



A Regional Palmetto College

FO Minutes

January 8, 2021

NEXT FO Meetings: 2/12, 3/19, and 4/9. All meetings at 11am.

- Dean's Report (below)
- Academic Dean's Report (below)

In attendance:

Dr. Charles
Dr. Lowell
Dr. Aziz
Neill Hance
Dr. Deb Hudson
Dr. Dave Hudson
Greta Bailey
Lynn Edwards
Dr. Fouts
Dr. Anderson
Prof. Ivey
Dr. Pisano
Dr. Lowe
Dr. Lownes
Dr. Morris
Prof. Emswiler
Gale Ashmore
Dr. Maire Afeli
Dr. Schafer
Courtney Pinnell
Sandy Phillips Long
Kevin Torres
Brandon Simpson
Dr. Hindi
Susan Goebel
Dr. Sixta Rinehart

Randy Lowell, USC Union

COVID Updates

- Free testing from Columbia here in Union will continue this semester. It resumed this past Tuesday and the next date is coming up on Tuesday, January 19, from 9:30-11:30, and every other Tuesday to follow.
- On Columbia campus, required testing for residential students, faculty, and staff prior to returning to campus in January; no similar requirement for our campus, but still encouraged, particularly upon returning from any holiday travels.
- Daily student check-in process will resume on Monday, with students being required to go to the student lounge behind the Bookstore upon arrival to campus for the day and answer the questions regarding possible symptoms/exposures and temperature check. They will again receive the color of bracelet for the day if all goes well with that, which will be good for the remainder of the day for them to enter classrooms. There will not be anyone checking for bracelets at the building entrances this semester however, so be sure to ask the students in your classrooms to show their bracelets to be sure they have been through the screening process.
- Extra cleaning services by Wenston Wood of Jerry's Carpet Cleaning will continue as well, along with the routine bio-misting performed by Payton Moss around campus, and the increased cleaning from our Maintenance staff.

Students

- As of yesterday, our enrollment was up by 4 in headcount relative to this day last year for Spring. We still have a number of high school's rosters to add to that enrollment though, along with some additional new and returning students, so we are in good shape to finish on pace with last Spring. We also still have until the start of the Spring II session to add to those Spring enrollment numbers before the enrollment freeze later in March.
- All of our club and NJCAA student-athletes will be in action this semester, including baseball, softball, soccer, volleyball, riflmg, and bass fishing. Additionally, Nick Jeter is working with Zach and Jeremy to put an E-Sports event together for later in February, as he works to get students recruited to be a part of that club sport. He has some students who have expressed interest, but would love to have some more of them if you know of any who may want to get involved. The particular games have not been finalized yet, as he is still researching those options and gauging students' interest in those options. At some point he may look to join the recently created NJCAA division of E-Sports, while likely maintaining a Club level team as well to allow for a wider range of students to participate.
- Thanks to SGA for the biscuits and refreshments that they were giving out during the COVID testing this week. They will be doing some similar things next week to help welcome students back to campus for the start of classes, so keep an eye out for more details on that from Anita.
- Great job by student Annalee Wyatt on her virtual presentation to the Board of Visitors just before the holiday break. She was one of the recipients of one of the PC scholarships and spoke to the group about her background and her experience at USC Union, and how the scholarship funding is such a big help for her.
- Next Research Club planning meeting is scheduled for Thursday, January 21, from 12:15-1:00, and will be held virtually via Microsoft Teams, to make our plans for the Spring semester.

Faculty & Staff

- This week we received the approval from Columbia to proceed with all three of the FTE faculty searches that we requested last semester. This will include searches for a tenure-track Assistant Professor of African-American Studies; a full-time Instructor of Business; and a full-time Instructor of Spanish. We are aiming to have those completed in time for Fall 2021 starts.
- Tomi LaChance graduated in December with her BLS degree, but will be sticking around to continue working as a tutor in the Success Center, and in coordination with Lynn and Courtney to manage the student check-in desk and those student workers.

- If you didn't already grab your Palmetto College holiday gift that Dr. Elkins provided for the campuses, feel free to stop by the Community Room and grab one.
- I still have some of the badger shields in my office. If you want to try one out for your in-person classes, definitely come grab one of those as well. It's a soft headband with the shield dropping down over the face from the top, and a mesh type of material at the bottom of the shield that covers that gap.

Facilities

- We received a \$5,000 grant to put towards the creation of a campus food pantry for our students. Additionally, one of our scholarship donors will be sending a sizable check to put toward this effort as well. Anita Whitney will be taking the lead on getting the space set up and maintained, with substantial support from her SGA students. We are looking to place it in the student lounge area, in the two rooms that currently have the game consoles in them, with the game consoles being moved over into the E-Sports room. If you are interested in getting involved with this, feel free contact Anita to see how you can help.
- Academic Affairs work was completed over the break and is looking great.
- The old library renovation project is heading into the final stretch and should be done this month. The furniture for those classrooms is scheduled to be delivered on the 28th. Once this space is completed, we will be able to finish moving Athletics out of the Founders House and into the old Admissions space. At that point we will be able to begin the work to convert the Founders House into the new Fine Arts space on campus.
- Project to create new Sim Labs for the BSN program on campus continues to move forward, with the bidding process expected to take place by mid-February, and anticipated completion of that initial phase within the old post office building ahead of August classes. The initial phase of the project will include the two simulation rooms, a control room, a skills lab, three offices, a break area, an entry area, bathrooms, a server room, storage, and a back patio. The remaining space in the building will be part of a later second phase of the project, which preliminarily would include two new beaming classrooms for beaming with Aiken for upper division nursing classes, and a new wet lab.
- ADA restroom and security hardware projects planning still in progress, aiming to launch right after the end of the Spring semester.
- Gym in Jonesville has been deeded over to our local Commission now, and will serve as an indoor training facility for our student-athletes. This indoor training facility in particular has been extremely helpful in the recruiting efforts of our coaches, as this is a rare type of facility among NJCAA schools, resulting in a higher proportion of recruits signing for next year than had been the case in previous years.

Budget

- Still in good shape on the budget. As of October 31, we are 33% of the way through the budget year. Our expenses as of October are at 32.6% - so we are on target. This includes expenditures for COVID items that we've been reimbursed for or will be reimbursed for, so actually we've spent less than 32.6% of the budget.
- Fall PC revenue is estimated to be \$342,831, which will put us ahead of our tuition projections for Fall. Additionally, we have received 54% of our projected tuition revenue for Summer – which would have us needing \$123,549 for Summer 21 (May/June courses) - last year's May/June summer revenue was \$189,146, so we are also ahead on overall summer revenue.

AD Report

COVID-SPECIFIC INFORMATION

Palmetto College Reopen and Risk Mitigation Plan:

Please continue to refer to the [Palmetto College Reopen and Risk Mitigation Plan](#), and the University of South Carolina [coronavirus website](#) for up-to-date information on the ongoing response to the COVID-19 pandemic. The Palmetto College COVID dashboard can be found [here](#).

Spring 2021 Student Check-in Process:

Please contact students enrolled in your classes via email and/or post in Blackboard to remind/inform them of the daily student check-in process.

- All students and visitors will need to report to the Student Lounge (behind the bookstore) before entering any campus facilities. If the result of the screening is satisfactory for the student to be able to enter campus buildings, then the student will receive a bracelet to wear that will grant them access to campus buildings for the remainder of the day.
- As compared to the fall semester, faculty will need to check students for bracelets upon entering their classroom to ensure that they have gone through the screening process.
- Each day students will be given a different colored wristband indicating a satisfactory screening for that day.
- If the student has not obtained a bracelet, the student should be directed to the check-in desk in the Student Lounge to do so.
- Note: Bracelet system will involve designated bracelet color for that day (each day will have different color designated, and that information will be provided to faculty/staff on campus via email to the campus listserv).
- The check-in desk will be operational Monday through Thursday 7:30am – 6:00pm. On Fridays, students in the only on-campus Friday class will instead complete their check-in process at the parking lot entrance to the Main Building. Otherwise, students and visitors to campus on Fridays will need to call the number posted on the building entrance for assistance.
- As students adjust to the health screening check-in procedure, we ask that you work with students in terms of tardiness as they navigate working that process into their routine for arriving to campus for classes.

Spring 2021 Faculty Health Screening Process:

- Please complete the Health Attestation eForm for faculty, staff and student employees on the Columbia campus (including the Schools of Medicine and Palmetto College Regional campuses). Employees can complete the eForm found [here](#). The Universal Health Attestation eForm allows employees to commit to daily self-monitoring of COVID-19 symptoms and promise to not report to work if feeling ill. *The Universal Health Attestation eForm will replace the Daily Health Monitoring Form immediately and must be completed **only one time**.*
- Faculty will not need to go through the student/visitor check-in desk.
- Carry photo identification (preferably faculty ID) while on campus.
- If you are interested in using a face shield while teaching, rather than a mask, contact Academic Affairs. We have ordered a number of “Badger Masks,” which are clear face shields that have the fabric attached to the bottom in order to close that gap in the shield.
- Faculty and staff should keep up with cleaning of their own work spaces with provided supplies.

Spring 2021 General Classroom Precautions:

- Maintain proper social distancing requirements within the classroom (at least 6ft apart from one another).
- Instructors and students must wear facial covering (i.e. cloth mask covering nose and mouth) while in the classroom, as well as while in any campus building.
- If a student needs alternative facial covering (i.e. something other than a cloth mask), the student would need to register with Disability Services.
- If a student attempts to enter the classroom without a face covering, they should be provided one that is available in the classroom or redirected to the Student Lounge to obtain one before coming back.

- If a student enters the classroom without the bracelet for the day, then they should be redirected to the Student Lounge.
- If a student refuses to wear a face covering or the daily screening, the instructor should contact campus security for assistance.
- When finished in the classroom, instructors will use provided cleaning supplies to wipe podium/instructional area after use. Instructors should encourage students to do the same for their desks.
- Just as faculty have been given the option to teach on campus or online/remote, students have been afforded the same option. So please work with them during this unprecedented time, especially if they find themselves in self-quarantine and needing to keep up with their classes remotely; or if they experience anxiety over being on campus due to being in a high risk scenario themselves or with someone they regularly interact with.
- Try to schedule as many virtual office hours as possible, in lieu of face-to-face office hours (at least 4 hours per week).
- Utilize the phone or virtual meeting software as much as possible to minimize physical contacts on campus.

COVID – 19 Sample Syllabus Insert

Below is some verbiage that you might consider inserting into your Syllabus for this Fall for a class that has any in-person meetings on campus:

Students are required to wear face coverings at all times and maintain social distancing between individuals in all campus buildings and inside the classroom. Students should carry a face covering of their choice on campus to use in areas in which a face covering is required or highly recommended. On the Union campus and at the Laurens location, masks will be available at all designated building entrances, along with signage and further instruction, for anyone who does not already have their own mask with them to put on prior to entering the building. Students who have documented conditions that could be exacerbated by wearing face coverings should submit an application to become registered with Student Disability Services. Students who become registered will be entitled to reasonable accommodations that may help mitigate issues caused by face coverings mandates in designated areas of campus.

Please refrain from attending class and/or coming to campus if you are ill. If you have a fever, cough, or other symptoms, you should stay at home. If you are feeling ill, please do not come to class or to campus to turn in work. Instead notify me by email me about your absence as soon as possible, so that accommodations can be made. The instructor has the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety. In the event that a student refuses to comply with these requirements, the instructor may contact campus security to have the student removed from the classroom.

SPRING 2021 ACADEMIC CALENDAR

- There will be **no Spring Break** this year.
- Wellness days are included within the academic calendar – no assignments, exams, or classes held on these days.
- Spring I dates: 1/11 – 3/5
- Spring II dates: 3/15 – 5/5
- Wellness days applied to Spring I and Spring II courses.

UofSC Union Spring 2021 Academic Calendar

January 11	Classes Begin
January 18	MLK Holiday (Campus Closed)
January 19	Last day to add a course, or drop a course without a grade of 'W' recorded.
February 15	President's Day Holiday
February 25	Wellness Holiday
March 12	Wellness Holiday
March 15	Pre-registration for Summer and Fall 2021 begins.
March 26	Graduation applications due
March 27	Last day to drop a course without a grade of 'WF' recorded.
March 30	Wellness Holiday
April 21	Wellness Holiday
April 26	Last day of classes
April 27	Reading Day
April 28 – May 5	Final Examinations
May 1	Graduation – In-person ceremony tentative based on COVID conditions

Spring I:

January 14: Last day to add a course, or drop a course without a grade of 'W' recorded.

February 18: Last day to drop a course without a grade of 'WF' recorded.

Spring II:

March 18: Last day to add a course, or drop a course without a grade of 'W' recorded.

April 20: Last day to drop a course without a grade of 'WF' recorded.

Spring 2021 FACULTY ACTION ITEMS

Annual Administrative Reviews:

FTE Faculty: Annual Reviews due by the **end of January 2021**. Please report activity that occurred during the start of summer 2020 through the end of Fall 2020. I will return these reviews by end of March 2021.

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).

Academic Affairs:

- Send a copy of your syllabi to Christen Mayes and copy Amber Ivey by **Jan. 22**.
- Send a copy of your office hours to Christen Mayes and copy Amber Ivey by **Jan. 22**.
- Maintain accurate attendance reports for each class. Send a list of students that have never attended to Christen Mayes and copy Amber Ivey by **Jan. 22**.
- Maintain accurate and up-to-date academic records/grades. Submit reports of students that are at-risk academically to [online](#) by **March 12**.
- Contact Christen Mayes 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 Christen an email with direct link and qty.

Advising:

- Begin thinking about your Summer and Fall 2021 schedule. Scheduling to begin mid-February.
- Spring 2021 advising begins **March 15**.

Equivalency Syllabi Statement:

- If you are teaching an online course in the spring, you will need to include an equivalency statement in your course syllabus. The Office of Distributed Learning recommends using the following statement: "All learning outcomes in this Distributed Learning course are equivalent to the face-to-face (F2F) version of this course."

Outside Professional Activities Report:

- Due by the end of January each year, opening up at the start of January to report on the previous calendar year's activities. More details are on the USC website at https://sc.edu/about/offices_and_divisions/provost/faculty/outside-professional-activities.php. The link to the actual reporting portal ("AIR") is on that webpage in a couple different places.

DL Syllabi:

- If your course is not currently approved for distance education delivery but you will be teaching the course via distance learning format due to COVID-19, I will need to submit your syllabus for documentation purposes to the Office of Distributed Learning.
- I have emailed you each individually if I needed one or more of your syllabi for this purpose. Please email me those syllabi **immediately**.

Faculty Responsibility

- In all of your courses, whether taught face-to-face or virtually, BE ENGAGED, BE AVAILABLE, COMMUNICATE.
- Respond to emails within 24 hours during the week and within 48 hours over the weekend.

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.

Faculty Profiles:

Dr. Andrew Pisano had suggested at a previous FO meeting that we amp up our Faculty Profiles on the UofSC Union's website, making our scholarship and interests more readily available and elevating the public profile of our faculty. I'd like to encourage everyone to take his lead on that as well. Please send any additions, edits, changes, etc. to Annie Smith.

FACULTY HANDBOOK

The most up-to-date version of the Faculty Handbook (last updated June 3, 2020) is located on the UofSC Union website. Find it here:

https://www.sc.edu/about/system_and_campuses/union/internal/documents/fachandbook72020.pdf

[Will be updating soon to include DEI & AIC \(if approved\) committees](#)

FACULTY ORGANIZATION

Per the Faculty Handbook: "All full-time faculty, professional librarians, and such others as the faculty shall designate by a two-thirds majority vote shall have voting membership. Adjunct faculty members shall be considered for annual membership at the first regular meeting in the fall. The dean of the campus shall be a voting member of the Faculty Organization."

Meeting dates, by-laws, committee memberships, and meeting minutes can be found on the newly constructed [FO webpage](#) on the USC Union website.

STUDENT ACADEMIC SUCCESS CENTER

- Primary contact: Christen Mayes
- Face-to-face and virtual tutoring available.
- Center Hours: M – F 8:30 – 5:00.
- Capacity limit of 6 people at a time in Center (including tutors).
- 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! One tutoring position available. If you have a recommendation for a student who you think would make a good tutor, please let Christen Mayes know.

Tutor Schedule:

	Monday	Tuesday	Wed.	Thurs.	Friday
Alice Hooper	8:30-12:30 Virtual	8:30-12:30 Virtual	8:30-12:30 Virtual		
Grace Lee	10:00-12:30	8:30-12:30	10:00-12:30	8:30-12:30	
Tomi LaChance	12:00-5:00	2:00-5:00	12:00-5:00	2:00-5:00	2:00-5:00 Virtual
Caden Jackson		12:00-5:00		12:00-5:00	
Joshua Nelson	8:30-10:30	8:30-12:00	8:30-10:30	8:30-12:00	
Samantha Hughey	8:30-12:30 2:00-5:00		8:30-12:30 2:00-5:00		8:30-2:00
Annalee Wyatt	11:00-1:00 2:00-4:00 Virtual	11:00-2:00 F2F	2:00-4:00 Virtual	11:00-2:00 F2F	
Travis Wedel			2:30-5:00		8:30-2:00

Alice Hooper	8:30-12:30 Virtual	8:30-12:30 Virtual	8:30-12:30 Virtual		
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Tutor Subject Areas:

Tutor	Subjects
Alice Hooper	Statistics, Algebra, Accounting, Computer Science, Psychology
Tomi LaChance	Biology, Marine Science, Psychology, Philosophy, Religion, Sociology
Grace Lee	Statistics, Math, Biology, Anatomy & Physiology, Sociology
Caden Jackson	Art History, English, Psychology, Speech
Joshua Nelson	Biology, Political Science, Sociology, Spanish, History, Art History, Criminal Justice, Economics, Management, Statistics
Samantha Hughey	English, Speech, Art History, Psychology, Sociology
Annalee Wyatt	English
Travis Wendel	Spanish, Marine Science, History, Art History, Sociology

FACULTY TEACHING SHOWCASE

During Summer 2021, we will host a Faculty Teaching Showcase. This is a webinar series where faculty can share their teaching practices with one another. Each interactive webinar features a conversation with a faculty member about how they implemented a successful teaching technique. Each webinar is 30 minutes with a 15-minute follow-up discussion period.

Tentative Dates (dates are flexible and more can be added depending on need):

May 25, 2021

June 8, 2021

June 29, 2021

July 13, 2021

July 27, 2021

If you are interested in being a presenter, please contact Dr. Aziz as soon as possible.

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 1 faculty portrait with written responses to questions sent by me. 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.

Fall 2020 Spotlights:

Dr. Andrew Pisano

Instructor Kevin Torres

Dr. Deborah Hudson

Dr. Emily Schafer

STUDENT HANDBOOK

Please become familiar with the updated [Student Handbook](#).

HONOR CODE VIOLATIONS

Become familiar with the USC Union Code of Student/Faculty Academic Integrity & Responsibility located in the [Student Handbook](#). All suspected cases of Honor Code violations must be submitted online via the [Honor Code Violation Report Form](#).

OVERRIDING STUDENTS INTO CLASSES

Beginning in Fall 2021, overriding students into full courses will be prohibited except under certain circumstances. Please get approval from the AD before accepting any overrides.

AA RENOVATIONS

Renovations in Academic Affairs are completed. New paint and carpet installed. Swing by to see the newly updated space!

LACTATION ROOM

Ready for use by faculty, staff, and students. Contact Christen Mayes to register to use this facility.

PROPOSED COMMITTEE

Academic Intervention Committee:

Mission:

The Academic Intervention Committee is a group of caring professionals dedicated to student success by identifying students who are at-risk academically and referring them to relevant campus resources. The function of the Academic Intervention Committee is to provide early intervention across campus units to support students in poor academic standing and ensure that the student involved gains the necessary resources to succeed academically.

Members:

Dean of Academic Affairs
SASC Coordinator
Chair of Academic Affairs Committee
Chair of Student Welfare Committee
Student Life Coordinator
One Faculty Member
Financial Aid Director
Disability Services Coordinator

If you are interested in joining this team, please contact Dr. Aziz as soon as possible.