

MINUTES OF USC LANCASTER FACULTY MEETING ON OCTOBER 2, 2009

The minutes from August 28, 2009 were approved.

Reports of Officers

Dean Catalano: No written report.

- Dr. Catalano discussed the 4% budget cut already implemented in September and the total of 15% cuts to be implemented by the end of the fiscal year. Thus far, no faculty development or travel monies have been cut. However, due to budgetary constraints, there is no planned new faculty hiring this year.
- USCL was awarded one-time stimulus money in the amount of \$356,000. This money will be used to purchase a 14-passenger van, 4 external defibrillators, academic success center tutors, student assistants, and the science lab manager. Money will be shifted around so that we can continue to do faculty development, etc.
- Enrollment for fall semester was down by 0.33% compared with last year. The enrollment numbers do not include students in the BLS, BOL, or BSN programs.
- Wayne Thurman asked how the governor's tour of campus went and John responded that it went very well.
- Danny Faulkner asked about the status of the new building for USCL. John responded that we have raised \$2,000,000 thus far for the building.

Dean Cox: No written report.

- Dr. Cox asked that faculty continue to control spending and use the most economical means of travel for conferences and meetings.
- The last day to drop classes without a grade of "WF" was erroneously published as 10/02/09 on the USCL academic calendar, but should have been 10/01/09 as it was on USC Columbia's academic calendar. USCL will honor the date we published so that students who choose to drop their classes on 10/2 will receive a "W" and not a "WF" on their transcripts.
- Pre-registration for spring begins October 12.
- Training for instructors who wish to teach Palmetto Programs courses will occur sometime in mid-summer.
- Division chairs will be starting to put together schedules for next academic year in the next few weeks and will need faculty input.

Student Affairs (Collins): A written report was submitted, see **Appendix I**.

Counseling Center (Evans): Mrs. Evans announced that Dr. Kate Holland is sponsoring a new club on campus, the Psychology Club.

Technology (Faulkenberry): No written report was submitted.

- USCL has made no decisions nor done anything official regarding the proposed switch from PC to Macintosh computers. Mr. Faulkenberry will be receiving test equipment late this semester for evaluation purposes.
- The color printer in the Academic Success Center is defunct and will not be replaced due to cost issues. Students who require color printing will have to go to the UPS store, but we will retain black and white printing ability.

- Printing in the computer labs has increased 70 – 80% this semester over last year. They are going through 3 boxes of paper and 2 printer cartridges each week. Some students are printing 1 slide per page for PowerPoint handouts. IT is evaluating print management software and looking into possibly charging students for excessive printing. Printing costs for USCL right now are around \$17,000 per year.
- Mr. Faulkenberry mentioned that we should try to minimize the printing requirements for our students in order to reduce printing costs. Some ways of doing that include:
 - Generating PDF files of our PowerPoint presentations with 3 – 6 slides per page to eliminate students from printing one slide per page on large documents.
 - Printing out all PowerPoint handouts at the beginning of the semester and having students purchase them as one package.
 - Sarah Hunt mentioned that we can also have the packets published through East Coast Publishing and sold through the bookstore.

System Committee Reports

Regional Campuses Faculty Senate: The regional campuses faculty senate had its first meeting of the year on Friday, September 25 in Columbia.

- ***Rights and Responsibilities:*** Fran Gardner reported that this committee will be working on the following charges:
 - Making a recommendation on the status of librarians as either faculty or staff on the regional campuses
 - Evaluating and recommending more clear language in the Faculty Manual’s appendix relating to scholarship.
 - Revising the faculty manual to remove typos, errors, and other non-substantive items in need of correction.
- ***Welfare:*** Dr. Golonka and Dr. Bundrick reported the committee’s work this year which includes:
 - Conducting the annual spring faculty survey.
 - Establishing a Regional Campuses “John J. Duffy” teaching award of \$2,500 for all full time faculty members. The award will be voted upon by the faculty, as opposed to the “Teacher of the Year” award which is voted upon by students.
 - Additional details will be discussed at today’s meeting under **New Business**.
- ***System Affairs:*** Dr. David Roberts reported that this committee is working on the following issues:
 - Voting to eliminate courses from the catalog that have not been used in several years
 - Creating a template for external reviews to make the formats more uniform across the regional campuses.

Provost’s Advisory Council (Hammond): This committee has not yet met.

Local committee Reports

Assessment Committee (Hammond):

- This year, the committee will be assessing our students’ Analytical Reasoning and Problem Solving skills. 42 classes will be selected and many of our faculty will be asked to provide

samples of student work to the committee. This is being done as part of our campus's reaffirmation of accreditation.

- The assessment committee was asked by the Executive Committee to assess its status as a committee. It was originally an "ad-hoc" non-permanent committee.
- A motion will be voted upon at the next faculty meeting in November to make this committee a permanent committee. A copy of this motion is attached in **Appendix II**.
- Todd Scarlett asked what the committee will do after the SACS accreditation is completed. Lisa responded that they will submit a 5 year quality enhancement plan and continually assess student learning to be more prepared for the next accreditation.
- Fran Gardner asked a question about the changing requirement of the accreditation process, and how this will affect the committee's ongoing work. Lisa responded that her committee will stay in closer contact with SACS and Columbia so that we are aware of those changing requirements ahead of time.

Hiring Priorities Committee (Scarlett): See this committee's attached reports entitled "Hiring Priorities Committee Preliminary Report" in **Appendix III** and "Justification for Art Studio/Art History Hire" in **Appendix IV**.

- Todd mentioned that this committee's goal is to establish USCL's faculty needs over the next several years, even though we may not be able to hire immediately. He asked that faculty send their comments to him for the committee to consider as they develop priorities.
- After receiving feedback from faculty, the committee will rank priorities and submit a report to the administration.

New Business:

John J. Duffy Teaching Award:

- Dr. Golonka explained that the local welfare committee will receive nominations, review guidelines, and choose 5 nominees from our campus to be moved forward to the regional campuses.
- The issue of how the criteria are decided upon and how people are selected was discussed. Any committee members who are nominated will withdraw from the selection committee.
- Administration members who are also faculty members can nominate someone but not as administrators. All full time faculty are eligible, even those who are joint appointees of USCL and York Tech.
- Danny suggested that the committee send criteria to the faculty by the end of the year.
- The motion for the local Welfare & Grievance Committee to collect nominations and determine the 5 nominees to be sent to RCFS Welfare Committee for consideration was passed.

Assessment Committee:

- A motion to suspend the bylaws and vote upon making the USCL assessment committee a permanent one was not passed. We will vote on this issue at November's meeting. A copy of the motion is attached in **Appendix II**.

Attending:

P. Barry, N. Bohonak, C. Bundrick, A. Burg, F. Burke, S. Campbell, J. Catalano, R. Cox, N. Davaut, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, A. Golonka, L. Hammond, K. Holland, J. Holt, S. Hunt, K.

Jackson, B. Obi Johnson, L. Martek, P. Parker, S. Penuel, T. Polenski, K. Richardson, Darlene Roberts, David Roberts, J. Rutledge, T. Scarlett, W. D. Thurman, R. Van Hall, S. Williams, T. Wolochwianski, K. Worthy, A. Yingst, B. Faulkenberry, E. Moon-Kelly.

Faculty Secretary: Submitted as PDF on November 5, 2009 by Bettie O. Johnson



Walter P. Collins, III, Ph.D.
Acting Assistant Dean of Students

Report to Faculty

October 2, 2009

I am away today at a conference, but here are some updates from Student Affairs:

- **Athletics**—With the help of the Academic Success Center (mandatory 5 hours per week for first semester freshmen and students below a 2.5 GPA; no show, no play), study hall for the student-athletes has worked very well so far. Weekly reports show that students are reporting in and are on task. The **Athletics Advisory Committee will be meeting on October 16 at 9:30**. If you would like to help support athletics at USCL through the Lancer Club, please contact the athletic department at (803) 313-7094 or visit the web page at <<http://usclanaster.sc.edu/athletics>>.

- **Study Abroad**—We are planning a trip for academic credit to China (Beijing, Xian and Shanghai) for Maymester 2010. Leaders are W. Collins, Humphrey, Hunt, and Judge. A Facebook page to chronicle the progress of and planning for the trip has been established. On Facebook, search for *University of South Carolina Lancaster Study Abroad* and become a “fan.” **The second interest meeting for students has been scheduled for Oct. 7, 2009 at 12:20 in Medford 233.**

- **Student Life/Activities**—There are many activities planned for the month of October. Here’s a brief list:

Report from last weeks’ on-campus **Blood Drive**: 56 people presented to donate; 13 people were first time donors; and 48 productive units were collected

Lancaster Players-Talent Show tonight (10/2) at 7:30 in Bundy; Admission \$5; proceeds to benefit Fall production of *Our Town*

Outdoor Recreation Club Camping Trip to Kings Mountain Oct 16 and 17; they have additional trips planned for the semester; see Bob Bundy for details

Halloween Costume Contest on Oct 28; noon; Bradley Multi-purpose (no food-just snacks)-winning students will receive Carolina football tickets

Any campus activities can be publicized in the weekly *Campus News*. Send news items to Ms. Laura Humphrey (<humphrlb@gwm.sc.edu>) by Friday the week before you’d like them to appear.

- **Security**—There have been no major security issues on campus since my last report. **Be reminded that if an emergency occurs—health related, fights, suspicious behavior—simply dial 9-911 from a campus phone and identify the building on campus where you’re located.** Don’t try to find Dr. Rutledge or any other campus security personnel as they may be in class or off-campus at the time.

- **Behavioral Intervention Team (BIT)**—Planning continues for the eventual implementation of BIT—a team of faculty and staff from counseling, academic and student affairs and the health clinics who will respond to cases of student crises (emotional, suicidal, behavioral, etc...). A protocol (adapted from USC Columbia) is in place and a website has been designed (although it is not yet active) to support the intervention process. The team will be meeting again on Tuesday, Oct. 6, 2009.
- **H1N1 and seasonal flu Information**—USC Columbia has established a web page with information regarding minimizing the effects of flu outbreak. Follow this link for more information: <http://www.sasc.edu/shs/H1N1_flu.shtml> **We have had only a hand full of confirmed flu cases on the Lancaster campus this semester.**

Appendix II (page 1 of 1)

To: The Faculty Organization of the University of South Carolina Lancaster

From: Lisa Hammond, ad hoc Assessment Committee Chair

Date: 2 October 2009

Re: Establishing the Assessment Committee as a permanent committee

At the request of the Executive Committee of the USC Lancaster Faculty Organization, the Assessment Committee met to discuss establishing the Assessment Committee as a standing committee. The Committee functioned last year as an ad hoc committee appointed by the Academic Dean, but given the ongoing nature of assessment of student learning, the Executive Committee recommended making the committee permanent.

We therefore move that the following description of the committee be included on page 8 in our Faculty Bylaws:

ASSESSMENT COMMITTEE

Membership: One representative elected from each academic division for staggered two-year terms, the Academic Dean (ex-officio), and administrative appointments.

Purpose: The Assessment Committee will develop, recommend, and review institutional policies and procedures regarding the assessment of student learning for the degree programs available at the University of South Carolina Lancaster. The Committee will work closely with all levels of USCL administration and with faculty to ensure successful student learning and appropriate documentation for reaccreditation by the Southern Association of Colleges and Schools Commission on Colleges.

Committee Implementation

If the motion is approved, we recommend implementing the committee in the 2010-2011 election as follows:

2010-2011 Division 1 (elected a one-year term for this time only)

2010-2012 Division 2 (elected for a regular two-year term)

2010-2013 Division 3 (elected for a three-year term for this time only)

The Assessment Committee, Division Chairs, and Executive Committee would consult to determine which divisions take the shortened and extended terms until a regular rotating committee is fully established.

Hiring Priorities Committee Preliminary Report

28 September, 2009

Committee Members:

Todd Scarlett – Chair

Noni Bohonak

Stephen Criswell

Shari Eliades

Paul Johnson

Tracey Mobley

Phillip Parker

The Hiring Priorities Committee has received input on faculty hires for 2008-2009 from the Division Chairs and from Deans Catalano and Cox. From this input we have compiled a list of potential hires and a synopsis of justifications given for each hire. These are in no specific order. We urge the faculty to review this preliminary list and to comment on these or other possible hires by contacting any member of the committee.

Art – Art has been on our list year after year and has a documented need (see accompanying justification). General Education courses like ARTH105 are full every semester and clearly not offered often enough. Studio courses are not as full, but need to be offered for art majors, making it more difficult to staff the non-major courses. The need in art is often over-shadowed by needs in math and English, but it needs to be addressed. Given the increase in enrollment in art courses, this may also be an area ripe for expansion and is an area well-suited to integrating with the Native American Studies Program.

English – In the past year, we've lost a tenure-track position in English as well as an active contributor to the Native American Studies program. About half of our English faculty are on the tenure track. The committee strongly recommends a tenure-track hire in English, preferably someone who can contribute to the Native American Studies program.

Chemistry – Enrollment in chemistry and biology courses continue to increase. Several chemistry courses are at an absolute maximum given our current staffing. A physical chemist would be a good addition, but it is still unclear if there is enough need to hire a tenure-track professor. A part-time instructor might be adequate, but instructors in chemistry are difficult to find.

Statistics – As our enrollment has grown, demand for statistics courses has grown, as has the number of statistics courses needed by our students. Dr. Riner is currently covering our need, but enrollment in his courses is higher than optimal (44 in STAT 110) and some courses could be offered more often. As we have hired math faculty, we have looked for someone who could teach these courses and have had no success. It is a very difficult position to fill.

Computer Science – We have only one person teaching CSCE above the 101 level and she is teaching overloads every semester. Computer science is another difficult area to hire. Anyone with a PhD in this area would be very difficult and expensive to hire, yet there is significant need.

Political Science – We have recently hired an instructor in political science. The off-campus courses offered have been very successful, though enrollment in the on-campus courses is moderate so far. This is an area that will be in some demand for the BOL degree. If the on-campus enrollment increases in the next semester or two, this position should be considered for a tenure-track hire.

Foreign Language – There is interest in broadening our language offerings. Italian/German, Chinese, Arabic have been suggested. This is not an immediate need, but should be looked at in the future.

Psychology – Psychology is an area of great demand. As is usual, virtually all of the 101 courses filled up this fall. Also, of the six psychologists we have on campus, only two are on the tenure track. This is also often an area of specialty for the BLS degree and is in demand for the PACE program.

Sociology – We currently have no tenure-track faculty in this area. We are covering our needs, but should hire in this area soon. Sociology is a large component of the BOL degree, a common specialty for the BLS degree.

Appendix IV (page 1 of 2)

Justification for Art Studio/Art History Hire

In preparation to write this justification, I did an analysis of the past five years of enrollments. Over the five year period, ARTH 105 and 106 averaged an enrollment of around 26. ARTE 101, when I taught it, averaged around 27 students (Dianne Mahaffee teaches the only section of this course at present, in the evenings once per semester. I don't have access to her enrollment figures on this short notice but can gather this material if necessary).

Until Spring 2007, I taught four different preps. A plea to the administration to find me some relief from this difficult schedule resulted in an arrangement for me to teach two preps of one lecture course along with my two studio preps to give me a slight break. However, this took away one section of ARTE 101, but added one section of ARTH each semester.

The course load reduction for scholarly active faculty will, of course, present challenges in offering enough art history and studio classes to satisfy the majors and non-majors. What do we cut?

The fact of the matter is that since I came to work here in 1988 as an adjunct Instructor and in 1989 as Public Information Director, I have steadily grown the art department, some years with modest and inconsistent administrative support (the present administration has enthusiastically supported the art program however). Consistently across these years, when I expanded the offerings, courses have, with few exceptions, produced strong enrollments and subsequent demand.

While we still don't claim to serve many art majors, we do serve many students. Art jobs aren't big money makers and they are fairly scarce in our region. But many students, our few majors and many non-majors, take our classes. They consistently come into art history or art appreciation with apathy about the subject and I consistently get course evaluation comments that reflect a strong interest developed over the semester. Many, even the non-majors, will continue in art history and even try out the art studio classes. Not many change their major, but some do. There is much to be said for developing appreciation of our art and culture.

Can I predict how much the department will grow with the addition of another professor? No. but based on the last 19 years, every time we have been able to expand the program, we have consistently raised the enrollments.

Here are some interesting facts:

- In Fall 2004, ARTH 105 had 16 students in one section; in Fall 2008 there are a total of 62 students in two sections.
- In Fall 2004, ARTE 101 had 32 students in one section; in Fall 2008 there isn't a daytime section of ARTE 101 and the evening section, taught by Mahaffee, has 10 students.
- In Spring 2004, ARTH 105 had 25 students in one section; in Spring 2008 there was a total of 58 students in two sections.
- In Spring 2004, ARTE 101 had 24 students in one section; in Spring 2007 there were 33 students in one section (this is the last time I taught this class due to the change in my schedule).
- In Fall 2004, ARTS 111 (Beginning Drawing I) had 13 USCL students in one section and 10 in a contract section; in Fall 2008 there are 21 students enrolled in one section.
- In Fall 2004, I taught 3 studio courses for a total enrollment of 31; Fall 2005, I taught two studio courses and three independent study courses for a total enrollment of 21; in Fall 2006, I taught

two studio courses for a total enrollment of 28; in Fall 2007, I taught two studio courses for a total enrollment of 32; and in Fall 2008, I'm instructor of record for one studio course with an enrollment of 21.

- In 2004 my average total number of students was 71.5 with a 4/4 load; in 2008 my average total number of students was 79.5 with a 4/3 load.
- In my 20 years of teaching at USCL, only one course has ever been cancelled due to insufficient enrollment – ARTE 345, a Palmetto College class. This course, in my opinion wasn't properly promoted to the campuses. Advisors, I believe, were unaware of how to use this course.

Only ARTS 111 and 112 and ARTH 105 and 106 are taught in the fall/spring sequence every year. All other studio classes are taught intermittently, and some are taught rarely. ARTS 103, a fundamental course for all art majors has only been taught 4 times in 5 years; ARTS 107, required for most art majors has only been taught 3 times in 5 years; ARTS 210 required for many art majors has only been taught 3 times in 5 years; ARTS 232, 330, and 335/336 have only been taught once each in five years (this does not include summer sessions or Dianne Mahaffee's courses). The addition of another full time art professor would allow us to offer these courses more regularly, to add a couple of new courses (we still don't offer ARTS 102, a class every art and art education major needs) and to occasionally offer a 300/400 level class.

Our art offerings have maxed out with one full time professor and one adjunct. There isn't space for me to add more courses with a 4/3 or 3/4 course load and there is little room to expand enrollments in present courses. The College Art Association recommends studio courses enroll no more than 16, we enroll up to 24. Our studio and office space is limited reflecting a campus-wide capacity problem.

I suppose these are good problems to have. Thanks for considering an art hire this year at USCL.

Update: Enrollment numbers in the year since this was written are very similar, but I had a decline in studio enrollments this Fall (2009). Since we don't have total enrollment numbers for the fall yet, I don't know exactly what to attribute this to, although it seems that several areas had a decline.

Respectfully submitted by Fran Gardner

Originally submitted 9/9/08

Updated 9/14/2009