt of the finished form at the completion of peer review.

**Appendix # 7:**

## MATH ADVISING FOR FALL 2012

Because of the new block schedule, some of the 4-5 hour MATH courses are listed on Banner as meeting for 6 hours a week. Below is a list of such courses along with their true meeting times. Please keep this document and inform your advisees of the discrepancy. The syllabus for each course will contain the true meeting times. Prospective students may also contact the instructor of record for further information.

Course	True meeting times	Instructor
MATH 111i section 4A	MTWR from 8 to 8:50 am	Pangburn
MATH 111i section 4B	MTWR from 9:30 to 10:20 am	Pangburn
MATH 111i section 4F	MW from 4 to 5:40 pm	Yingst
MATH 111i section 4M	TR from 1 to 2:15 pm F from 1:25 to 2:15 pm	Alhaddad
MATH 111i section ??	TR from 7 to 8:40 pm	Pangburn
MATH 141 section 4B	MW from 9:30 to 10:20 am TR from 9:30 to 10:45 am	Alhaddad

### **Reminder about math prerequisites and placement test**

At this time Banner will **not** prevent students from enrolling in MATH courses without the prerequisite. We will continue to enforce the prerequisites by checking rolls periodically. This means students who preregister may be enrolled in a MATH course for a few weeks before they are removed from the course. When they are removed from the course they receive a letter from Admissions notifying them of their options. We try to contact all misplaced students before the add/drop period at the beginning of the semester. Please verify your advisees prerequisites before recommending MATH courses. When in doubt, contact a math faculty member. More information about math prerequisites and the placement test is available on the Resources for Advisors webpage (scroll down to the Discipline Specific Information)

<http://usclancaster.sc.edu/academics/advisement/resources.htm>

