



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes

October 22, 2021

- Dean's Report (below)
- Academic Dean's Report (below)
- Prof. Emswiler: Art Club (encourage students to contact Prof. Emswiler---regardless of artistic talent); Approve Minutes ("approved"); Adjunct Membership Voting (FO voted "YES")
- Dr. Lownes: Racial Equity Workshop In-Planning for Spring Concurrent students (more forthcoming)
- Dr. Fouts: Peer Review Process Revisions (attached proposal. Voting forthcoming)
- Prof. Emswiler: Policy Advisory Member discussion (more info forthcoming)
- Dr. Pisano: Reminder: All Campus Read. Faculty are recommended to choose 1-2 books designed for a general audience that speak to pertinent social, political, philosophical, or scientific issues. The idea is to gather these potential texts and vote in Spring 2022 on a text for an all campus read for Fall 2022. Please send potential ideas to Pisano.
- Zach Simmons: discussion of athletes' academic performance; some discussion of potential solutions to poor academic performance. Contact Simmons with any questions or concerns about student athletes' performance in the classroom

In attendance:

Dr. Charles
Dr. Lowell
Dr. Aziz
Dr. Lowe
Dr. Pisano
Dr. Fouts

Dr. Lownes
Dr. Schafer
Prof. Emswiler
Prof. Ivey
Kevin Torres
Gale Ashmore
Greta Bailey Sanders
Lynn Edwards
Joe Anderson
Dr. Morris
Dr. Maire Afeli
Zach Simmons
Dr. Deb Hudson
Sandy Phillips Long
Courtney Pinnell
Neill Hance
Jennifer Feiner

Randy Lowell, USC Union
Dean's Report
October 22, 2021

COVID Updates

- We continue to make free COVID testing available on campus, thanks to Anita Whitney, which typically occurs every other Tuesday in Truluck gym, or as needed.
- On October 5, we had our COVID Vaccine Clinic, courtesy of DHEC and Wal-Mart Pharmacy (Spartanburg), in the Main Building lounge. Currently we are gauging interest in another vaccine clinic from them that would include COVID vaccines, as well as flu and a couple others. They would need us to get at least 50 people signed up ahead of time for that clinic in order to be able to schedule it here on campus. We have only had a handful of people respond to Susan Jett expressing interest in participating though, so if you're interested and haven't let Susan know, please contact her right away.
- Continue to contact Amber Ivey in Academic Affairs regarding contact tracing efforts for the campus if you test positive for COVID or believe that you may have had a direct exposure to someone else who is positive, or have someone indicate that they have encountered either of these scenarios (AI@mailbox.sc.edu, 864-424-8061).
- We have received 20 of the 40 portable HEPA filtration systems that we procured from Columbia that have been placed in a number of classrooms, suites, and common areas around campus. We should receive the rest of those units over the next couple of weeks.
- Reminder on our vaccination/testing incentive efforts this semester (funding for incentives primarily from HEERF Funds):
 - o For students
 - Every student who submits proof of vaccination for COVID-19 will have a \$45 credit loaded onto their Carolina Card account.
 - Every student who submits proof of vaccination for COVID-19 will be entered into a drawing for a \$500 scholarship to be drawn mid-semester and end-of-semester. (***Will do that mid-semester drawing next week.***)

- Every student who submits proof of vaccination for COVID-19 will be entered into a drawing every two weeks for \$50 in gift cards.
- Every student who gets a COVID-19 test during the first half of the semester will be entered into a drawing for a \$500 scholarship to be drawn mid-semester; and then again for the second half of the semester to be drawn at the end of the semester. (***Will do that mid-semester drawing next week.***)
- Every student who gets a COVID-19 test during testing on campus for each 2-week period, regardless of vaccination status, will be entered into a drawing for \$50 in gift cards (5 winners each time).
- For faculty/staff
 - Every employee who submits proof of vaccination for COVID-19 by mid-October will be entered into a drawing for one 3 iPad Minis; and then again in December. (***Will do that mid-semester drawing at conclusion of today's FO meeting.***)
 - Every employee who gets a COVID-19 test during testing on campus during the first half of the semester (regardless of vaccination status) will be entered into a drawing for one of 2 iPad Minis; and then again for second half of semester in December. ***Will do that mid-semester drawing at conclusion of today's FO meeting.***
- Last week we did a drawing for 3 pairs of Vandy at USC football tickets (2 vaccinated student winners, and 1 vaccinated employee winner). On November 15, will plan on doing these drawings again for tickets to the Auburn at USC game, and Clemson at USC game.

Students

- The Fall 2021 enrollment numbers have passed the freeze date this week for the semester. We have finished at 1,218 students in terms of headcount, which is 147 (+13.7%) ahead of the final number for Fall last year; and 732 in FTE, which is 99 (+15.6%) ahead of the final number for Fall last year. These enrollment numbers represent an all-time record enrollment for any semester for the Union campus, having surpassed the previous all-time record of 1,162 in Spring 2020, and previous Fall semester record of 1,153 in Fall 2019. In looking around the system, Columbia, Aiken, Beaufort, and Upstate campuses are all down in undergraduate enrollment from last Fall (ranging from down 1.8% to down as much as 10.3% across headcount and FTE; only exception there is Beaufort up 1.1% in undergrad headcount). Among the PC Campuses, compared to final Fall numbers from last year, Lancaster is down (-4.5% headcount; -1.5% FTE), Salkehatchie is down (-6.9% headcount; -16.8% FTE), and Sumter is up (+1.4% headcount; +1.9% FTE).
- BSN Upper Division students had their first Hands Ceremony on campus in Truluck this month. The Nursing staff from Aiken came up to put this ceremony on for our Union students, which was a nice opportunity for them to refocus on the journey ahead in that program.
- Made arrangements with the Psychological Services Center (PSC) on the Columbia campus to allow our Union students to utilize their tele-psyc services at no cost to the students. Instead, the campus will be able to cover that cost, which is very minimal. For the time being, this resource will be made available as a tool of our campus Cares Team when they receive a referral about a student who would seem to greatly benefit from connecting with a mental health professional. For now, this is running through their general college student intake processes/providers, which has a limited capacity, so this current process for us is aimed at not overwhelming their current capacity. Heading into Fall 2022, however, we are in discussions about options that would allow us to have access to a dedicated provider for our campus population via tele-psyc from the PSC, as long as they can build that capacity for us by then, which would allow us to make this available more broadly to our general student body. Options for opening up access to this type of arrangement for employees are also being explored in the future, but for now they have maxed out their capacity on their adult/non-student providers.

- The Union County Public Health Task Force had requested for our campus to be one of the locations where a bike-share/e-bike station is located for the community to use. Will let you know once anything is finalized on this in terms of where on campus this would be and when it would become available, in addition to other stations located around town. Their hope is that many of our students would make use of these to ride around campus/town.
- Received positive feedback from Superintendent Haney this week on the possibility of getting dual enrollment students (who take classes with on campus) set up with a Youth Racial Equity Institute training during our university Spring Break in March.

Faculty & Staff

- Congrats to Dr. Emily Schafer on her recent acceptance to present her research at the 2022 Hawaii University International Conferences on Arts, Humanities, Social Sciences and Education, in early January. Her presentation is titled: “Examining the Impact of Trauma-informed Care Training on Educators’ Knowledge, Attitudes, and Behavior: A Qualitative Study.”
- Special thanks to Annie Smith on securing a \$45,000 grant from the Timken Foundation to put toward renovations at the Jonesville gym to continue to convert it into an indoor training facility for our student-athletes.
- Special thanks to Bobby Holcombe and everyone who helped him in putting on the Guidance Counselor Luncheon at the Main Street Junction this month. In attendance were around 40 guidance counselors from almost 20 different high schools in South Carolina, who had a chance to hear more about our campus and what we have to offer their students as they discuss their college plans, in addition to receiving some financial aid updates from representatives from SC CHE.
- We are in the process of searching for a full-time Director of Operations staff member for the campus, as well as a full-time IT Assistant.
- Approval has been received from Columbia to conduct three full-time faculty searches, including tenure-track Assistant Professor of African-American Studies and History; tenure-track Assistant Professor of Psychology; and full-time Instructor of Mathematics. Additionally, approval has been granted for searches for three new full-time staff positions, including a Dual Enrollment Coordinator; an additional Financial Aid Counselor; and Academic Affairs Administrative Assistant. We also are awaiting approval to search for an additional full-time nursing staff member as we approach the addition of a senior cohort of BSN students next Fall.

Facilities

- Founders House continues to hold Studio classes this semester. Waiting on installation of letters on old post office building to also have Fine Arts letters put up on Founders House, and to have post/signage updated outside of both buildings at the same time.
- New Nursing Simulation Lab building is occupied now and being used for skills work. As a few final punchlist items are getting cleaned up to close out Phase I of that project, we will begin working with Columbia facilities to get the planning of the Phase II work on that building going.
- ADA restroom work still projecting completion of first floor restrooms in Whitener Central Building in December, with work to begin on the second floor restrooms in January and completed by March. Main Building restrooms timeline will be reassessed after that.
- ADA/hardware project to update knobs/locks on doors around campus has mapped out all of those doors on campus that would need to have those replaced. For most doors, the change is needed due to the door not being lockable from the inside (especially classroom doors), which this will fix. There are also some doors that will need to be changed out from knobs to levers for ADA purposes.
- Work continues on the gym in Jonesville, which will serve as an indoor training facility for baseball and soccer, and continues to be a powerful recruiting tool for prospective student-athletes.
- Apple Lab for Union campus still to be set up in the Carnegie Library. Awaiting arrival of furniture to begin setting up that space. Potential ribbon cutting now anticipated in January to coincide with the launch of Palmetto College’s 10-year anniversary celebration. Finalizing job description of a

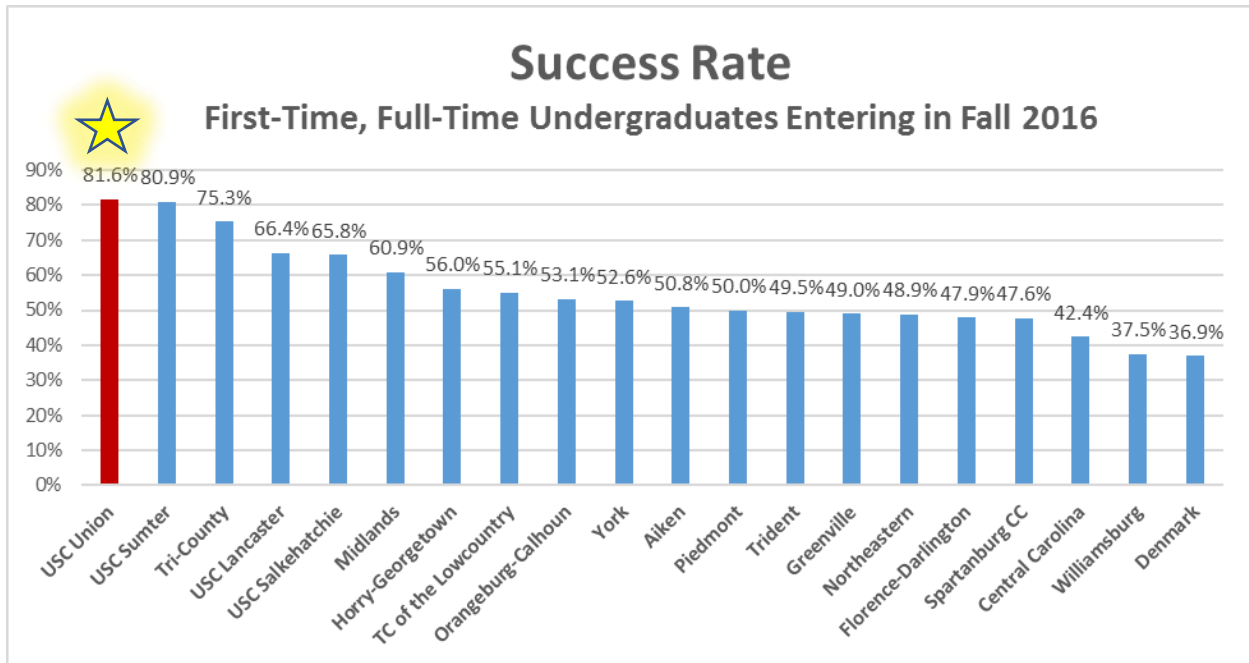
Coordinator for that space who may also contribute to some continuing education efforts for the campus. This will likely start out as a full-time/temporary employee (rather than a slotted employee).

Budget

- As of the end of the 1st quarter (9/30/21), 25% of the year completed and only 22.9% of the “A” funded operating budget spent. \$145,000 away from Fall tuition revenue budget, but Fall PC tuition should more than cover that once it comes in from Columbia after Fall II gets underway.
- We had a campus budget meeting with the budget office in Columbia last week, which went extremely well and they had no concerns about our financial status at this point.

Research Club

- Had a virtual Lunch & Learn on October 14. Blaine Newton and Caden Jackson did a great job presenting on their respective projects. If you didn’t get the email that has the link to the recording of this for some reason, and would like to check that out, let me know and I can resend that to you.
- Kevin Torres will put on a Lunch & Learn for us on November 19, at 12:30, following the November FO meeting.



*The CHE success rate, in addition to the graduates included in the graduation rate cohort, includes as part of the completion group those students who are still enrolled at the same institution during the Fall term following 150% of program time and students who transfer to other institutions before 150% of program time.

AD Notes FO 10/22/21

Bookstore:

When you are submitting book orders, please be sure to double-check ISBN numbers.

Contact Tracing:

Contact Amber Ivey: ai1@mailbox.sc.edu

If a student informs you that they have been exposed or have contracted COVID-19 please advise them to reach out to Amber. You should also forward the student's name to Amber. Amber will contact them, inform them of protocols regarding their quarantine period, and send them a waiver to sign which will allow her to confirm with professors if a student is on mandatory quarantine. If you have a student who has not been in class for a period of time and has not contacted you, please reach out to Amber to see if they are under mandatory quarantine. She will not reach out to each individual professor each time a student is quarantined. If the student has not returned the waiver to her, she can't confirm their status with anyone.

Fall 2021 Daily Campus Census for Faculty and Staff:

- For all faculty and staff, there is a campus census that must be reported to Columbia. Therefore, it is critical that we have an accurate count of who will be on campus each Wednesday. For faculty, this will mean ensuring that this information is provided to Academic Affairs in a timely manner.
- If you are scheduled to teach on campus on Wednesdays, we will assume you are or will be on campus and include you in the daily census.
- If you are scheduled to teach on campus on Wednesday, but will need to cancel your course and/or will not be coming to campus, you need to email Amber Ivey by 10:00am on that day.
- If you are not scheduled to teach on campus, but plan on being on campus, even for a short period of time, you will need to email Amber Ivey by 10:00am on that day.
- Note: even if you are planning on coming to campus in the late afternoon, we need you to inform Amber Ivey by **10:00am**.

Sick Leave:

Please be sure to input your sick leave in the new time and absence system. Susan Jett has sent several emails that have included instructions on how to submit your leave requests.

Academic Affairs:

- Syllabi were due Aug. 27 – ASAP & copy Amber Ivey
- Advising for Spring 2022 will begin Monday, October 25. The schedule has been emailed out to all faculty advisors. If you need a copy of the AA, AS, and Dual Degree advising forms, please let me know.
 - Reach out to your advisees directly to schedule appointments.
 - Classroom capacity limits (75%) will remain in place through Spring 2022.
 - Keep in mind that classroom capacities are limited so encourage early advising and registration.
 - New students will be assigned via Calendly. Keep a lookout for those appointments and make sure to put in your availability.
 - Please market the Elementary Education program to your students, if they have expressed an interest in this field.

- New course offerings: ASTR, GEOG, SPCH 145, AFAM (new instructor)
- Spring 2022 dates:
 - Full term: January 10 – April 25 – Final exams: April 27 – May 4
 - Spring first half term: January 10 – March 2
 - Spring second half term: March 14-May 4
- Reminder: Academic Intervention Committee, Honor Code Violation, and CARE Team links are up and running. Please use those as you see fit.
 - Familiarize yourself with the policies and procedures in the Student Handbook, which has been updated for the Academic Year.
 - Familiarize yourself with new Attendance Policy.
- Peer Reviews will resume this year. I will be reaching out to those who require a review soon and enlisting volunteers to conduct those reviews.
- Professional Activities Reports: new timeline, these will be due by the end of January, with review returned by end of March. There is also a new form that will be used for submission and evaluation – Faculty Information Form. This will be sent out the 1st week in November.

Required Title IX Training:

Email was sent last week regarding federal required Title IX Anti-Discrimination and Harassment (including sexual misconduct) training.

Beginning Monday, October 18, all faculty and staff received course information through their campus email.

- This is a new initiative.
- This training is required of all faculty (full-time and part-time), staff, and student workers.
- The training will take approximately two hours total.
- It will provide faculty and staff with information regarding university anti-discrimination and harassment (including sexual misconduct) policies and procedures, state and federal anti-discrimination laws, and the specific mandatory reporting requirements.
- In subsequent years, the university will require a much shorter annual recertification training.
- You will use your UofSC issued email log-in credentials to access the training.
- You must complete the training by 5:00pm, December 17, 2021.
- You must print or save a copy of the completion certificate and send it to me after you have successfully completed the training.

Thank you in advance for participating in this important, **required** training program.

Care Team:

Please contact the CARE team should you encounter a student who you believe may benefit from tele-psyc service via PSC in Columbia. We will share the contact information with the student. Also, if you hear that a student has lost a loved one, please let me know so that I can send condolences on behalf of the campus.

Online Course Development Initiative:

Working with the other academic deans to develop online course development grants for each campus similar to those awarded by PC in the past. I will keep you updated as we work on this.

Website Resources:

Last meeting, I mentioned that I wanted to begin working with Annie to beef up faculty presence on our website.

- Research page on our website to showcase faculty and student research projects.
- Faculty and staff Teacher of the Year Spotlights
- General Information with links to frequently used forms.
- Faculty resources (e.g., peer review, tenure and promotion).
- Faculty accomplishments page.
- Spotlight page.

However, a few weeks ago I sent an email request for faculty accomplishments so that we can highlight accomplishments on the campus website. Only a few people submitted this sheet. If you would like to have your accomplishments listed on the website, please return that form to ASAP.

Alcohol/Drug/Sexual Assault Student Sessions:

I've been working with groups in Columbia and local organizations to provide our students with these important informational sessions. We will pilot these trainings with our athletes this year and hopefully integrate into orientations/throughout the academic year moving forward. Dates: Nov. 8-12

Proposed Peer Review Changes for USC Union (Per Dr. Fouts)

Heretofore, third-year review files, along with tenure and promotion files, have served as peer review for the respective years these files are submitted. With these exceptions, a classroom visitation has served as annual peer review. To be compliant with the PC Faculty Manual, the Peer Review Committee proposes the following changes:

All fulltime faculty (instructors, tenure track, and tenured) can request a classroom visitation, but this way of conducting peer review as a formal process will be eliminated. The new Faculty Information Form (FIF) used for the annual administrative review will now be used for both peer and administrative reviews. In this way, fulltime faculty can be peer reviewed on service and scholarship (if applicable) as well as teaching. The classroom visitation obviously applies only to teaching. The completed FIF will be submitted to the administration, and then the administration will forward the FIF to the appropriate review committee for an independent evaluation.

Instructors will be reviewed by the Peer Review Committee their first year and then once every three years afterward. An evaluation form appropriate to instructors will be used, focusing on teaching and service, both contractual responsibilities, and scholarship, if applicable. Faculty Information Forms for each of the three years will be used in the evaluation.

Tenure Track Faculty will be reviewed by the Tenure and Promotion Committee (constituted by tenured faculty members) their first year, with their third-year file, along with their tenure and promotion file, serving as subsequent peer reviews. Tenure track faculty are highly encouraged, however, to participate in peer review each year of their probation period to strengthen their tenure and promotion file. Evaluation forms will use the same categories of evaluation as used for tenure and promotion in the PCCFM: teaching, service, and scholarship.

Tenured Faculty will receive a post-tenure review by the Tenure and Promotion Committee once every six years. Faculty Information Forms for each of the six years will be used in the evaluation. Evaluation forms will simply use the categories satisfactory/unsatisfactory.

(A detailed proposal from the PC administration will be submitted to the Faculty Senate in the near future to deal with tenured faculty members who receive an “unsatisfactory” assessment on the local campus. This proposal would be followed across the Palmetto College Campuses, so we will incorporate this new procedure into our faculty manual.)

Since service and scholarship are not contractual responsibilities for adjuncts, and since adjuncts are not required to submit a Faculty Information Form, they will continue to be reviewed by a classroom visitation by a full-time faculty member. The review will take place in their first two semesters and then as the administration deems necessary, given student evaluations, student testimony, and so forth. All fulltime faculty members will participate in reviewing adjuncts.