



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

Faculty Organization Minutes
August 16, 2022 – 9:00 AM

In Attendance:

Dr. Deborah Hudson

Dr. Maggie Aziz

Dr. Steve Lowe

Dr. Andrew Pisano

Dr. Steve Lownes

Dr. David Hudson

Dr. Avery Fouts

Professor Neill Hance

Professor Greta Bailey

Professor Sandy Phillips-Long

Dr. Lee Morris

Dr. Andrew Kettler

Dr. Randy Lowell

Dr. David Mitra

Dr. Emily Schafer

Dr. Tekla Johnson

Professor Randy Ivey

Professor Brandon Simpson

Dr. Helene Maire-Afeli

Dr. Christine Sixta Rinehart

Professor Gale Ashmore

Professor Kevin Torres

Dr. Katie Klik

FO Chair Dr. Andrew Pisano called the meeting to order at 9:05 AM.

The minutes of the May meeting were approved.

The following new faculty members were introduced:

Dr. Andrew Kettler – Assistant Professor of History

Dr. Katie Klik – Assistant Professor of Psychology

Dr. Tekla Johnson – Assistant Professor of African American Studies/History

Dr. David Mitra – Instructor of Mathematics

Dr. Randy Lowell presented the Dean's report. The full text of his report is attached to the end of these minutes. Dr. Lowell also mentioned that if students are having trouble paying for textbooks, they may contact Kristie Roberson for help. She administers an app called TextMeForTextbooks.

Brandon Simpson mentioned that there are both a blind student and a hard of hearing student on campus this semester. He gave details on accommodations each student will need in their classes. Their professors have been contacted about them.

Dr. Maggie Aziz presented the Academic Dean's report. She began by saying that some fall schedules have changed and that Blake and her team are currently working on dual enrollment rosters. The full text of Dr. Aziz's report is attached at the end of these minutes.

Dr. Lownes

Latin American Film Festival is scheduled for Hispanic Heritage Month, September xx through October xx. Five films are included. Each film will be available for streaming for one week. On the Wednesday of each week there will be an in-person showing at 6:30 PM in the auditorium. Steve is looking for hosts for discussion sessions, ideally on the Thursday following the Wednesday screening, possibly as a "Lunch and Learn".

Study Abroad Summer 2023 (with Dr. Schafer). Emily and Steve are interested in taking a group of students to Antigua, Guatemala. The cost of the trip is approximately \$2500 per student. Students will receive 6 hours of credit by taking a Latin American Studies course and a Multicultural Psychology course. The program is two weeks in duration and will be during the June semester. Students will do homestays and engage in service-learning to reinforce their coursework.

The Academic Affairs committee will look at creating Global Learning Outcomes that can be applicable to any and all study abroad programs. They will work to create rubrics and several outcomes so that we can have continuity of certain learning outcomes despite having various disciplines take students abroad. This idea comes from Elon University's Global Learning Goals, where they have several goals and a study abroad program would need to cover at least a handful of the goals. Steve proposes that we go even farther and create rubrics to measure the goals.

Research Project on Empathy – Steve is doing a study using the Scale of Ethnocultural Empathy and would like folks to help out with the research. Currently, he is piloting it in his Latin American Studies course, but is also going to give it to his students in other courses to see if during a semester we can move the proverbial needle on students' empathy. He is sending out an email regarding this information.

Dr. Pisano led a discussion on how to vote on adjunct participation in the FO. It was decided that Dr. Pisano will send an email to all adjuncts asking if they want to be voting member of FO. All who answer in the affirmative will be voted on at the next meeting

Committee Reports – There were none.

Future meetings – September 30, 10 AM
October 28, 10 AM
December 02, 10 AM

Meeting adjourned at approximately 11:00 AM

Randy Lowell, USC Union
Dean's Report
August 16, 2022

COVID Updates

- Free COVID testing will be available on campus again this semester, coordinated by Anita Whitney. If you find yourself in need of a test, you can contact her for more details (apeccko@mailbox.sc.edu).
- DHEC continues to be on campus every Thursday from 2:00-6:00 in the Main Building with all of the COVID vaccines for anyone from the campus or the community who would like to get a shot.
- 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 (AI1@mailbox.sc.edu, 864-424-8061). Amber will continue to follow CDC guidelines in providing this guidance.

Students

- After hitting Fall and Spring enrollment records last year, we also ended up being well ahead of the previous Summer's enrollment numbers for this summer. Heading into a new Fall semester, we are trending fairly flat on traditional student enrollment. This includes already being up more than 30 in continuing students from where the final number was at the Fall II start in October last year.
- Congratulations to Kelvin "Deion" Eison, who secured an internship position over the summer with Timken here in Union. After having completed his Associates degree last year, he'll be picking back up in the B.A. in Liberal Studies degree program with us this Fall.
- Also, kudos to BLS student, Caden Jackson. Over the summer, as part of his internship with UCCRP, he organized and executed a successful Back to School Hot Dog Cookout School Supply Drive, raising \$3,683 to purchase school supplies for the students at Foster Park Elementary School.
- This year will be our first year with senior BSN students on campus, in addition to the new cohort of juniors starting this Fall. Help us to encourage them and keep them motivated as they navigate their advanced coursework and clinical experiences.
- In athletics, in addition to the impressive team GPAs from last year for our NJCAA teams (baseball, softball, men's soccer, and women's volleyball) that ranged from 3.309-3.487, of the 90 student-athletes on those teams, 28 of them earned Academic All-American honors from the NJCAA for having over a 3.5 GPA.
- On the field, special shout out to our women's softball team, who had their best season yet, finishing in second place in their conference tournament for Region 10. A total of 8 softball players earned All Region or All Tournament honors; and 4 baseball players earned All Region or Gold Glove All Defensive Team honors.
- Collectively, our NJCAA athletic program also earned the 2021-2022 NJCAA Region 10

Sportsmanship Award, one of only 6 schools to receive this. The award goes to any school in the region who makes it through the academic year without any players or coaches being ejected from a game across all sports the school participates in.

- For our club sports, bass fishing will see a significant increase in participation this year, as Coach Cam Coone has gone up from two anglers last year to 10 anglers for this year. We will also be welcoming a new student to participate on the club rifle team who was highly ranked nationally in high school; and we anticipate having sufficient participation in e-sports this year to start identifying opportunities for competitive play.
- Early College Update:
 - o Rising 10th Grade Cohort: There is one student who is on the nursing track
 - o Rising 9th Grade Cohort: There are three students.

- Quick reminder about the new mental health resources available to students this year.
 - o Jessica Pomerantz, from USC Columbia's Psychological Services Center, will be providing dedicated therapy and assessment services to our campus this year. She has been contracted for 20 hours per week for us. This will include her being physically on campus on Tuesdays to be available for in-person appointments, but will also include available hours for telehealth therapy as well. To get on her list, she can be reached at pomeranj@email.sc.edu. These services are completely free for our students. Students will have priority in seeing her, but as her availability allows, any of our employees who wish to utilize her services for themselves can connect with her and do that at no cost to them as well.
 - o MyGroup Student Assistance Program (SAP): This resource includes access to a variety of online support services and resources related to personal or school-related challenges and concerns. It is confidential and free to USC Union students. Find more details via the My Portal Login at <https://www.mygroup.com/> website (Username: care4bantams, Password: guest). Students can also call their number (800-633-3353) 24 hours a day, 7 days a week, 365 days a year, to speak directly with someone who can help them navigate a moment of crisis or set them up with a case manager who will work with them to connect with a licensed mental health provider in their area for face-to-face, telephonic, or virtual counseling sessions (up to 3 free sessions per issue; unlimited number of issues). Note that this resource is also available to all of our dual enrollment students who take classes with us offsite at their high school or remotely online from home. There is an employee version of this service, the Employee Assistance Program (EAP), which is run by the same entity (MyGroup), and provides the same services to our employees. In that case, the username is "USC," but the password is still "guest." More information about the EAP can be found at https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/employee_wellness/eap/index.php

Faculty & Staff

- Welcome to our new permanent faculty hires for this year, including:
 - o Dr. Tekla Johnson – Assistant Professor of African American Studies
 - o Dr. Andrew Kettler – Assistant Professor of History
 - o Dr. Katie Klik – Assistant Professor of Psychology
 - o Dr. David Mitra – Instructor of Mathematics
- Also, welcome to our new additions to the staff, or to our existing staff to their new positions, including:
 - o Madisen Brewington – Academic Success Center
 - o Janet Dos Santos – Laurens Administrative Assistant

- o Mike Gregory – Campus Security
- o David Hope – Student Services Front Desk
- o Ada Kitchens – Dual Enrollment Coordinator
- o Christen Mayes – Assistant Director of Financial Aid
- o Travis Wendel – Marketing Assistant and Tutor
- o Annalee Wyatt – Financial Aid Counselor
- o Also, John Michael Greer, in addition to continuing as our PC iCarolina Lab Coordinator, has also recently assumed the duties of IT Director for the Union County Carnegie Library.

Facilities

- ATM will be installed behind the Bookstore this week, with half of the \$1 fee going to support Bantam Athletics.
- Central Building ADA restroom enhancement 2 completed downstairs and the two upstairs are actively working about 75% completed this one had labor and supplier issues but is now back on track.
- Central Building has had 4 classrooms painted.
- Main Building has had multiple painting jobs on all 3 floors and is still actively working (check out the auditorium).
- Main Building elevator has had problems over the summer and is being updated this winter to bring it to code.
- Main Building has had AC ventilation cleaned.
- Jonesville Gym is actively working with the installation of turf in the gym the solicitation is over and work will start soon.
- Jonesville Gym has exterior painting and pressure washing going on.
- Jonesville Gym has 1 locker room completed with 3 more to come.
- Jonesville Baseball field is now 3.25 acres larger so a stadium can be built.
- City Park The Coop is now ours paperwork is in our hands deeding to us so a stadium can be built there.
- Nursing Sim Lab has just this week completed 2 new beaming classrooms with 2 new restrooms.
- Nursing Sim Lab has SCBO documents ready to go out for a new wet lab in the rear section of the building.
- All carpet on the entire campus has been cleaned using hot water extraction.
- A security SUV has been donated by the county waiting on plates and paperwork.
- Please stop by the Director of Operations, Keith Ballington, to meet him and see his whiteboards of future projects to enhance the campus if you would like.
- Remember to leave your trash cans outside your door if you need them dumped while you're out of the office or on a private call/meeting. The contract company will not bother you if you are in your office with your door closed, but if you need them for a spill, etc., please ask them or contact the Keith Ballington for assistance.

Budget

The campus met budget projections for FY23 and ended the year with a positive fund balance. All institutional and student COVID funds have been expended and those accounts have now been closed. For FY23, tuition and fees are once again frozen, with no increases for the 4th year in a row. The campus will receive \$4.6 million in critical care & maintenance funds this year to address deferred maintenance needs on campus. These state capital funds and projects are managed by the main campus' facilities department with guidance from the campus. We will be submitting budget requests to the Governor's Office next month for deferred maintenance and operating funding for FY24.

**Start of the Semester Information
Academic Affairs
Fall 2022**

IMPORTANT CONTACT INFORMATION

Majdouline Aziz: azizma@mailbox.sc.edu

Amber Ivey: ai1@mailbox.sc.edu

FACULTY ORIENTATION GUIDE

I've created and emailed you each a copy of a new faculty orientation guide for 2022-2023. 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.

CONTACT TRACING

If you have been exposed to or have contracted Covid, please contact Amber Ivey. You are not required to quarantine for exposure. You are required to isolate in case of positive test result (5 days and then 5-day strict mask use). Please refer to current [CDC guidelines](#). Include a statement in your syllabus advising students to also contact Amber Ivey in case of COVID exposure.

SICK LEAVE

If you cancel class for any reason, please contact Amber Ivey to inform her immediately. If you are out, you are required to submit leave in the Time and Absence System.

Academic Calendar 2022-2023

Fall 2022

Event	Date
Faculty Reporting Date	Aug. 16, Tuesday
Classes Begin	Aug. 18, Thursday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Aug. 24, Wednesday
Labor Day Holiday (no classes)	Sept. 5, Monday
Midpoint in Semester	Oct. 10, Monday
Fall Break (no classes)	Oct. 13 – 14, Thursday - Friday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	Nov. 2, Wednesday
General Election Day (no classes)	Nov. 8, Tuesday

Thanksgiving Recess (no classes)	Nov. 23 – 27, Wednesday – Sunday
Last Day of Classes	Dec. 2, Friday
Reading Day	Dec. 3, Saturday
Final Examinations (includes exams on Saturday)	Dec. 5 – 12, Monday - Monday

Spring 2023

Event	Date
Classes Begin	Jan. 9, Monday
Dr. Martin Luther King, Jr. Service Day (no classes)	Jan. 16, Monday
Last day to change/drop a course without a grade of "W" being recorded (Part of Term 30)	Jan. 17, Tuesday
Midpoint in Semester	March 2, Thursday
Spring Break (no classes)	March 5 - 12, Sunday - Sunday
Last day to drop a course or withdraw without a grade of "WF" being recorded (Part of Term 30)	March 27, Monday
Last Day of Classes	April 24, Monday
Reading Day	April 25, Tuesday
Final Examinations (includes exams on Saturday)	April 26 - May 3, Wednesday - Wednesday

NATIONAL ENDOWMENT FOR THE HUMANITIES

Please review to email sent July 25, 2022 for full announcement details. To be considered in the internal competition for nominations *from the Union campus*, prospective applicants will:

1. *By 5 pm Tuesday, September 6 complete the first 3 attachments of the required application materials as defined by the NEH web site (see link in attachment). The application has multiple attachments, and the 4th, 5th and 6th attachments are not required at this time, all of which are summarized on the NEH web site. In addition, letters of recommendation are not required at this time. You will have to arrange for them for full proposal submission if your application is selected.*

2. *Also by 5 pm Tuesday, September 6, applicants will submit the 3 attachments associated with their application via e-mail to Dr. Maggie Aziz, azizma@mailbox.sc.edu*

3. *By noon Thursday, September 8, if needed, Dr. Aziz will convene a panel to review the proposals and will select two faculty members to nominate to NEH.*

4. *By 5pm Wednesday, September 14, Dr. Aziz will notify the two nominees as well as those not nominated.*

5. *By 5pm Friday, September 16, the two successful nominees will have completed the internal approval process, securing the usual USCERA approvals for each nominee's application. They should then proceed to upload their materials to the Grants.gov web site, following the instructions at the link indicated above, by no later than the September 21 deadline.*

The NEH deadline: Wednesday, September 21, 2022 for projects beginning May 2023.

REVISED ATTENDANCE POLICY

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

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

UofSC 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/

Academic Affairs:

- Send a copy of your syllabi to Amber Ivey by **Aug. 19**.
- Send a copy of your office hours form to Amber Ivey by **Aug. 19**.
- Maintain accurate attendance reports for each class. Send a list of students that have never attended to Amber Ivey by **Aug. 26 (Fall I)** **Sept. 2 (Full)** **Oct. 24 (Fall II)**.
- Maintain accurate and up-to-date academic records/grades. Send a list of students that are at-risk academically to Amber Ivey by **Sept. 9 (Fall I)** **Oct. 4 (Full)** **Nov. 4 (Fall II)**.
- Contact Amber Ivey to submit supply requests. Supplies are normally ordered twice a month (the 1st and 15th 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.

Advising:

- Begin thinking about your Spring 2023 schedule. Scheduling to begin late-August
- Spring 2023 advising begins **Oct. 24**.

Faculty Accomplishments:

We want to recognize your accomplishments! Please be sure to inform Dr. Aziz of any accomplishments such as publications, conference presentations, awards, etc.

STUDENT ACADEMIC SUCCESS CENTER

- Primary contact: Madisen Brewington
- Face-to-face tutoring available.
- Virtual tutoring available upon request.
- Center Hours: M – F 8:30 – 5:00.
- Walk-in tutoring is available. However, try to encourage students to make appointments. Appointments can be made via <https://calendly.com/usc-union-tutoring>
- Looking to Hire! If you have a recommendation for a student who you think would make a good tutor, please let Madisen Brewington know.

STUDENT ACADEMIC SUCCESS CENTER					
	MON	TUE	WED	THUR	FRI
Andrew Baxley	8:30a-2:30p	9:30-11:00a	8:30a-2:00p	9:30-11:00a	
Cassidy Davis	12:00-1:30p			1:30-5:00p	8:30a-5:00p
Helena Alexander	8:30a-12:30p		8:30a-12:30p		12:30-5:00p
Jessica Dawkins	12:30-3:30p		12:30-3:30p		
Madisen Brewington		8:30a-5:00p	2:00-5:00p	8:30-a-5:00p	
Makenzie Edwards	12:30-5:00p		8:30a-12:00p		
Sarah Lawter	8:30a-12:30p		8:30a-12:30p		8:30a-12:30p
Travis Wendel	2:00-5:00p	10:00a-5:00p	2:00-5:00p	10:00a-2:00p	12:30-5:00
Andrew Baxley	History, Spanish, Statistics				
Cassidy Davis	Anatomy & Physiology I&II, Film, Religion				
Helena Alexander	English, Sociology				
Jessica Dawkins	Biology, English, Spanish, University				
Madisen Brewington	English, Psychology, Sociology				
Makenzie Edwards	Theoretical Foundations of Nursing Practice, Health Assessment				
Sarah Lawter	English				
Travis Wendel	Art, Art History, Biology, Chemistry, Comparative Vertebrate Anatomy, Ecology and Evolution, Geology, History, Marine Science, Math, Philosophy, Sociology, Spanish				

SASC CALENDAR OF EVENTS

August 19th: Drop in 8:30 - 5:00 - Meet the team and Blackboard/SSC/Email refresher.

August 22nd: 11:00 - 2:00 - Study Skills: Build a Study Buddy

September 14th: 10:00 - 3:00 - Fresh Check Day

September 27th: 12:00 - 1:00 - Study Skills: Time Management

October 18th: 12:00 – 1:00 - Study Skills: Stress Management

November 7th -10th: First-Generation College Celebration Week

November 10th: 12:00 – 1:00 - School/Work Life Balance Workshop

November 29th: 12:00 – 1:00 - Study Skills: Acing Your Finals

December 5th – 8th: Finals Fest

ACADEMIC AFFAIRS CALENDAR OF EVENTS

Ongoing – Alumni Spotlight

September 6-9 – Faculty Headshots – please contact Amber Ivey to reserve an appointment

September 7th: 11:00 - 1:00 - Donuts with the Deans

November 29th: Finals Care Packages

November 7th – 11th: First-Generation College Celebration Week

- Mon: Merch Monday
- Tues: Election Day
- Wed: First Generation panel Faculty & Staff
- Thurs: Picture Day, Balance Workshop, Raffle for Prizes

GLD Letters

November: Workshops for Student-Athletes

- Healthy Relationships & Consent
- Alcohol & Drugs
- Bullying

Looking Ahead:

Favorite Lecture Series

Observe Your Peers

Call Me Mister Program

Black Scholars Program

Summer 23 & beyond – Summer Camps (e.g., CSI, Science, Art, Athletic) & Summer Scholars Courses (e.g., Nursing, Elementary Education, STEM, Humanities, Foreign Languages), Teacher Camps, Open Houses

Spring 23 – College Visit Days

FACULTY SPOTLIGHT

To assist with student recruitment and to showcase each instructor's background, experience, course offerings, and interests, the Faculty Spotlight Series showcases the innovative work of our faculty. The showcase will consist of answering a few questions about yourself/your classes and 1 faculty portrait with short blurb. Spotlight will be posted on social media and the UofSC Union webpage.

If you are interested in participating, please contact Dr. Aziz as soon as possible to receive more information.