



UNIVERSITY OF  
**South Carolina**  
UNION

*A Regional Palmetto College*

FO Minutes  
January 19, 2024 – 12:00 PM  
Room C104

In Person Attendance:

Dr. Deborah Hudson  
Dr. Maggie Aziz  
Dr. David Mitra  
Dr. Andrew Kettler  
Professor Lynn Edwards  
Professor Courtney Pinnell  
Dr. Emily Schafer  
Dr. Steve Lownes  
Dr. Andrew Pisano  
Dr. Tekla Johnson  
Dr. Katie Klik  
Dr. Avery Fouts  
Professor Randy Ivey  
Dr. Randy Lowell

Online attendance:

Professor Sandy Phillips-Long  
Dr. Joe Anderson  
Dr. Lee Morris  
Dr. Steve Lowe  
Professor Greta Bailey  
Professor Caroline Wilson  
Professor Neill Hance  
Dr. Christine Sixta-Rinehart  
Professor Megan Collier-Bansil  
Professor Susan Goebel

FO Chair Dr. Andrew Pisano called the meeting to order at 12:06 PM

The minutes of the November 17 meeting were approved.

**Dean's Report: Dr. Randy Lowell**

Dr. Lowell's report is attached.

**Academic Dean's Report: Dr. Maggie Aziz**

Dr. Aziz's report is attached. Specific items she mentioned include:

- There is a new additional staff member in Academic Affairs – Nikki Cromer.
- Dr. Andrew Kettler is now Director of Institutional Effectiveness and Academic Affairs.
- Student are still being added to dual enrollment courses. We should be patient with this process.
- Advising for summer and fall will begin in March.
- Blackboard Ultra transition will take place in the fall of 2024.

- It's important to start conversation about organizing ourselves into departments or divisions.
- Annual reviews are due January 31.
- February 1 is the first day to declare intentions for next year.
- Community College Survey of Student Engagement results are in. We did better than other campuses.
- According to Dr. Elkins, there is talk of getting an Education coordinator, similar to the Nursing Coordinator.
- Awards Day this year will be different due to the Main Building being closed. It will be held this year at Main Street Junction on Friday, April 12 from 6-8 PM. RSVPs will be required due to capacity limitations at The Junction.

Dr. Pisano discussed the need to replace Professor Torres on the Scholarship Committee. Dr. Pisano will take this position.

Dr. Aziz discussed the need to update the handbook to add a nursing faculty/staff member to the Satisfactory Academic Progress Committee. This will be voted on at the February FO meeting.

Dr. Schafer reported that she has written a grant to the Humphrey Community College Residency Program Fellowship to bring international scholars to Union for a week. There will be two scholars from Kenya and Eswatini on campus from March 23 – March 29. They will make presentations on campus and in the community.

Future FO meetings were scheduled:

- February 23 at 11:00
- March 22 at 11:00
- April 26 at 9:00

At 1:48 there was a motion to adjourn. It was seconded and unanimously approved.

Submitted by:  
Gale Ashmore, FO Secretary

Attachments:

- Dean's Report
- Academic Dean's Report

Randy Lowell, USC Union  
Dean's Report  
January 19, 2024

- Barbara Rippy received recognition at the State House in Columbia on Wednesday, with resolutions read in her honor on the floor of the Senate and the House. She was also presented with the highest civilian honor in the state on the floor of the Senate, the Order of the Palmetto award, for the extensive philanthropy that she has engaged in across the state for many years, benefiting USC Union, MUSC, and the School of the Deaf and Blind, to name a few. She will be celebrating her 90<sup>th</sup> birthday later this month on the 28<sup>th</sup>.
- The updated campus Mission Statements passed through all of the necessary levels of approval, through the Board of Trustees and the SC CHE, and are now officially in effect with those modifications and reflected on the website and in the bulletins.
- In 2025, USC Union will be celebrating its 60<sup>th</sup> anniversary since opening in 1965, so in the coming year, we will begin to think about what we can do to celebrate and commemorate this milestone for the campus. As we approach that milestone, we will also soon be initiating an updated Campus Master Plan process, with 2010 being the last time that we engaged in that process in collaboration with the campus and community, facilitated by Boudreaux.
- If anyone is interested in helping the school district with SAT prep for Union County High School students, Superintendent Haney is considering exploring some new options for that for those students.

### Students

- Spring enrollment numbers for this semester are already ahead of last year's final Spring numbers, with a couple more months until the freeze date to add to those. This includes a Spring record high headcount of 1,248 as of yesterday (up 26.83% over last Spring's 984), and FTE of 725 (up 26.53% over last Spring's 573). This includes being up both in traditional student and dual enrollment student populations. Additionally, Fall applications and admits for new freshmen are well up over what they were at this time last year for the coming Fall semester.
- In December, we graduated 9 more students. Five of them earned both Associate in Arts and Associate in Science, while the other 4 earned their Associate in Arts.
- Our nursing program with USC Aiken was featured in a story in the magazine *Carolinian Health*, which goes out to USC alumni, including an interview with recent BSN grad, Makenzie Edwards.
- We continue to work toward partnering with the school of Hospitality, Retail, and Sport Management in Columbia to make more of their coursework available to our students.
- Chancellor Elkins has been in communication with Columbia and the other comprehensive campuses regarding ramping up efforts to facilitate reverse transfer degree awarding. This refers to situations where a student transfers to one of those comprehensive campuses before they had earned enough credit hours to receive our associates degree, but after having earned those hours at the other campus would be eligible and could then receive our degree at that point.
- At the Junior Olympics Qualifiers rifle meet in Charleston earlier this month, Bantams freshman, Keagan Dean, won the Silver in the Women's Air Rifle U21 division.
- USC Union Anglers, Mark Kershaw and Jacob Butts, wrapped up competition in Kissimmee, Florida last week in the MLF5 College National Championship meet, finishing in 39<sup>th</sup> place out of 135 of the best teams in the country. As a team, the USC Union Anglers are sitting in 14<sup>th</sup> place nationally in the MLF5 college trail standings.
- USC Union Softball student-athletes, Madison "Goose" Goossens, Brianna Compton, and Abby Benfield, appeared with Coach Royce on WBCU Radio last week to talk about the Bantams success in recent years, the upcoming season, and the upcoming summer invitational travel ball for three of our Bantams in Italy.

- The Research Club will be doing a Valentine's Day Bake Sale fundraiser next month, so keep an eye out for more details on that. We are also working through logistics to host an invited speaker next month, likely on February 8<sup>th</sup> or 9<sup>th</sup> from the University of Akron, Dr. Devon Carter, Assistant Professor of Special Education. Later this semester we are also trying to plan a car wash fundraiser, with funds from both fundraisers going toward a possible trip to Beaufort to learn about the Gulla culture, potentially in collaboration with the African American Alliance student group.

#### **Faculty/Staff News**

- Thanks to Dr. Aziz for her work with USC Upstate and Union County School District to complete the Union County Fast-Track to Teaching MOU. This agreement will make it easier for students in Union to earn bachelor's degrees in early childhood education, elementary education, and middle-level education, incorporating elements of dual enrollment, USC Union associates coursework, and USC Upstate upper level bachelor's coursework to seamlessly/affordably move through those requirements.
- Congrats to Caden Jackson, Academic Success Center Coordinator, on his article that was just published in USC Columbia's *Carolina CrossTalk* magazine, entitled "Investigating Implicit Racial Biases." In the article, he summarizes his undergraduate experiences with us and the different research projects that he engaged in with me, and with Dr. Lownes and Dr. Aziz. It can be found here: [https://sc.edu/about/offices\\_and\\_divisions/undergraduate\\_research/documents/crosstalk\\_issue7\\_sp3.pdf](https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/crosstalk_issue7_sp3.pdf).
- Macy Petty continues to do a great job spearheading the campus newspaper, the *Bantam Gazette*. Please continue to encourage students to contact her if they would be willing to write a story of their own to include in an upcoming issue of it. The Welcome Back issue that she pushed out this month is the fourth issue since she resurrected the publication last semester.
- Multiple full-time staff and faculty searches are in progress, including Palmetto College Coordinator, Disability Services Coordinator, Bursar, Head Softball Coach, Psychology, Art, Statistics, Sociology, Chemistry, Mathematics, and English.

#### **Facilities**

- Recently completed capital projects include work in the Whitener Central Building and the new wet lab in the Nursing Simulation Lab building.
- FY23 Funded Projects still in prep or progress include:
  - Main Building Upgrades (require closure of building for 360-400 days to complete)
    - Remove boiler/chiller and install VRV central HVAC system
    - Elevator upfit
    - ADA compliant restrooms, new fixtures, tile, and paint
    - Finishes to include carpet, paint, fixtures
  - New overflow parking lots at Pine St. & Faith Ln. (crush and run)
  - Jonesville Gym bathroom remodel (3 bathrooms to include ADA compliant restroom)
  - Jonesville weight room inside existing structure with equipment
  - New softball and baseball facilities
  - Campus Security House upgrades and camera upgrades
  - Truluck Gym – exterior painting, new roof, new gym floor, new ADA restrooms
- FY24 Funded Projects will include:
  - Rippy Courtyard student area expansion
  - Replace/update all campus signage
  - Laurens Location – WiFi upfit, bathroom remodel with ADA access, indoor fishing boat storage facility, indoor golf simulators
  - Replace roofs on Student Services Building, and on Jonesville Gym
  - Rebuild Jonesville mower shed
  - Parking lot improvements

- Jonesville soccer field upgrades to be compliant (sprinklers, regrade surface, new sod)
- Targeted Improvements 2025 and beyond include:
  - Rippy Science Building upgrades
  - Exterior painting upgrades
  - Improvements to Dr. Keith's building for new Faculty House
  - Creation of Wellness Center
  - Creation of Maintenance Facility
  - Campus furniture upgrades
  - Intramural field
  - New space for the arts
  - Update IT services:
    - Server upgrades
    - Battery backup technology
    - Replace interactive panels
    - Laptop/desktop rotations
    - Network infrastructure
    - Copiers
  - New campus vehicles to include 2 cars, 1 golf cart, and 1 bus
- There also continues to be movement by Preservation SC on the preparations for restoration of the Dawkins House, and by a local developer to make substantial improvements along Main Street.

### **Budget**

- State budget request process is kicking into high gear after the Governor released his initial version of the next round of appropriations for the upcoming fiscal year, and the House Ways and Means committee works through their meetings, including the USC slot earlier this week that President Amiridis presented at on behalf of the system. Looking to get the House version of that budget more closely aligned with the request that we had submitted for our campus, which has been the trend in more recent years.

**Start of the Semester Information  
Academic Affairs  
Spring 2024**

**IMPORTANT CONTACT INFORMATION**

Majdouline Aziz: [azizma@mailbox.sc.edu](mailto:azizma@mailbox.sc.edu)

Amber Ivey: [ail@mailbox.sc.edu](mailto:ail@mailbox.sc.edu)

[Introducing our newest staff:](#)

[Caden Jackson: cadenaj@email.sc.edu](mailto:cadenaj@email.sc.edu)

[Nikki Cromer: auton@email.sc.edu](mailto:auton@email.sc.edu)

**FACULTY ORIENTATION GUIDE**

I've created and emailed you each a copy of a new faculty orientation guide for 2023-2024. This guide provides you with important information that can be beneficial to you as you prep your courses, prepare for the upcoming semester, and navigate through the semester. Please review this guide carefully.

**FACULTY OFFICE HOURS**

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

**SCHEDULE CHANGES**

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

**SICK LEAVE**

If you cancel class for any reason, please contact Amber Ivey to inform her immediately. Also, reach out to your classes directly to inform them of your absence. If you are out, you are required to submit leave in the Time and Absence System.

**SPRING 2024 ACADEMIC CALENDAR**

<b>Event</b>	<b>Date</b>
Classes Begin	Jan. 8, Monday
Dr. Martin Luther King, Jr. Service Day (no classes)	Jan. 15, Monday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Jan. 16, Tuesday
Midpoint in Semester	February 29, Thursday
Spring Break (no classes)	March 3 – 10, Sunday – Sunday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	March 25, Monday
Last Day of Classes	April 22, Monday
Reading Day	April 23, Tuesday
Final Examinations (includes exams on Saturday)	April 24 – May 1, Wednesday – Wednesday

**REVISED ATTENDANCE POLICY**

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

Your individual attendance policy may not conflict with the official university policy statement.

**PLAGIARISM STATEMENT**

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

**DUAL ENROLLMENT COURSES**

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

rosters so please be patient.

### **FACULTY ACTION ITEMS**

#### **USC Union Bookstore:**

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

#### **Academic Affairs:**

- Send a copy of your syllabi to Amber Ivey by **Jan. 8.**
- Send a copy of your office hours form to Amber Ivey by **Jan. 8.**
- Maintain accurate attendance reports for each class. Send a list of students that have never attended class to Amber Ivey by **Jan. 25 (Full); Jan. 17 (Spring I); March 20 (Spring II).**
- Maintain accurate and up-to-date academic records/grades. Send a list of students that are academically at-risk to Amber Ivey by **Jan. 25 (Spring I); Feb. 23 (Full); March 27 (Spring II).**
- Contact Amber Ivey to submit supply requests. Supplies are normally ordered twice a month (the 1<sup>st</sup> and 15<sup>th</sup> of the month). Submit orders in a timely manner to allow enough time to place those orders and have them delivered on time, **preferably two weeks in advance.** If special order, send Amber an email with direct link and qty.
- Course evaluations dates: **Spring I: Open on Feb. 19/Close on Feb. 29; Full and Spring II: Open on April 15/Close on May 1.**

#### **Faculty Peer Review:**

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

#### **Annual Administrative Reviews:**

- Full-time faculty are required to submit annual administrative reviews no later than **January 31, 2024.** Faculty will need to complete the Faculty Information Form and the Individual Annual Research, Scholarly Activity, and Service Report. Both forms are required of all full-time faculty, even if you went up for third year review or tenure this cycle.

#### **Advising:**

- Begin thinking about your Summer and Fall 2024 schedules. Scheduling to begin late-January.
- Summer and Fall 2024 advising begins **March 18.**

### **LOOKING AHEAD**

#### **Blackboard Ultra Transition:**

Beginning Fall 2024, the default mode for Blackboard course shells will be created in the Blackboard Learn Ultra Course View. Faculty will continue to have access to their past Blackboard Learn Original View Courses and this access can be used for copying materials into Ultra Courses and for the purpose of maintaining records.

#### **Revisiting Campus Reorganization:**

I acknowledge that we've addressed this matter before, both in FO and through individual discussions with faculty. It's crucial for us to start giving serious consideration to the structure of our campus organization, especially considering that we are the only campus within PC without departments. While I understand the reservations that have been expressed, I believe it's preferable for this initiative to originate internally. Therefore, I plan to establish a committee soon to delve into the discussion on reorganization.

**Updates - Ongoing Hiring Committees:**

- Assistant Professor of Psychology
- Assistant Professor of Sociology
- Assistant Professor of Statistics
- Assistant Professor of English
- Assistant Professor of Chemistry
- Instructor of Mathematics
- Instructor of Art

I will also ask for an instructor of Spanish position to be posted soon.

**USC Union Mission Statement:**

Mission statement was approved.

**CCSSE:**

We have received the results from the CCSSE.

**Community College Survey of Student Engagement- University of South Carolina Union (2023 Administration)  
2023 Benchmark Scores Report - Main Survey  
Comparison Group: Small Colleges in the 2023 Cohort\***

[Weighted]

Benchmark	Your College	Small Colleges		2023 Cohort	
	Score	Score	Difference	Score	Difference
Active and Collaborative Learning	58.4	51.8	6.6	50.0	8.4
Student Effort	53.3	50.4	2.8	50.0	3.3
Academic Challenge	46.0	50.5	-4.4	50.0	-4.0
Student-Faculty Interaction	55.5	52.9	2.5	50.0	5.5
Support for Learners	61.1	51.2	9.9	50.0	11.1

**State Agency Accountability Report Results (2023):**

Performance Measures:

1. Increase applications indicating interest in BSN program –  
Base: 55  
Target: 50  
Actual: 46
2. Increase interest in the Early College Program with UCHS –  
Base: 6  
Target: 5  
Actual: 3
3. Maintain a minimum of 75% success rate for first-time, full-time degree-seeking undergraduates  
–  
Base: 57.5%  
Target: 75%  
Actual: 73.3%



4. Increase retention of first-time, full-time, degree seeking freshman –  
 Base: 50.7%  
 Target: 48%  
 Actual: 47.7%
  
5. Increase number of students pursuing BOL/BLS/BSN –  
 Base: 60  
 Target: 50  
 Actual: 58
  
6. Number of events dedicated to fostering a diverse and inclusive campus climate –  
 Base: 9  
 Target: 4  
 Actual: 10
  
7. Increase number of full-time faculty on campus available to serve students –  
 Base: 16  
 Target: 20  
 Actual: 19
  
8. Promote GLD –  
 Base: 1  
 Target: 3  
 Actual: 2
  
9. Provide opportunities for faculty and students to showcase their scholarly and creative works –  
 Base: 4  
 Target: 2  
 Actual: 3
  
10. Make campus facilities available to the community and host community events –  
 Base: 76  
 Target: 10  
 Actual: 17
  
11. Carry a 3-month reserve:  
 Base: \$1,728,813.23  
 Target: \$1,656,115  
 Actual: \$1,547,091

### **FAST-TRACK TO TEACHING**

The Union County Fast-Track to Teaching MOU has been finalized. This MOU provides an educational pathway for UCSD students to obtain a bachelor's degree in early childhood education, elementary education, or middle-level education. This agreement creates the opportunity for UCSD students to pursue an associate degree through USC Union via dual enrollment while attending high school and then transition into a bachelor's degree program in early childhood education, elementary education, or middle-level education at USC Upstate. According to this agreement, UCSD students will meet the requirements for a bachelor's degree in these education programs within 2 years.

If you have students interested in earning their degrees in early childhood education, elementary education, or middle-level education, please reach out to me to discuss these plans of study.

### **PURE Grants:**

Begin thinking of projects and recruiting students for Summer 2024.

## ACADEMIC AFFAIRS CALENDAR OF EVENTS

Awards Luncheon – Friday, April 12 at 6:00-8:00 at the Main Street Junction. Should the day/time change, I will be sure to inform the faculty.

This year, the program will undergo modifications to accommodate a new venue, timing, and capacity constraints. In light of introducing new awards and with the aim of maintaining the event within a one-hour timeframe, the following changes will be implemented:

- Awards will be consolidated.
- Mandatory RSVPs for all participants, including faculty and staff, will be required, and the RSVP process will take place early.
- Only faculty members able to attend can nominate a student.
- Faculty comments will be incorporated into the program.
- There will be no teacher of the year speech given at the awards luncheon. However, the Teacher of the Year will be given the choice to have their bio and remarks included in the program, participate in a Distinguished Teacher of the Year Luminary Lecture the following Friday, or not engage in any of these options.
- Faculty will continue to present recipients with awards on stage and take commemorative pictures with them.

Following the reception, heavy hors d'oeuvres will be served.

Teacher of the Year Voting – Dr. Emily Schafer

- **By the first Friday in February (Feb. 2)**, the Chair will have formed the selection committee and informed Academic Affairs of voting logistics so that ballots can be prepared.
- **By the second Friday in February (Feb. 9)**, the selection committee will have publicized voting dates, times, and location campus-wide in Union and Laurens and recruit faculty, staff, and students to assist with the voting table.
- **By the third Friday in February (Feb. 16)**, voting in Union and Laurens must be completed.
- **By the first Friday in March (March 1)**, the selection committee will have decided on the recipients of these awards informed Academic Affairs, and upon getting approval by administration, shall then inform the winners and publicize the information campus-wide in Union and Laurens.

## STUDENT ACADEMIC SUCCESS CENTER

SASC Tutor Subjects and Schedule below.

STUDENT ACADEMIC SUCCESS CENTER SPRING 2024					
	Monday	Tuesday	Wednesday	Thursday	Friday
DeAnna Sweat	10:00-5:00	10:00-2:00	10:00-2:00	10:00-2:00	Off
Emma Chapman	8:30-12:30	8:30-11:00 12:30-2:00	8:30-12:30	8:30-11:00 12:30-2:00	Off
Hannah Copeland	10:30-12:30	Off	10:30-12:30	Off	Off
Kailee Stepp	12:30-5:00	Off	8:30-5:00	Off	Off
Katie Blackmon	12:30-5:00	Off	8:30-5:00	Off	Off
Katie Painter	Off	12:30-5:00	Off	12:30-5:00	12:30-3:00
Madison Goossens	8:30-12:30	8:30-11:00 12:30-2:00	8:30-12:30	8:30-11:00 12:30-2:00	Off
Peyton Morris	Off	12:00-2:00	Off	12:00-2:00	8:30-2:00
Rebekah Goodale	12:30-5:00	Off	8:30-5:00	Off	Off
Sophie Caley	Off	11:00-2:00	Off	8:30-2:00	8:30-2:00
Molly Winstead	Off	2:00-5:00	Off	2:00-5:00	8:30-5:00
Caden Jackson	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00

Tutor	Subjects
DeAnna Sweat	English, Computer Science 101, Biology 110, Psych, Astronomy
Emma Chapman	English, Biology, Chemistry
Hannah Copeland	Math, Biology, Chemistry, A&P
Kailee Stepp	Math, Chemistry, Biology, Nursing
Katie Blackmon	Biology, Nursing, Religion
Katie Painter	Anatomy & Physiology, Math
Madison Goossens	Statistics 201, Biology, Math 111i, Psychology, Sociology
Peyton Morris	Public Speaking, Ethics, Psych, Human G&D, Coding, A&P
Rebekah Goodale	Nursing, Health Assessment, Biology, CSCE 101, Math, Psyc
Sophie Caley	Writing Consultant, English
Molly Winstead	Spanish, US History, Management, Criminal Justice, American Gov.
Caden Jackson	Writing Consultant, Spanish, Sociology, Philosophy, Capstone