



April 24, 2020

Agenda

- Dean's Report (below)
- Academic Dean's Report (below & attachments)
- Prof. Emswiler: FO Committee Voting (below)
 - PC BBQ tentatively scheduled for October 2020
 - Virtual Social Hour! 6 pm April 30. See email for link details.
- Dr. Sixta Rinehart: Provost's Advisory Committee on Women's Initiatives (PACWI), Palmetto College Faculty Senate, Courses and Curriculum, and Assessment Resources
 - PC FAC SENTATE: Salk Nursing online; Extended grievance term; Make academic advisory committee more efficient; updated policy advisory committee; reviewed award-nominee process; Courses and Curriculum needs volunteers: please submit lingering assessment materials (look for email); created new software for assessment (in-process); pass/fail option put into action; COVID updates to faculty manual

In attendance:

Dr. Catalano
Dr. Lowell
Gale Ashmore
Greta Bailey
Dr. Lowe

Lynn Edwards
Prof Emswiler
Dr. Pisano
Dr. Fouts
Dr. Lownes
Dr. Sixta Rinehart
Prof. Ivey
Dr. Anderson
Neill Hance
Brandon Simpson
Dr. Dave Hudson
Dr. Aziz
Dr. Maire-Afeli
Dr. Morris
Kevin Torres

John Catalano, USC Union Dean's Report, April 24, 2020

Students

Enrollment for Spring 2020 is 1162/671 and is up by approximately 10% over Spring 2019. This is the highest number that we have ever served, and it is the fifth year in a row that USC Union has set a Spring Semester enrollment record. University Commons is under new ownership. International study during spring break in Costa Rica went well. Dr. Lowell had to cancel a trip with seven psychology students to New Orleans this year. They had planned to present their research at SEPA. The Bantam rifle target team's Bryanna Fish won the silver medal in Georgia at the national qualifiers and would have competed for a national championship in March but the event was cancelled. Both soccer and baseball will now play at new Bantams stadiums in Jonesville. Women's volleyball will be added in Fall 2020. The athletic department boasted a cumulative GPA in the fall of 3.35 with Softball players leading the way with a 3.6. Three baseball players and 2 softball players had a perfect 4.0.

Faculty & Staff

We will hire new faculty in Biology and Nursing for Fall 2020 and searches are ongoing. Drs. Aziz, Lownes, & Pisano, with help from many on campus, submitted a federal OSP/TRIO grant. USC Union has been the only USC campus without OSP/TRIO for the last five years. Dr. Aziz won the Palmetto College Plyler Distinguished Service Award. Dr. Randy Lowell has been selected as a recipient of the 2020 Distinguished Research Service Award by the Office of the Vice President for Research in Columbia. Randy Ivey has received the USC Union Distinguished Teaching Award this year. Dr. Rinehart has been awarded a RISE Grant and Dr. Morris has been awarded a Magellan Grant.

Facilities

We have met with architects to develop final plans for the conversion of the old library space to classrooms and faculty offices, using the space primarily for language arts and humanities instruction. We should have the space ready by January 2021. We

have begun to convert the old Post Office Building to a fine arts building, including classrooms and faculty offices. The corner building next to the Bookstore at 317 East Main St. will be the new USC Union Student Services Building, housing Admissions, Student Support, and Financial Aid. This year we hope to renovate all restrooms in the CB & MB, including handicapped accessibility upgrades. The Science and Nursing Building on East Main Street will now be called the Rippy Building. The USC BOT has approved the request to rename the CB the “William J. Whitener Central Building”.

Budget

The 2019-20 USCU budget is in good shape, due mainly to recent enrollment increases, and both revenues and expenditures are very close to budgeted figures. We will end the fiscal year meeting our goal of maintaining a three-month reserve balance. SC continuing appropriations would have received a bump this year thanks to Doug Gilliam’s efforts in Columbia. USC Union would have also seen another large one-time appropriation designed to renovate current facilities. That has recently been put on hold by the probability of a Continuing Resolution in the SC legislature. Any budget increases will have to come from SC appropriations and enrollment increases since no tuition increases are planned for the second year in a row, but neither funding increases nor enrollment increases for 2020-1 seem likely.

Academic Dean’s Report - 4/24/2020

Course Materials and Syllabi

- Be sure to get information about any required course materials for your Summer/Fall classes to Tanja Black as soon as you can, ideally using the online submission portal for that information that was emailed out, so that she can convey that information to students. If you are not requiring students to purchase any materials for your class, also let her know so that she can convey that to students as well.
- As always, be sure to submit your Summer Syllabi to Christen Mayes or me as soon as you have them prepared. However, a unique aspect of this for this Summer is related to the virtualization of all Summer classes that USC has received blanket temporary approval to do during the current pandemic. If you are teaching a class that had not already been through the full process to become approved for online delivery and on that list of approved courses, but instead is online with just this temporary approval to be in that format, then I need to have your Syllabus prior to the start of your Summer class. I will need to upload those Syllabi to an INDEV share drive for them to look over and have the opportunity for them to reach out to faculty with any comments/feedback that they have to offer, which will serve as suggestions rather than as mandatory changes. I’ll attach some documentation to this report containing the types of guidelines they use for online course design. The directory of courses that have obtained long-term approval for online delivery and wouldn’t be subject to this type of Syllabus review, can be found at: https://www.sc.edu/about/offices_and_divisions/provost/planning/academicprograms/courses/distributed-learning-courses.php

Expanded Pass/Fail Grading Scale

- We've put out a lot of information about this, including new links and verbiage on the Union website, encouraging our students to discuss this option with their academic advisor and financial aid as they decide whether or not to opt in to it. Note that these pass/fail grades are not grades that we, as instructors, would assign to any of our students. Instead, we all will assign our Spring grades as we normally would on the regular grading scale. After final grades post on students' transcripts, they will then have the opportunity to go onto a USC Columbia website and submit an online form there to get any of their Spring grades (except for Spring I) converted to this expanded pass/fail scale.
- Be sure to get final grades submitted in Self-Service Carolina by May 8.

Advising

- Advising for Summer/Fall 2020 continues. The new Calendly advising appointment scheduling/videoconferencing software is live and all advisors have had an account created for them by Joe Mews in Columbia. Contact Joe or me if you have questions about how to use this software, which syncs with your Outlook calendar so that current and new advisees can access available times and sign up for them without risking a scheduling conflict with other meetings/appointments that already exist or that are spoken for before they go to sign up for a slot.

Faculty Searches

- The offer was made and accepted for the Nursing position, by Courtney Pinnell, who will officially start in August. Four finalists for the Biology Instructor position have been interviewed by the Search Committee via Zoom and are currently being vetted by the Department in Columbia for course approval prospects before proceeding further.

Awards Pamphlet

- Big thanks to Amber Ivey for coordinating the collection of blurbs and information for the Awards Pamphlet that we assembled as a substitute for the Awards Night Ceremony that had to be cancelled. Annie Smith is working on getting it formatted for social media dissemination and to be linked on the school website. This dissemination, along with an email to the campus and the winners with the links to the content, is on track to go out today. Congrats to all of our student, faculty, and staff winners!

Updated CVs for SACS

- If you have not submitted an updated CV to Susan Jett or me within the past year, please work on getting that to us so that we have updated versions of those on file for the upcoming SACS accreditation review.

Course Evaluations

- Online course evaluations are still live until May 1. Continue to encourage students to complete these in your classes. Note that for full-time faculty in particular, due to the unique circumstances of the campus closure in response to the COVID-19 pandemic, you are free to not include the results of these evaluations in annual administrative review reports or in files submitted for the purposes of the tenure and promotion process.

Research Club

- Our Spring Colloquium was held in virtual form via Blackboard Collaborate on April 14, featuring presentations by Dr. Schafer and by Dr. Angela Neal from USCL, as well as student Travis Wendel with his mentor Dr. Morris. We had as many as 17 people “in the room” at once. The links to the recordings were emailed out, but let me know if you need those again to check those presentations out.

Last Date of Attendance in Self-Service Carolina, Parts of Term Update, and Attendance Tracking

- It is critically important that when entering final grades in Self-Service, if a student had stopped attending that class at some point (or stopped logging in the case of an online class), and thus earned a grade of “FN” (rather than just an “F”), that you enter the last date of attendance/login for that student. Those unearned/walk-away FN’s are tracked by Financial Aid to determine if the student owes additional money and that information needs to be as accurate as possible when those grades are entered. Across the system there was an auditing of that information that resulted in a large number of bills being generated and sent to students who had been billed incorrectly due to last dates of attendance not always being entered or entered accurately.
- In Columbia, the Registrar has indicated that Self-Service Carolina and Banner, starting in Fall 2020, will include the Final Exams week in the term dates for the class when it shows on the schedule in the system. For example, for this semester, instead of the dates for a full semester class being listed as 1/13-4/27 (ending on the last day of regular class meetings), it will show those dates as 1/13-5/6 (ending on the last day of final exams). It will be critical then to have the calendar in your Syllabus clearly marked to note the last day of class meetings and the scheduled final exam date. For example, if it is a MW class, and the last day of classes is a Thursday, but your scheduled final exam isn’t until the following Wednesday, students may assume that they have class on the Monday in between when there are actually no regular class meetings that day.
- Columbia Registrar is also working on developing an Attendance Tracker module within Self-Service, or possibly Blackboard, that will relay attendance reports instantly to the offices that need that information for the purpose of catching those at-risk students as early as possible to boost retention. This functionality will not likely become available until next Spring at the earliest, but is something that is being worked through.

USCU Committee Vote 2020-2021

(Minimum 3 Senators, plus an additional Senator for every 150 FTE Enrollment above 450 FTE. For Fall 2019, Union FTE enrollment was 689 [headcount was 1153], allotting the Union campus 4 Senators for 2020-2021, in addition to representation on Executive Committee apart from those 4 Senator slots. So need to replace Andrew's outgoing slot with a new Senator for a new 3-year term, confirm Steve on Executive Committee as Secretary of the Senate, and agree on the Union Alternate for 2020-2021.):

- Lee Morris (System Affairs)...term ending spring 2021
- Greta Bailey (Rights & Responsibilities)...term ending 2023
- Kevin Torres (Faculty Welfare)...term ending spring 2021
- Jennifer Emswiler (System Affairs)...term ending spring 2022
- Andrew Pisano (Alternate)...annually appointed
- Steven Lownes (Secretary, Executive Committee)...2020-2021 Academic Year

Columbia Faculty Senate Representative:

- Jennifer Emswiler (term ending in 2020)

Palmetto College Faculty Senate Research and Productive Scholarship Committee:

- Andrew Pisano (term ending spring 2021)
- Kevin Torres (term ending spring 2022)

Provost's Palmetto College Campuses Advisory Committee:

- Helene Maire-Afeli (term ending spring 2023)
- Chris Rinehart (term ending spring 2021)

Palmetto College Campuses Faculty Senate Academic Advisory Committee:

- Avery Fouts (term ending spring 2021)

Palmetto College Campuses Grievance Committee: *We will vote on these at the august FO meeting

- Chris Rinehart

Local Campus Tenure and Promotion Committee:

- Avery Fouts
- Steve Lowe (Chair)

Palmetto College Tenure and Promotion Committee:

- Steve Lowe
- Avery Fouts

Current Local Union Committee Rosters

(In addition to filling vacancies, open for discussion for any faculty seeking to rotate on or off of any of these local committees.)

USC Union Faculty Organization:

- Jennifer Emswiler (Chair)
- Kevin Torres (Vice Chair)
- Andrew Pisano (Secretary)

USC Union Faculty Advisory Committee:

- Jennifer Emswiler (FO Chair; Peer Review Chair)
- Maggie Aziz (Academic Affairs Chair)
- Randy Ivey (Student Affairs Chair)
- Helene Maire-Afeli (Welfare Chair)
- Avery Fouts (Financial Affairs Chair)

USC Union Academic Affairs Committee:

- Helene Maire-Afeli
- Maggie Aziz (Chair)
- Jennifer Emswiler
- Randy Lowell (ex officio)

USC Union Student Affairs Committee:

- Randy Ivey (Chair)
- Allan Charles
- Helene Maire-Afeli
- Randy Lowell (ex officio)

USC Union Faculty Welfare Committee:

- Helene Maire-Afeli (Chair)
- Lee Morris
- Emily Shaffer

USC Union Financial Affairs Committee:

- Avery Fouts (Chair)
- Kevin Torres
- Chris Rinehart
- Randy Lowell (ex officio)

USC Union SAP Committee:

- Brad Greer (Chair)
- Steve Lownes
- Kristie Roberson
- Randy Lowell (ex officio)

USC Union Peer Review Committee:

- Jennifer Emswiler (Chair)
- Maggie Aziz
- Randy Ivey

- Avery Fouts
- Kevin Torres

RPS Committee:

- Lee Morris (Chair once voted on in senate)
- Andrew Pisano
- Kevin Torres