



## **Faculty Organization Meeting**

**September 29, 2017, Noon**

- Dean's Report (attached)
- Academic Dean's Report (attached)
- Prof. Ivey: suggestions for revamping the "All Campus Read"
- Dr. Pisano: Update on Critical Movie Series
- Dr. Marie-Afeli and Dr. Aziz: suggestions for dance classes as a means of student recreation and comradery, and some discussion of securing "Green Status" for USC Union
- Prof. Fetemie: suggestions for cleaning Main Building steps and general upkeep
- Dr. Fouts: general update from Columbia Senate Meeting with no major developments of note
- Dr. Pisano and Prof. Ivey: update from Faculty Senate with discussion on faculty salary rates and clearer guidelines in the Palmetto Faculty Manual regarding tenure-track faculty probation periods

## USC Union, Dean's Report, 9/29/17

### Students

Enrollment looks very strong for fall. Numbers will not be finalized until October but will exceed 900 for the first time ever. Continued emphasis will be on full time regular freshman enrollment, aided by new sports teams and student housing. The new Union County Community Scholarship and the new Laurens County Future Scholarship have helped with enrollment. Privately owned and operated student housing will be built on three sites and at least 60 beds should be ready for occupancy in 2018. A nursing program is still under review and we hope to have an announcement soon.

### Faculty & Staff

USC Union awarded nearly \$30K in new local funded research and productive scholarship grants to USCU faculty this spring and summer. If the budget allows we hope to continue the program. Dr. Lee Morris was introduced to the PCFS last Friday.

### Facilities

Main Building plaster repair and interior painting is ongoing. Central Building roof bid conference was delayed until fall. Both MB & CB will have exterior wood repair and paint this year. Patron's Park architects have been hired and the work has begun (Gazebo is finished). Several small projects are underway including the window panel replacement project in CB (93 in total), expansion of the new ASC, and moving the PC office to the ground floor of MB. The student courtyard project is complete and the official ribbon cutting was Tuesday. It went well.

### Community

Union County millage has increased from 2 mil to 2.4 mil with the plan to increase to 3.2 mil next year. The Rotary met on campus this month and the visit was featured in the *Union County News*. I have recently met with the UC/LC Commission, the USC Union Partnership Board, Senator Graham and Congressman Ralph Norman.

### Budget

The USCU budget is in good shape, due mainly to recent enrollment increases, but SC appropriations remain a concern. If USC Union were funded in the budget for 2017/8 at the Palmetto College campus average we would receive an additional \$485,249 per year. If USC Union were funded at Sumter's rate we would receive an additional \$1,771,875 per year.

PC Campus	Fall 2016 FTE	2017/18 Appropriation	\$/ FTE
Lancaster	1174	\$2,456,070	\$2092
Salkehatchie	780	\$1,826,338	\$2341
Sumter	594	\$3,139,573	\$5285
Union	502	\$ 881,195	\$1755
Average			\$2722

Academic Dean's Report  
Faculty Organization Meeting  
September 29, 2017

Who's Who Awards:

- The Who's Who Among American College Students awards will not be given out this year. The organization has sent out a memo explaining that they are taking this year to assess themselves and possibly embark on some organizational restructuring. They might resume awarding these for the 2018-2019 year, but could not confirm a specific timeline on that. We will still have all of the academic discipline awards to give out on Awards Night in the spring, along with the Palmetto awards and faculty/staff awards though.

Learning Outcomes Assessment:

- Current cycle of Carolina Core assessment includes all courses being taught that fulfill the CMS, INF, and/or CWS Carolina Core components. These courses for us this semester include: SPCH 140 (CMS), ENGL 101 (CMW), ENGL 102 (CMW and INF). So anyone teaching any of those courses this semester, has likely been contacted by the corresponding Assessment Committee for that component regarding submitting artifacts from your sections. Let me know if you need assistance with this process.
- If anyone is interested in volunteering, they are looking for some additional reviewers for artifacts from GHS (History), VSR (ethics), SCI (natural science), AIU (fine arts), INF (English 102), and GSS (social science) that had been collected during previous semesters.

Class Schedules:

- First draft of spring schedule almost complete, I'll continue to get with you individually to confirm courses/days/times.
- Fall II schedule included in this report, in case you have any advisees who are looking to pick up a second-8-weeks class. The Fall II session starts on October 23 and runs through the end of the semester (12/8). If a student is looking to replace a current full semester class with a second-8-weeks class, be sure that they double check with financial aid and/or with Kristie in the Business Office, to ensure they don't experience any unanticipated tuition increases or impact on financial aid in making the change. In most cases, if they are already a full-time student (enrolled in at least 12 credit hours), then adding the new Fall II class before dropping the current class will be okay. There may be some unique exceptions to that, so it will still be good to check in with Bobby/Kristie to make sure they're okay doing that. The last day to drop a full semester class with a grade of W (rather than a W/F) is October 16. The date to drop a first-8-weeks class without getting a W/F grade has already passed.
- Palmetto College is considering modifying the term dates for their summer classes. Rather than having an 8-week Summer I session (May through June) and a 4-week Summer II session (July), they are looking at having two 6-week sessions (Summer I starting early May and running through mid-June; and Summer II starting mid-June and running through July). If you having any questions/concerns/comments about this, let me and/or Steve Lowe know.

Reminders:

- If you haven't already, be sure to get a copy of your syllabi for each class in to Kendra/Christen/me for us to have on file in Academic Affairs. This includes regular Union/Laurens classes, as well as concurrent and Palmetto classes.

- If you need any copies made for your classes, let Kendra/Christen know with at least 24 hours' notice.
- I'd asked for midterm academic progress reports to be sent in to me by today (9/29), which will help us touch base with any of your students who you find to be at risk of not succeeding in your class before the W/F drop date has passed. If you won't have that ready to send in by the end of the day, still try to get that to us next week.
- Update on question about field trips; we have obtained some template waiver forms for students to fill out and sign in cases of class-related field trips, either required or optional. If you are considering planning a field trip for your class, the liability is greatly reduced if it can be considered an optional trip for students, as well as if it can be arranged for them to ride together in a university vehicle. If you're not already approved to drive a university vehicle, and think you might at some point want to look into planning a field trip for your class, then I would highly recommend you get with Tony Gregory to get approved sooner rather than later so that you have more options when it comes to putting that kind of field trip together.

#### Academic Affairs Committee Nominations:

- We are short a member of the USC Union Academic Affairs Committee, so we need a full-time faculty member to fill that slot. In addition to filling that slot, if there is a second faculty member interested in joining this committee, Chris Rinehart has indicated that she would be open to stepping down to allow for that. The primary task of the committee this year will be to update the USC Union Faculty Handbook, which currently contains some information that is no longer accurate or in accordance with the Palmetto College Faculty Manual that we must defer to.

#### Important Dates:

- September 29: Student Academic Progress Reports due to Academic Affairs Office
- October 13: Founders Day
- October 16: Last Day to Drop Classes without a W/F grade
- October 19-20: Fall Break (no classes)
- October 23-November 6: Official Advising Period for Spring Class Registration
- October 23: Start of Fall II (second-8-weeks classes)
- November 10: Palmetto College Faculty Senate in Sumter
- November 22-24: Thanksgiving Break (no classes)
- December 8: Last Day of Classes
- Final Grades Due in Self-Service Carolina within 72 hours of scheduled Final Exam

#### **Advising Notes (from earlier in the summer):**

##### **Procedural Notes:**

- Be sure to have advising forms to fill out with the student with the classes you have helped them select.
- Be sure to have their information available to refer to while selecting classes, including any placement test scores, their ACT/SAT scores, their academic transcript that shows you what classes they have already taken, etc.
- Be sure to have an AA/AS program of study available while advising them, in order to track the classes that they already have, or still need, toward an AA or AS degree.
- If they express interest in a particular Bachelors degree, try to find a program of study for that in order to see the classes that would potentially help them with that degree later on.
- Be sure to inquire about any potential scheduling conflicts they might have with certain class times, such as work, sports, or family obligations, etc.
- Be sure to Remove the Advisement Hold for them in your Self-Service Carolina account for the Fall 2017 semester after you have helped them select their classes.
- Remind them that they will need to add their classes in their own Self-Service Carolina account in order for them to officially have a seat in those classes.
- For a new freshmen, encourage them to sign up for a section of UNIV 101 during their first semester here; studies have shown that students who take UNIV 101 in their first year end up

with significantly higher GPAs and graduation rates, compared to students who don't take the course. Also for new freshmen, it is good to have them get their first level of English if they haven't already gotten it via dual enrollment credits; as well as some of the other intro level Carolina Core classes.

- For new freshmen, if they are eligible for LIFE Scholarship, they need to be sure to have taken 30 credit hours by the of their first year (fall/spring/summer), and maintain at least a 3.0 GPA.

#### **Note Section Numbers for Classes while Advising:**

- Union Regular sections, in Union --> 701-709
- Laurens Regular sections, in Laurens --> 720-729
- Dual Enrollment sections (appear in Admin Schedule only) --> 7\_\_(two letters)
- Fort Jackson (Columbia) classes, usually online --> J07
- *NOTE: If the student takes a J-class, they need to fill out one of the Transient Enrollment Forms for financial aid purposes.*
- Palmetto College sections, Union --> P16
- Palmetto College sections, Laurens --> P15
- *NOTE: For PC sections, students will not be able to register themselves; you would need to email me their name, VIP ID, and the Palmetto class they are interested in taking, and as long as there any available seats aren't claimed by other students first, I would get them added to the class on our end.*

#### **English Placement (consult with Randy Ivey and/or Andrew Pisano as needed, particularly with students who have scores well below these cutoffs):**

- SAT CR of 400 or above --> ENGL 101
- SAT CR below 400 --> ENGL 101i (extra meeting day)

- ACT English of 18 or above --> ENGL 101
- ACT English below 18 --> ENGL 101i (extra meeting day)

#### **Math/ARP Placement:**

- Math Algebra Placement Test --> 8+ for MATH 111; 14+ for MATH 122 or STAT 201
- Math PreCal Placement Test --> 19+ for MATH 122 or STAT 201
- No Placement score required for MATH 111i, STAT 110, CSCE 101/102, or PHIL 114

**Be sure to check the current enrollment for any class that you advise a student to register for, to ensure that the section you're putting on the advisement form has seats available for them to claim. A quick and easy way to bring up current enrollments for all Union/Laurens classes on one screen in Self-Service Carolina is the following:**

- Click on the "Faculty Services" tab after you have logged into your Self-Service Carolina account;
- Click on the "Look Up Classes - Student View" tab just below that;
- From the drop-down menu, select "Fall 2017" and click "Submit";
- Click on "Advanced Search" towards the bottom;
- Select "USC Union" for the "Campus";
- Click on "ACCT - Accounting" to highlight it, then scroll all the way to the bottom of the disciplines list, then (while holding down the "shift" key) click on "WGST - Women & Gender Studies"...this should result in all of the "Subjects" being highlighted for you;
- Click on "Section Search" at the bottom;
- This should bring up a screen that has all Union and Laurens sections of every class being offered in the Fall 2017 semester, including each section's CRN code, section code, meeting day/time info, enrollment info, instructor name, meeting dates/location, and an "Attribute" column to the right that lets you know if it counts toward a Carolina Core component or GLD Pathway, etc.

#### **Fall Classes II Classes (10/23-12/8):**

- CHEM 107-P15/P16 (Forensic Chemistry, fulfills SCI for Carolina Core, no prereqs); Online, Helene Maire-Afeli
- CSCE 101-701 (Intro to Computer Concepts, fulfills ARP for Carolina Core, no prereqs); T/Th 1:00-3:30, Debbie Hudson
- CRJU 311-701/720 (Policing, no prereqs); Online, Chrissie Cofield
- CRJU 426-701/720 (Criminal Justice & Mental Health, no prereqs); M/W 4:00-6:30, Barbara Smith, beaming one night a week to Laurens and meeting the other night in Union without beaming
- PSYC 101-703 (Intro to Psychology, fulfills GSS for Carolina Core, no prereqs); M/W 5:30-8:00, Tracey Craig
- SPAN 109-704 (Beginning Spanish I, fulfills GFL for Carolina Core, no prereqs); T/Th 5:30-8:00, Kevin Torres
- SPCH 380-701 (Persuasive Communication, no prereqs); M/W 1:00-3:30, Jolie Fontenot
- STAT 201-701 (Elementary Statistics, fulfills ARP for Carolina Core, MATH 111/115 or STAT 110 or placement test score prereq); Online, Joe Anderson

### **In Attendance for 9/29/17**

Dean Catalano

Dr. Lowell

Dr. Marie-Afeli

Dr. Anderson

Dr. Aziz

Dr. Fouts

Prof. Ivey

Dr. Pisano

Prof. Fetemie