USC Lancaster Faculty Meeting Minutes
September 3, 2021

Please note: To access the recordings of previous Faculty Organization meetings, do the following:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click Tools on the left-hand menu.
4. Click on Blackboard Collaborate Ultra on the right.
5. On the black bar with the word "Sessions" on it, click the three lines (the menu) to the left on this bar.
6. Choose Recordings.

Also, chat messages are shown on the recordings, but not necessarily reported within these minutes. ***These minutes are not verbatim*** and as such, pronouns are often mixed in the comment sections.

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USC Lancaster Faculty Meeting Minutes
September 3, 2021

CALL TO ORDER: D. Lawrence, 1:02 PM

CORRECTION/APPROVAL OF MINUTES: The minutes of the April 9, 2021 faculty meeting were approved.

REPORTS OF OFFICERS:

Dean of the Campus – Dr. Walter Collins, report submitted (Appendix 1, updated version).

- Thank you for all the help to begin this year.
- COVID19 update – information within the report including vaccination and testing on campus and through DHEC.
- Financial aid funds through CARES Act for Colleges and Universities
- Looks like dual enrollment numbers will be down. Shared previously. Some schools chose to offer more AP courses at their school.
- New faculty and staff
- Faculty and staff searches
- Anniversary information to Nick Lawrence and Brittany Taylor-Driggers, here for 10 years of service to USCL. Also, 30 years – Dwayne Brown.
- Promotion congratulations
- State budget and funding news
- Bonuses for all full time, permanent faculty and staff – occur over next few weeks.
- Horizon grant reminder. Walt is willing to write letter for support.
- Apple Lab – equipment put into that.

Questions/comments from the floor:
Moon-Kelly – are Indian Land classes still in the evening?
Collins – Yes. Plan to expand into the daytime openings
Obi Johnson – can you elaborate on the bonuses
Collins – everyone got a bonus. There was also merit based extras for some of the bonuses. Input from chair and deans.
Golonka – where are the PCs going?
Collins – still in the same place. This is in addition to the PC lab. Macs will go in the room where we robe up in commencement.
Obi Johnson – has that [bonuses] been distributed or will it be distributed?
Collins – submitted paperwork at the same time in August. Depends on Columbia as to when it will go into accounts. Estimate is the 15th or 30th of September.
Obi Johnson – one time bonus?
Collins – correct

Associate Dean for Academic and Student Affairs – Dr. Todd Lekan, report submitted (Appendix 2).

- Page 1
    - Offering of Associates in Arts and Sciences in an Online Format. These degrees have been approved for 100% online delivery by the Board of Trustees.
    - Welcome to new Librarian McKenzie Lemhouse
    - Faculty advisor workshops – online in synchronous format
    - Early Alert Notices – distress, absences, any concerning behaviors academically or otherwise. Please see link: https://tinyurl.com/usclfacultyalerts. Would like faculty to submit any concern before Sept 10 for no shows, etc. This form will function for all the regional campuses and work with Target X.
- Page 2
    - Target X – software management system
    - Faculty Advising Survey – what would be useful for you to help with this.
    - Syllabi – submit them if not already done so.
    - If you miss a class or are in quarantine, please reach out to his office to help with signage and notification for students.
- Page 3
    - Congratulations and thanks to Brent Burgin and Fran Gardner who are retiring.
    - Recent faculty accomplishments – please see report
    - Lunch with Lekan – Wednesdays at noon, he will try to be available on Teams.

- <u>Questions/comments from the floor for Catalano:</u>
    - Blackmon – in chat: That would open us to Walmart folks to participate correct?
    - Sellhorst – We have a mandate from the Provost for being 75% face-to-face. When we look at this type of program and the other programs. How does this fit into this 75% and when we are talking about more on-line classes, this seems to be the opposite of what the Provost is saying we must do.
    - Catalano – we have been doing online for a really long time now. He remembers a time when he had a student asked for online coursework. A few years ago we approved 100% BLS and BOL degrees online. This is not intended for us to go and market at the Walmart [comment in chat]. We don't anticipate this will be a change to anything we offer currently. It will hopefully fill up the courses we currently offer online. I'm not worried about what the Provost dictates, since it mostly applies to Columbia. I think this is a way to increase courses. During the pandemic, we had an increase in courses online. This change may serve some of the faculty who wish to serve online. ….The whole thing is that this is an evolving thing. This goes back to admitting people across the campuses. Lancaster has been used as a model for different aspects of the application process (20 credit hours, etc). Palmetto College probably does not need the campuses permission to advertise.
    - Bundrick – comment, about 2-3 years ago, we promoted improvements to the AA and AS degree that were rejected by the Senate. He is not sure this is the appropriate venue for this type of thing. If there is a decision to be made, this is

probably the Senate's job. If the FO decides to take this up, he hopes it will go to the curriculum committee.

- Catalano – They do not want to market or advertise this until they have the faculty backing. Especially in light of what happened with the Carolina Online program that happened at Columbia.
- Golonka – concern about this potentially be false advertisement, since not all of the courses may be taken to meet the course requirements such as the sciences, math, and potential art. So, the concern is that we need good advising for this type of route.
- Catalano – We did look at math, sciences, foreign language, and we do have the ability to offer all the courses to have a student earn an AA or AS. They may not get the courses they would prefer to take, but they can earn an AA/AS.
- Holland – advising question. How will this impact the advising? Some of the advising has moved to Columbia.
- Catalano – The advising starts at the home campus. Whichever campus the student is assigned to, they will do the advising. There are a number of aspects that need to be examined, such as how payments happened, etc. He sees this as a way to meet more students and get students into the programs.
- Parker – Curious if there has been discussion of changing the name of Palmetto College to Caroline Online. Carolina Online makes a lot of sense, but Palmetto College, they [students] do not relate.
- Catalano – Everything is on the table, including the name, but Palmetto College was the President Pastides' response. Please see the video for more response to the name.
- D. Faulkenberry– in chat - It would be great if the PC coordinator on each campus could be the advisor for the new online students and push that student directly into the 4-year completion program.
- D. Lawrence – will the money part be worked out before the program is offered?
- Catalano – tuition will be the same. The money will be worked out through the Business Office, based on a number of credit hours that need to be sorted. The money will be divided, so even if we get part of it, we get part of it. Financial aid aspects were discussed as well (please see the recording).
- Sellhorst – would the students applying [for the program] be totally online or would they be able, if they changed their mind, to take a class on campus? How is that going to work?
- Catalano – they will be applying to come into an associate's degree. No where would it say a 100% online degree, but it will be marketed that they can do that. The application form would be the same application form. This is just to get them in the door.
- Moon-Kelly – With the online classes, with my classes, I have a policy with any student that has COVID or in quarantine, they switch to a hybrid model. If we had a person in the Peace Corps or the National Guard, and they get deployed, would there be an option for them to go online.

- o Catalano – we have to allow those students to be accommodated and we are required to do that. If a student is already online, they cannot become more online. They would not be treated any differently than any other student in that situation.
  - o Catalano – closing thoughts – some of the other campuses have made resolutions in favor of this. If you have questions, let him know by email. If you have questions or concerns, let your senators know. I cannot imagine anyone not wanting to let in more students.
  - o Lekan – I would not advocate for a formal resolution. Sumter is doing a formal resolution, but Union is not and thinks Salk is not as well. Thinks all we need to do is have a discussion. Paused to see if anyone in the FO wants to do anything.

- Questions/comments from the floor for Lekan:
  - o Moon-Kelly – questions for Lekan – for online class offered asynchronous or adjusted due to COVID19 issues, would absences count based on the work they turn in. If they do not submit like 10 assignments in a row, do we count them as absent?
  - o Lekan – I think you are saying, that if you have an asynchronous course, and have not heard from at student, you should treat them as a student not showing up in a face-to-face class, report them using that form. In terms of excessive absences, this would be within that area.
  - o Moon-Kelly – clarified the situation and example. Please see the recording.
  - o Lekan – if you get a student that disclose to you, the instructor, that they have been exposed to COVID, then refer them to Nurse Hinson. Also, this means that the instructor should notify Nurse Hinson that a student has reported this to us. This is within our rights and responsibilities.
  - o There was mention that this was confirmed by Tracey Mobley Chavous.

Academic Success Center – Dr. Dana Lawrence, report submitted (Appendix 3)

- New hires for fall. Oliva Faulkenberry for several nursing related courses and David Lothers who will be tutoring various courses.
- In Spring, Dana will be on sabbatical. She is stepping down as Director of ASC and Pat Lawrence will assume the role of Director.
- Both virtual and in-person tutoring. Most students appear to prefer in-person.

Director of Institutional Research and Effectiveness – Shemsi Alhaddad, report and documents submitted (Appendix 4a, 4b. and 4c)

- In April, she began this position and in the summer determined that we do not report items in a systematic manner that we are required to report on (see Appendix 4b for the items we report).
- Self-reporting will be helpful in future for these reports (Appendix 4b).
- Alhaddad needs this information near the end of the academic year in Spring and would like faculty to keep track of this information.

- o She suggests that faculty pull the items out that are done by that faculty member from Appendix 4b, and throughout the year faculty can make a note in that column or item. That may help also with organizing FIFs.
  - o The items that we report was sent to all faculty by Alhaddad on 9-3-21 (*items we report.docx*). This document is Appendix 4b.
  - o Also requested that if faculty have items that they do that do not fit any of these categories that faculty let her know so she can add those items to this list.
- Submitted to faculty in this email was also the report which is mostly spreadsheets with narrative (Appendix 4c).

Questions/comments from the floor:

- There was a question about using the form in Appendix 4b and whether or not faculty might want to restructure their FIFs to reflect the items that are reported within this required report.
- The answer – no, Alhaddad does not wish to look at FIFs, is not recommending restructuring the FIFs, but self-reporting and keeping track of the items within Appendix 4b will help with the report as Alhaddad needs the information at the end of the Spring term for the report.

Human Resources—Tracey Mobley Chavous, report submitted (Appendix 5)

IT – Blake Faulkenberry, report submitted (Appendix 6)

Medford Library – Rebecca Freeman, report submitted (Appendix 7)

Security Report – John Rutledge, report submitted (Appendix 8)

TRIO Report – Matt Williamson, report submitted (Appendix 9)

REPORTS OF COMMITTEES:
USC SYSTEM COMMITTEES

Palmetto College Campuses Faculty Senate

- **Executive Committee** – Ernest Jenkins
  - The AA/AS online program was discussed and Senate will probably make a resolution on that.
  - System Faculty Leadership Council – conversion of the System Chairs Council which has met informally for a number of years. The plan it to make it a formal council and add a few other faculty members to represent their campuses, senates, and one assembly. This is in process and language will be drafted in Senate soon. Designed to fill in some of the gaps that exist across the system, especially approvals, like new 4-year degree programs.

Minutes of Sept 3, 2021

- Next Senate meeting is a week from today. Executive Committee met a week ago today.
- Any questions please let him know.

- **Rights and Responsibilities Committee** –no comments

- **System Affairs Committee** – Jerrod Yarosh
  - Talked about changing some wording last April and discussed some motions and resolutions about the faculty senate meeting being virtual. The Executive Committee was to get back.

- **Welfare Committee** – Bettie Obi Johnson
  - Wanted to thank Peter Seipel for taking over as chair in Spring while she was on sabbatical.
  - The Welfare Report was submitted recently.
  - This year, they are expecting the Palmetto College awards to be the same process as last year. Deadlines are the same as last year.
  - The website will continue to be overseen and made accessible to all campuses
  - Looking at face-to-face tenure & promotion workshop in January, but may make that hybrid or virtual, depending on COVID19.
  - Possible switch of welfare survey to be biannual and possibly doing a new salary survey.

OTHER SYSTEM COMMITTEES

Columbia Faculty Senate – Shemsi Alhaddad – nothing to report right now due to ongoing changes in the material.

LOCAL COMMITTEES:

Tenure and Promotion Committee – Chris Bundrick, report submitted (Appendix 10)

- Committee met last month and selected Bundrick as chair.
- Committee is planning to offer a roundtable on evaluation. Planning for October, all virtual. Will probably happen after the next faculty meeting.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Motion – to remove ASC representative from Athletics Advisory Committee – submitted August 20 by Executive Committee (Appendix 11)

Motion Approved by vote on Blackboard.

Questions/comments from the floor:

Minutes of Sept 3, 2021

Freeman – correction to the Summary as there is information from the Librarian motion being moved to BBCE academic division.

D. Lawrence – friendly amendment to the document. No other discussion. She will set up a voting on Blackboard to be voted on today until 5 PM.

SPEICAL ORDERS

Special Election - call for nominations

1. Faculty Organization Chair (beginning Spring 2022)
   - Andy Yingst
2. Palmetto College Campuses Tenure and Promotion Committee
   - Need an Associate level or higher professor for this committee
   - Request for self-nominations.
   - Alhaddad – clarified that the meeting will be fully online this year. Only the files that are going up for tenure. It is going to meet up online. Another meeting in August, one in February and one in August for the mid-year.
   - Kate Holland self-nominated

Ballot approved.

ANNOUNCEMENTS:

Sellhorst– Research and Productive Scholarship Steering Committee has lost two members – Fran Gardner and Lisa Hammond – want to thank them for promoting all the scholarship on our campus and leading the steering committee. Walt has appointed Todd Scarlett and Pat Lawrence to fill those spots. Guidelines for RPS grants will be going out probably in the next month and a half.

Penuel – Email me information about chairs on the committees, even if you are still chairing a committee.

Moon-Kelly – Still doing online virtual concerts. Supposedly some of the organizations are going to go live. Virtual and live option, please check out those posts and like them, share them, etc.

Collins – in chat - Women's soccer team plays at home today at 5:30 behind Carole Ray Dowling.

Adjournment: 2:20 PM

ATTENDING: Shemsi Alhaddad, Mark Ammons, Adam Biggs, Albert Blackmon, Dwayne Brown, Chris Bundrick, Fernanda Burke, Li Cai, Courtney Catledge, Walter Collins, Kim Covington, Stephen Criswell, Jerry Currence, Todd Day, Liz Easley, Pam Ellis, Danelle Faulkenberry, Rebecca Freeman, Annette Golonka, Lisa Hammond, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Dana Lawrence, Nick Lawrence, Todd Lekan, McKenzie Lemhouse, Lynette

Minutes of Sept 3, 2021

Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Bettie Obi Johnson, Allan Pangburn, Phillip Parker, Leigh Pate, Suzanne Penuel, Bridgett Plexico, Kim Richardson, Todd Scarlett, Asheley Schryer, Sarah Selhorst, Nahid Swails, Brittany Taylor-Driggers, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst.

Sᴘᴇᴄɪᴀʟ Aᴛᴛᴇɴᴅᴀɴᴄᴇ: Provost John Catalano

Aʙsᴇɴᴛ: Marybeth Berry, Noni Bohonak, Jill Castiglia, Steven Campbell, Mark Coe, Susan Cruise, Stan Emanuel, Garane Garane, Darris Hassell, Chris Judge, Howard Kingkade, Pat Lawrence, Pernell Lewis, Uday Neelakantan, Babette Protz, David Roberts, Denise Roberts, John Rutledge, Ann Scott, Peter Seipel, Mike Sherrill, Suzette Taylor, Dick Van Hall.

Faculty Secretary: Document submitted by A. Golonka on September 13, 2021 for faculty and staff review.

Dr. Walter P. Collins, III
Regional Palmetto College Dean

Report to the USC Lancaster Faculty Organization
September 3, 2021

COVID-19

Campus Status: Following last month's ruling by the SC Supreme Court and communications from President Pastides and Chancellor Elkins, face coverings are now required in all campus buildings at USC Lancaster.

New case count for this week: 4 students
August 2021 positivity rate: 3.62% (3 testing sessions, 221 total tests with 8 positives)

SC DHEC continues to coordinate drive through COVID testing for the community on the USC Lancaster campus in the parking lot on the east side of Carole Ray Dowling. Testing is available Monday-Friday, 9:00 to 4:00.

USC Lancaster will host on-campus **vaccine clinics** throughout the semester. DHEC will administer the vaccines with all three available vaccines as options. Our Campus Health page contains all of the details.

Ongoing testing: We are in the process of finalizing a plan for ongoing testing for Fall 2021. More information will be shared soon.

Between May and July 2021, USC Lancaster distributed federal funds to students received from the **CARES Act for colleges and universities**. Approximately 513 students received funding amounts of either $363 or $763 depending on other financial aid factors. A total of $285,565.00 was distributed to assist our students with financial hardships related to the global pandemic. Though no funds have been awarded for the 2021-2022 academic year yet, we do anticipate a 3rd distribution of funds.

Please remember that the university offers work-life balance and wellbeing support through our [Employee Assistance Program](#) (EAP). These services are especially helpful in times of adjustment.

People

Enrollment

As of September 2, 2021, the Fall 2021 USCL headcount enrollment stands at 1,646 (up about 10% over this same day last year). We will continue to enroll students over the next several weeks. Many thanks to everyone who assisted with advisement and registration, especially the open registration on August 16 and 17.

New to USC Lancaster—We welcome the following new faculty and staff members:

Prof. McKenzie Lemhouse (tenure track Assistant Librarian) who completed the Master of Library and Information Science at the University of South Carolina.

Mr. Andrew Shreiner is serving as Assistant Baseball Coach.

Mr. Brad Young is serving as Assistant Soccer Coach.

Faculty Searches in progress:
>   Tenure Track: English, History, and Art
>   Instructor or Tenure Track: Archivist

Staff Searches in progress or soon to be in progress:
>   Librarian, Licensed Personal Counselor, Student Life Director, Assistant Registrar, and Academic Advisor

Congratulations to the following faculty for their USC Service Anniversaries:

10 Years	**30 years**
Nicholas Lawrence	Dwayne Brown
Brittany Taylor-Driggers	

Congratulations to Dr. Adam Biggs (history) who has accepted a post-doctoral fellowship for this academic year in the History of Medicine Department at the Johns Hopkins University School of Medicine.

Congratulations to the following faculty members for successful bids at tenure and promotion:
>   **Dr. Patrick Lawrence (English)**: promotion to Associate Professor with tenure
>   **Dr. Kate Holland (psychology)**: promotion to full Professor
>   **Dr. Christopher Bundrick (English)**: promotion to full Professor

USC Lancaster in our Communities

The **Town-Gown Advisory Group** will meet again the last week of September.

Indian Land Location: Renovations to the automotive technology building at the former Indian Land High School for our permanent use have begun. The new space will include 4 classrooms, office space, restrooms, and storage areas. We will host a ribbon cutting and open house in January upon completion for the Spring 2022 semester.

Facilities

Campus Building and Area Updates:

Hubbard Hall and Starr Hall parking lots – Construction has been finished and asphalt striping was completed just in time for the first day of classes. This is a great improvement for campus parking.

Gregory tennis courts – renovation is complete, and all the courts have been resurfaced, wind screens replaced, and awnings installed. Three generous community partners donated to this effort: Founders Federal Credit Union, Comporium, and Nutramax Laboratories.

The Starr Hall renovation projects should conclude in the next few weeks.

Work over the Summer months:

- Remodeling Starr Hall lobby and Business Office; installed automatic door openers on three exterior doors (to be complete by the end of September)
- Resurfacing main parking area in front of Starr, Medford and Hubbard
- Renovating Indian Land High School automotive shop into USC Lancaster's own classroom building
- Contracted out Crawford Rose Garden redesign options based on feedback in Campus Master Plan.
- Pressure washed Bradley, Founders, Medford, and the USC Lancaster sign at the bypass intersection
- Completed roof work on Bradley, Medford and Starr
- Replaced HVAC unit for Founders Hall
- Renovated Student Center in Starr – removed fabric wall, installed sheetrock and painted, installed new ceiling tiles, lighting, and water feature on patio
- Converted storage closet in Student Center into a faculty/staff canteen
- Painted Medford computer lab, security office, and Palmetto College office in Hubbard (added new graphics to Palmetto College glass entrance)
- New flooring in security office
- New furniture in Medford glass study room
- Resurfaced tennis courts, new canopies, windscreens and practice wall, installed new sponsor boards, repaired fencing, trimmed trees around courts, refurbished benches
- General landscaping improvements
- Wi-Fi and computer lab upgrades; addition of campus webcam focused on Crawford Rose Garden area
- Creating an Apple lab in Bradley for campus and community use
- New graphics on USCL bus
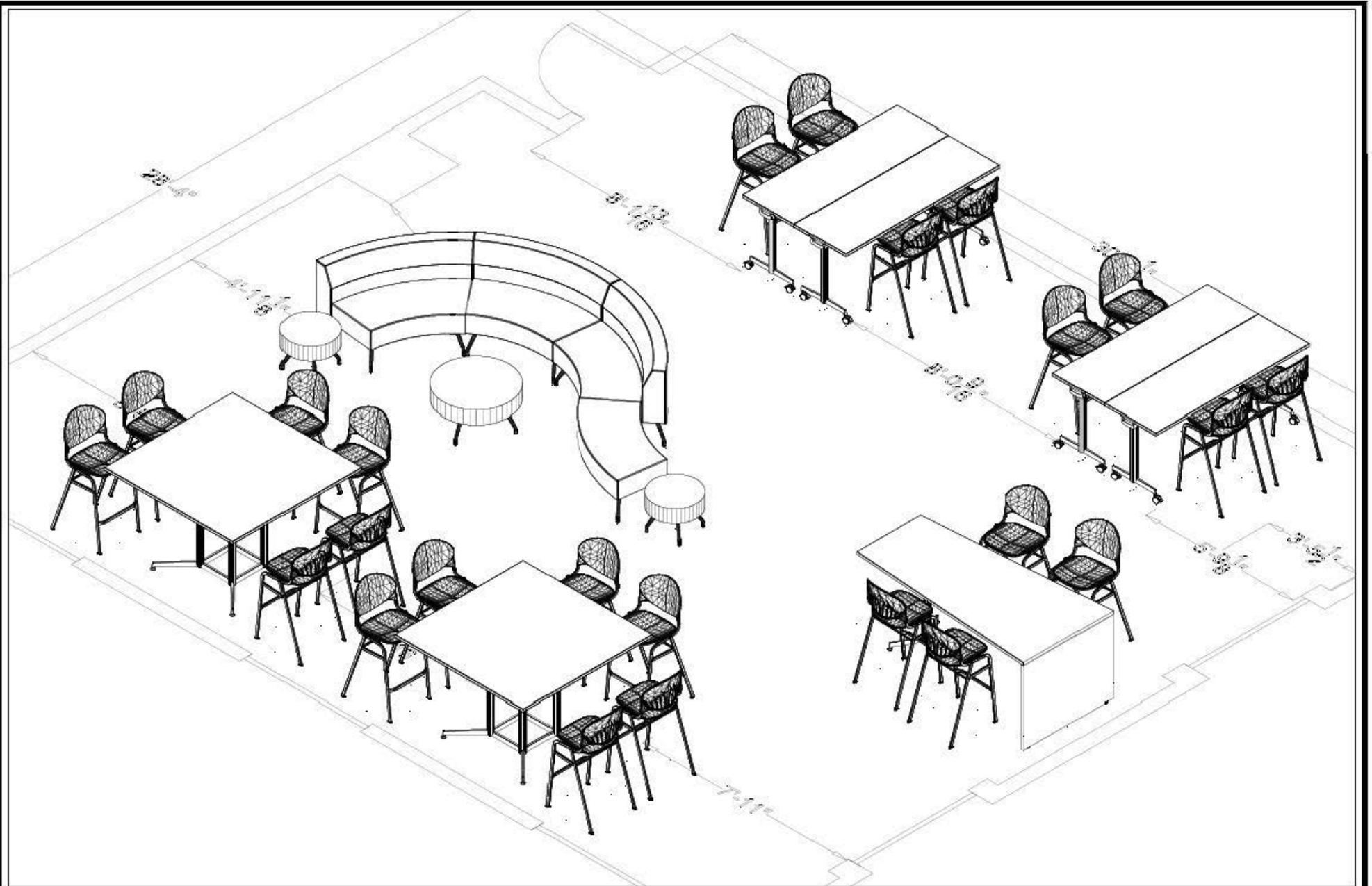- New admissions recruitment kiosk purchased for Starr Hall

If you see facility related items that need attention, please be in touch with Butch Lucas or me.

Legislative Update and State Funding News

The state budget was finalized in late June, and USC Lancaster will be receiving the following allocations: Increase in recuring operations funding by $860,436 and deferred maintenance funding: $6,498,490. **There was no tuition increase for USC Lancaster students for this academic year—the third year running.**

Other items...

- The 2022 rankings are just out, and **USC Lancaster was again ranked the #1 two-year campus in South Carolina by niche.com**. This is the fifth year in a row that we have been so ranked. Congratulations to our faculty and staff for their dedication to the success of our students and to the fulfillment of our campus mission.

- As of this week, USC Lancaster's **Annual State Accountability Report** has been completed. Many thanks to **Dr. Shemsi Alhaddad** for her dedication in completing the report with thoughtful and meaningful narrative and data.

- **Bonuses**...Bonuses for full-time, permanent faculty and staff have been submitted and processed. Due to the timing of the suspension of HR payroll rules that prohibited bonuses last academic year, faculty will receive their bonuses in the next several weeks. Thank you for your dedicated work and support of the campus mission over the past 18 months during a period like no other. It has not been easy, and your efforts are appreciated.

- Update on the collaborative virtual **Summer 2021 DEIA Internship Program**: The program ran this past summer between June 1 and July 23 and had 14 interns (3 were from USC Lancaster). Sixteen USCL faculty members and 3 staff members participated as facilitators and mentors. Many thanks to those who took part in this important and successful initiative.

- **Horizon Grants**: Information about Horizon Grants offered through the Arras Foundation can be found here: https://arrasfoundation.org/horizon-education-grant/. The next deadline for submission of a grant application is October 1, 2021.

- **Apple Lab**: We received grant funding in late Spring 2021 to set up an Apple Lab on the USC Lancaster campus. The grant stipulates that the lab will be used by the campus and the community. The lab will be located in Bradley 102 and will be completed this semester pending supply chain cooperation and equipment availability. The lab will contain approximately 15 each of the following pieces of Apple equipment: MacBook Pros, iPads, Apple pencils, and iMacs. Attached are tentative design plans for this space. Blake is assisting with coordination and set up.

Todd Lekan, Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
September 3, 2021

1. **Offering Associates in Arts and Science in an Online Format.**
   Palmetto College wishes to market these degrees as available in a fully online format. Please note that the degrees have already been approved for 100% online delivery by the Board of Trustees. The online option is especially attractive to military populations, and it will expand our overall reach. Special guest Associate Provost Catalano is attending our meeting to answer questions. If the USCL FO wishes to consider a formal resolution for this initiative, possible language is included at the end of this report.

2. **Welcome to New Faculty Member McKenzie Lemhouse, Instruction and Outreach Librarian.** McKenzie earned her M.L.I.S. from the University of South Carolina in 2020 and her B.A. in English Literature & Language from Winthrop University in 2016. Her Master's coursework focused on Archival Studies and Preservation Management. She has previously worked in museums, special collections, and academic libraries. McKenzie's coordinates library instruction and outreach at the Medford Library.

3. **Faculty Advisor Workshops.** Online synchronous advising workshops will be offered throughout the semester by Asheley Schryer, Director of Student Success and Retention. These workshops will be 45 minutes and require completion of a FERPA component. Workshops will provide an overview of the advising program including some recent changes, share advising best practices, and introduce a new advising notes form. If you are unable to make it to the scheduled sessions, Asheley will be happy to schedule a session for you at an alternative time. To sign up for a workshop date, click here.

4. **Early Alert Notices.** We know the importance of connecting with students early and often. Research has shown that early interventions (occurring within the first six weeks) are ideal. *We are requesting that faculty submit early alert forms before September 10* for any student that is not attending class, missing assignments, or who would benefit from a contact by a student success staff person. Please use this form: https://tinyurl.com/usclfacultyalerts. This form will remain active throughout the semester. If at any time, you feel a student needs

additional assistance, please submit the form, or contact Asheley Schryer at schryer@mailbox.sc.edu or (803) 313-7120.

5. **Target X Pilot Team:** Palmetto College has adopted Target X as its software management system for recruitment and retention efforts. USCL is in the process of setting up a team of faculty members to pilot the use of Target X for advising. In addition to learning how to use the system, the team will provide feedback to Asheley Schryer to make sure that the software is best tailored to our campus needs.

6. **Faculty Advising Survey.** In addition to this fall's faculty advisor workshop, we want to make sure we are providing resources that address faculty needs. To ensure we are focusing on relevant topics, we have created a survey. Please submit your feedback so that we can create and connect advisors to important supplemental information.

7. **USCL Student Counseling Services.** We are in the process of filling a vacancy in the full-time counselor position. The job posting may be found here: https://uscjobs.sc.edu/postings/104121. While we are engaged in the search process, MyGroup will be contracted to provide counseling support for students. This is a group that has been utilized in the past. We are finalizing details of the contract and should have updated information on the website in the next two weeks. In the meantime, please send any counseling inquiries to Asheley Schryer at schryer@mailbox.sc.edu or (803) 313-7120.

8. **Call for FA21 Syllabi.** Thanks to everyone who has submitted syllabi to the Academic Affairs Office. If you have not yet done so, please note that we need a syllabus for each section you are teaching, even if it is the same course. Also, it would help us be more efficient if the syllabus(i) file names are consistent. Please use this format (example): PHIL 102-4A-FA21-Lekan,Todd. Send syllabi to Pamela Ellis: pellis@mailbox.sc.edu.

9. **Timeline for Course Scheduling Preparation, SP/SU 22.** Thanks to all faculty for their work with Division Chairs on preparing the course schedules. A few benchmark dates:
   a. 9/6-9/17: Division Chairs and Pamela Ellis work on room assignments.
   b. 9/20-10/1: Megan Catoe loads the USCL schedule into Banner.
   c. 10/4-10/8: Final adjustments to schedule.
   d. 10/11: Students begin to register.

10. **Reminders About Integrity Violations.** Please make sure to have a full discussion with the student before reporting integrity violations to Academic Affairs. In some cases, you might decide that the most just and educative approach is to resolve the matter with the student without reporting the incident. When you do report the finding to the Academic Affairs office, please include your syllabus statement on integrity, documentation supporting the finding, and a

statement of what penalty you intend to apply. The penalties that I might add to faculty grades include transcript notation and suspension.

11. Faculty Retirements. We cannot express enough our gratitude to two outstanding (and longstanding) USCL faculty members who are retiring: **Brent Burgin** and **Fran Gardner**. Brent will be staying on part-time for a while and Fran will continue to be a force for creative goodness in our community. Please take time to thank them for their many years of service to USCL and our broader community!

12. Recent Faculty Accomplishments.

a. **Jill Castiglia** has written a CHEM 101 lab manual which, in addition to being used on our campus, is being adopted by USC Sumter.

b. **Stephen Criswell** received a grant from the SC Arts Commission's Folklife and Traditional Arts Program for a project involving Alex Osborn photographing Catawba artists who have been in our art residency programs. He has also been appointed to the Lancaster County Accommodations Tax Advisory Committee as the Cultural Community representative.

c. **Fran Gardner** is the new SC chapter president of the National Association of Women Artists. She has work being exhibited with NAWA shows. She has one piece titled "Practicing the Runes" in a virtual show titled "Layering" that features collage artists. She also has a piece titled "Signs and Riddles" in the 132nd National Members exhibition at One Art Space in Tribecca and will be featured in their quarterly magazine due out in October.

d. **Lisa Hammond** published "Faithful." *Twelve Mile Review* 1.1 (Spring/Summer 2021): 28.

e. **Allan Pangburn** is 1 of 10 participants that have been accepted to participate in AECT 2021 Early Career Symposium through the Research and Theory Division. This Symposium is designed to help faculty get prepared for research intensive positions.

13. Upcoming Events. The next Brent Burgin Lunch and Learn event hosted by the Native American Studies Center will occur at noon on September 17. For information about the series:

https://sc.edu/about/system_and_campuses/lancaster/study/student_opportunities/native_american_studies_center/lunch_learn_series/lunch_learn_2021/index.php

14. Concluding Thought: "One way or another, this darkness got to give." (Hunter/Garcia)

15. **Online Associates Degrees.** This could serve as a possible resolution for the online associates degree initiative (credit to Maggie Aziz of USC Union for some of this language):

    a. "Whereas the Board of Trustees has approved the University of South Carolina Palmetto College and its campuses' to offer the Associate in Science and the Associate in Arts degrees for 100% online delivery;

    b. Whereas the students enrolled in these online programs are not barred from taking in-person classes from any of the Palmetto College campuses'

    c. Whereas the admissions requirements will be equal to the admissions at the individual campuses; and

    d. Whereas the students will be assigned to a local campus based upon geographic proximity; now, therefore be it

    e. Resolved that The University of South Carolina Lancaster's Faculty Organization Academic supports the online degree completion programs for the Associate in Science and Associate in Arts degrees and that advertising these programs should be done in a uniform manner that benefits the individual Palmetto College campuses and Palmetto College as a whole."

Academic Success Center Report
For September 3, 2021 Faculty Meeting
Submitted by Dana Lawrence

==Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu==

Announcements:

- We have hired two new tutors for Fall 2021:
    - Olivia Faulkenberry (BIOL 206, 243, 244, 250; CHEM 102, 105; CSCE 101; NURS; STAT 112, 205; Study Strategies)
    - David Lothers (CHEM 101, 105,111; CSCE 102; MATH 111, 111i, 112, 115; SPAN 109-122; Study Strategies)
- **During Spring 2022, I will be on sabbatical, and, after ten years, it seemed a fitting time to step down as Director of the Academic Success Center. As of January 2022, Dr. Pat Lawrence will assume the role of Director, and I think he will bring new energy and fresh ideas, building upon the great work we've been doing!**

Fall 2021 Tutoring Information

- **The Fall 2021 Tutoring Schedule can be found here:**
  https://www.sc.edu/about/system_and_campuses/lancaster/documents/academic_success_center/tutor_schedule.pdf

- **If you would like to received electronic versions of your students' tutoring session reports, please fill out [this (very short) form](#).**

- **Tutoring is available by ==appointment== and on a ==walk-in== basis—STUDENTS CAN SCHEDULE ONLINE OR BY CALLING 803-313-7113**

- Students can schedule tutoring appointments at the following link:
  https://usclacademicsuccesscenter.setmore.com/

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as 15 minutes in advance.**
- The booking page allows students to book a maximum of ten days in advance (in an effort to allow as many students as possible to have access to tutoring services, and to cut down on no-shows).

Data (so much data!):

FALL 2021

	August 2020*	August 2021	Sept. 2020*	Sept. 2021	Oct. 2020	Oct. 2021	Nov. 2020	Nov. 2021	Dec. 2020	Dec. 2021
Number of Tutors	6	4 (2 add'l in training)	6							
Total Number of Sessions	6	12	57							
Tutoring Sessions/Day (avg)	1.2 (5 operating days)	2 (6 operating days)	3.1 (18 operating days)							
Tutoring Sessions/Tutor (avg)	1	3	9.5							
# of tutor hours per week	68	52 (incl trainees)	68							
Virtual	6	0	68							
In-Person	n/a	12	n/a							
Appointment	6	11	68							
Drop-in	n/a	1	n/a							

<mark>*August and September 2020 updated from April 2020 report, which includes incorrect number for those months</mark>

Tutoring Sessions by Area

	August 2021	
Biology	1	
Chemistry	0	
Computer Science	0	
French	0	
Math/PCAM 105	11	
Spanish	0	
Statistics	0	
Writing	0	
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	
TOTAL # OF SESSIONS:	12	

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	9	0	1	0	10

# of individual students (SEPT)	
# of individual students (OCT)	
# of individual students (NOV/DEC)	

SUMMER 2021

	Summer I 2020	Summer I 2021	Summer II 2020	Summer II 2021	Summer III 2020	Summer III 2021
Number of Tutors	2	2	2	2	2	1
Total Number of Sessions	0	4	4	3	17	2
Tutoring Sessions/Day (avg)	0 (11 operating days)	0.3 (12 operating days)	0.36 (11 operating days)	0.25 (12 operating days)	1.5 (11 operating days)	0.2 (12 operating days)
Tutoring Sessions/Tutor (avg)	0	2	2	1.5	8.5	2
# of tutor hours per week	36	19	36	20	36	13
Appointment	0	4	4	3	17	2
Drop-in	n/a	n/a	n/a	n/a	n/a	n/a

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (SUMMER I)	2	1	0	0	3
# of individual students (SUMMER II)	3	0	0	0	3
# of individual students (SUMMER III)	2	0	0	0	2

Spring 2021

	Jan 2020	Jan 2021	Feb 2020	Feb 2021	March 2020	March 2021	Apr. 2020	April 2021	May 2020	May 2021
Number of Tutors	8	6	9	6	Pre-SB: 9 Post-SB: 4	5	4	5	2	0
Total Number of Sessions	38	31	100	42	Pre-SB: 31 Post-SB: 13	50	38	30	3	0
Tutoring Sessions/Day (avg)	3.5 (11 operating days)	2.8 (11 operating days)	6.3 (16 operating days	2.6 (16 operating days)	Pre-SB: 3.4 (4 operating days) Post-SB: 2.1 (6	2.6 (19 operating days)	2.1 (18 operating days)	1.8 (17 operating days)	1.5 (2 operating days)	0

					operating days)					
Tutoring Sessions/Tutor (avg)	4.75	5.1	11.1	7	Pre-SB: 3.4 Post-SB: 3.25	10	9.5	6	1.5	0
# of tutor hours per week	79.5	54	75.5	54	Pre-SB: 75.5 Post-SB: 54	46	54	46	36	0
Appointment	33	31	93	42	42	50	38	30	3	0
Drop-in	5	n/a	7	n/a	2	n/a	n/a	n/a	n/a	0

Tutoring Sessions by Area

	JAN 2021	FEB 2021	MAR 2021	APR 2021
Biology	0	2	2	0
Chemistry	2	5	3	2
Computer Science/MGSC	18	17	27	25
French	0	1	0	0
Italian	1	0	0	0
Math/PCAM 105	2	9	8	0
NURS	0	1	2	0
Spanish	3	3	0	0
Statistics	1	0	0	1
Writing	3 • ENGL: 1 • PALM: 2	4 • PALM: 2 • SPCH: 1 • UNIV: 1	6 • ENGL: 2 • MGMT: 1 • Other: 1 • PALM: 2	2 ENGL: 2
Study Skills	1 • Other: 1	0	2 • Other: 2	0
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0	0
TOTAL # OF SESSIONS FOR MONTH:	31	42	50	30

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (JAN)	7	1	1	2	12
# of individual students (FEB)	7	5	6	2	16
# of individual students (MAR)	10	1	6	2	19
# of individual students (APR)	3	1	2	2	8

Report from Institutional Effectiveness and Research

Shemsi Alhaddad

Sept 3, 2021

The State Agency Accountability Report has been submitted for FY2020-2021.

I sent out a copy of the narrative portion of the report. The complete report will be published online some time after Sept 15.

I sent out an inventory of items I used in different reports and projects over the summer. Please consider editing the document to suit your own work, and use it to track your work throughout the academic year. I will request your results in the late spring.

Please look at the UofSC strategic plan and see if any of the projects you work on during 2021-2022 can be used in any of those categories for next year's report.
https://sc.edu/about/our_leadership/president/strategic_plan/index.php

Category	Connection to faculty manual	Notes
Teaching		
Number of lecture hours taught (contact or credit hours/week?)		
Number of lab hours taught (contact or credit hours per week?)		
Number of credit hours taught for Palmetto College		
Number of overload credit hours per academic year		
Did you have a redefined workload?		
Which instructional modalities did you use in your teaching?		Modalities include face-to-face, hybrid, asynchronous online, synchronous online, and two-way video.
Did you develop any open educational resources that are available to other instructors (on or off our campus)? Do you create your own content or use OER for your classes in order to keep costs low?		Reason: we report on the affordability of education at USCL
Did you oversee service-learning activities?		
Did you oversee any experiential learning activities? Please specify.		This may include travel study, GLD classes, body composition lab, etc.
Awards		
Did you receive a USCL or Palmetto College award related to your work (ex. Servant's heart, teacher of the year, Shaw, Duffy, etc.)? Please specify.	If scholarly, scholarship: dissemination of knowledge	

Did you receive an award from an external group related to your work (ex. From a professional organization)?	If scholarly, scholarship: dissemination of knowledge	
Did any students you mentored earn scholarly awards, like at Discover USC or the Speech and Theater College Festival.		
Professional Development		
Approximate number of hours spent at teaching-related professional-development events	Teaching effectiveness: Knowledge and/or instructional improvement	
Approximate number of hours spent at service-related, work-related professional-development events (ex. Advising workshops)	Service: Type may vary	
Approximate number of hours spent at scholarship-related professional-development events.	Scholarship: Professional development	
Service		
Approximate number of students you advised.	Service: Campus	
Number of non-peer reviewed publications that appeared between July 1 2020 and June 30 2021 (ex. Guest columnist for Lancaster News). Was this publication part of a student recruitment effort? Was this publication part of a fundraising effort?	Service: Type may vary	
Number of non-peer reviewed presentations (ex. Speaker at Rotary Club). Was this presentation part of a student recruitment effort? Was this presentation part of a fundraising effort?	Service: Type may vary OR if scholarly, scholarship: application of knowledge	
Number of USCL committees you served on (administrative, faculty org, or ad hoc). Specify if you had a leadership position (ex. Chair)	Service: Campus	
Number of Palmetto College committee you served on (ex. PC Faculty Senate, PC T&P). Specify if you had a leadership position (ex. Chair)	Service: PC	
Number of greater UofSC committees you served on (ex. Columbia Senate, Courses and Curricula, etc.). Specify if you had a leadership position (ex. Chair)	Service: greater university	
Did you participate in assessment (for USCL, Palmetto College or UofSC degree programs)? Specify if you had a leadership position (ex. Chair)	Service: Campus, PC and/or greater university	
Are you a faculty sponsor for a student organization?	Service: Campus	
Are you a faculty sponsor for a competitive student team (like e-sports). Specify if it competes in intercollegiate competitions.	Service: Campus	

Do you host a series of events directed at students (ex. Careers in science, careers in business, etc.)?	Service: Campus	
Do you host single-day events that are directed at students (ex. Movie night, mental health events, etc.)?	Service: Campus	
Do you host a series of events open to the Lancaster community (ex. NASC Lunch and Learn)?	Service: Campus and Community	
Do you host single-day events open to the Lancaster community?	Service: Campus and Community	
Do you oversee/sponsor artistic events open to the community? (Note, there's also an entry for creative work under scholarship)	Service: Campus and Community	
Do you oversee/sponsor athletic events open to the community (ex. Soccer games)?	Service: Campus and Community	
Do you organize fundraisers that benefit a non-USCL community organization (ex. Food drive, coat drive)?	Service: community	
Do you organize fundraisers that benefit USCL students (ex. Food pantry, travel study)?	Service: campus	
Do you oversee student volunteers for a non-USCL community organization (ex. Volunteering for HOPE or LCSD)? Approximate number of student-hours spent doing volunteer work (multiply the number of students by the number of hours and report the total).	Service: community	This may include curricular activities (service-learning) as well as extracurricular and co-curricular activities (student clubs/organizations)
Scholarship		
Number of peer reviewed publications that appeared between July 1 2020 and June 30 2021. Specify the type of publication.	Scholarship: Dissemination	The categories of publications in the Blueprint are: 1.

		books/monographs, 2. journal articles/chapters, refereed, 3. journal articles/chapters, non-refereed, 4. edited collections, 5. textbooks, 6. abstracts, 7. book reviews, 8. encyclopedia entries and digital essays
Number of peer reviewed publications that were submitted between July 1 2020 and June 30 2021 but haven't been published yet. Specify the type of publication (journal article, chapter, book, etc.)	Scholarship: Dissemination	The categories of publications in the Blueprint are: 1. books/monographs, 2. journal articles/chapters, refereed, 3. journal articles/chapters, non-refereed, 4. edited collections, 5. textbooks, 6. abstracts, 7. book reviews, 8. encyclopedia entries and digital essays.

Number of scholarly presentations. Specify the type of presentation (plenary, special session, contributed session, poster session, etc.). Specify the type of conference.		The categories of conference that are in the Blueprint are: 1. national/international, 2. regional, 3. state, 4. local, 5. Guest lectures
Number of grants you applied for (regardless of if you were awarded them or not)	Scholarship: Professional development	
Number and dollar amount of USCL grants awarded (ex. RPS)	Scholarship: Dissemination	
Number and dollar amount of UofSC grants awarded--excluding undergraduate research (ex. RISE)	Scholarship: Dissemination	
Number and dollar amount of UofSC grants awarded for undergraduate research (ex. Magellan)		
Number and dollar amount of external grants awarded.	Scholarship: Dissemination	
Number of students you supervised in grant-funded research.		
Number of students you supervised in non-grant-funded research.		
Number of scholarly creative works. Specify the type.	Scholarship: Dissemination	
Number of scholarly journals you edit	Scholarship: evaluation of scholarship	In the Blueprint the types are 1. Creative writing, 2. performing arts and 3. visual arts. The descriptions says these include film screenings, plays performed, curated exhibits,

		works accepted into juried art exhibits, artist-in-residence positions and creative writing publications and performances.
Number of professional consultations you provided	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of media consultations you provided	Scholarship: Application of knowledge	
Reviewer work		
Number of faculty grant applications you reviewed.	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of graduate grant applications you reviewed.	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of undergraduate grant applications you reviewed. (ex. Magellan)	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of student papers or presentations you reviewed. (ex. Discover SC)	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of advisory boards you serve on	Scholarship: Application of knowledge or evaluation of	

	scholarship depending on the specific context	
Number of conference program evaluation committees you serve on	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of journal manuscripts you reviewed	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	
Number of academic programs you reviewed	Scholarship: Application of knowledge or evaluation of scholarship depending on the specific context	

AGENCY'S DISCUSSION AND ANALYSIS

Physical Location and Description

University of South Carolina Lancaster (USCL) is a regional campus of the University of South Carolina (UofSC). We serve six counties in the central Piedmont: Lancaster, Chester, Chesterfield, Fairfield, Kershaw, and York. The northern side of our service area consists of the #3 and #4 fastest-growing counties in South Carolina.[1] In 2018 USCL opened a satellite campus in the town of Indian Land, SC to accommodate the increase in demand for classes north of the main campus.

Physically, USCL consists of three sites: The main campus is in the City of Lancaster, the Native American Studies Center is two miles south of the main campus in downtown Lancaster, and the Indian Land satellite campus is 18 miles north of the main campus.

The USCL main campus consists of eight building. Founders Hall, Hubbard Hall, and the Bradley Arts and Sciences Building are designed for instruction. Besides standard classrooms, there are three large lecture halls, two auditoriums, five instructional computer labs, an art studio and gallery, five science laboratories, and a nursing simulation laboratory. These three instructional buildings also house most of the faculty offices. Normally USCL also holds public events in those buildings, like theater performances, art gallery receptions, K-12 science fairs, and high school Honors Day.

The Medford Library building also contains a computer lab, the Academic Success Center, and TRiO programs. Medford Library is an academic library that is open to the public. The librarians provide access to physical and digital media, teach students to conduct research using library resources, and host library-related events. There are computers in the library that members of the Lancaster community can use. The Academic Success Center (ASC) is a free tutoring lab and writing center where USCL students can develop their learning and writing skills. TRiO programs are federally funded programs designed to support students who face challenging circumstances. These include students who are first-generation college students, students with disabilities, and students from low-income households. Most USCL students qualify for TRiO services.

Starr Hall is dedicated to student services. This includes the Financial Aid Office, the Business Office, and Disability Accommodations, as well as Student Life, the bookstore, vending, and the Student Center.

USCL's main campus is the home of Gregory Family YMCA. In addition to cardio and weight training equipment, the YMCA has handball, racquetball, volleyball and tennis courts, and an indoor swimming

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pool. The Carole Ray Dowling building contains an exercise science laboratory and a community room used for special events. The final building is dedicated to security and parking enforcement.

The Native American Studies Center (NASC), located downtown, is a top attraction in the Lancaster area. It consists of a large gallery, archaeological research spaces, and faculty offices. The gallery is open to the public. Normally the NASC hosts an in-person lunch-and-learn series that attracts tourists and locals alike to downtown Lancaster. NASC also hosts special events, like Native American Studies week and a Native American craft show during the City of Lancaster's annual Christmas event.

Currently the Indian Land location is only used for classroom instruction. The location is expected to expand in the near future as both the Indian Land population and the demand for classes increases.

Academic Profile

The website Niche.com ranks universities based on several key criteria including academics, cost, facilities, and faculty credentials. For the past four years USCL has been ranked the #1 community college in South Carolina and has remained in the 97th percentile of community colleges across the United States.

USCL offers four associate degrees: Associate of Arts, Associate of Sciences, Associate of Science in Business, and Associate of Science in Criminal Justice. Students can remain on the Lancaster campus to earn baccalaureate degrees through USCL's partnerships. USCL partners with the UofSC College of Nursing to offer a Bachelor of Science in Nursing (BSN) degree, which is ranked the #1 best RN program in South Carolina by RegisteredNursing.org. USCL is also a member of Palmetto College, a unit of UofSC. Palmetto College offers baccalaureate degree-completion programs online. Students who enroll in

Fiscal Year 2020–2021

Baccalaureate Degrees	
Nursing (BSN)	Liberal Studies (BLS)
Organizational Leadership (BOL)	Computer Science, Cybersecurity
Business Administration, Accounting	Business Administration, Management
Communication	Criminal Justice
Elementary Education	Engineering Technology Management
Health Informatics	Hospitality Management
Human Services	Information Management and Systems
Nursing (RN-BSN)	Psychology (Aiken)
Psychology (Beaufort)	Public Health
Sociology	Special Education

Palmetto College through USCL work towards a bachelor's degree in one of 19 majors while benefiting from student services available on the Lancaster campus. USCL also participates in Palmetto Pathways, a program that allows qualified USCL students to transition to UofSC's Columbia campus after one year.

State Agency Strategic Plan and Measures

A. Education, Training and Human Development

1.1. Attracting and Enrolling Students

As a state agency, USCL primarily works towards the statewide enterprise strategic objective of Education, Training, and Human Development. The objective states that we should strive to elevate the level of educational preparedness of South Carolinians. The first step we take towards this objective is to attract a student body that is representative of our service area. We schedule regular recruitment efforts throughout our service area and provide outstanding admissions and enrollment support to all students. One way we measure our success in recruitment is by counting the total number of applications for admission. In Fall 2020 we received 2583 applications, a 17.6% increase over the previous fall.   We also count the total number of students who register for classes. This is called the *headcount*. In Fall 2020, our headcount was 1810, a 10.4% increase over the previous fall. Both measures provide strong evidence that we have been successful in attracting and enrolling students.

1.2. Student Retention

Our next step towards elevating the level of educational preparedness of South Carolinians is to retain registered students until they graduate or successfully transfer to a different university. The most recently calculated retention rate of first-time, full-time, degree-seeking freshmen reported by the SC Commission on Higher Education (CHE) is not from FY2020-2021. It shows the proportion of these freshmen retained from Fall 2018 to Fall 2019. The proportion was slightly less than we expected: 48.9% rather than the expected 53%.

One approach USCL takes to increasing retention is to create an academic support network for students. We maintain a low student-to-faculty ratio, thereby allowing students and faculty to have meaningful interactions. In FY2020-2021, the ratio was 14-to-1, better than the previous year's ratio of 15-to-1. Beyond interacting with their instructors, USCL students also have access to the Academic Success Center (ASC). The ASC offers free tutoring from well-qualified staff as well as a Writing Center dedicated to developing students' writing skills. During FY2020-2021 fewer students than expected sought help from the ASC. Although the reason for the decline isn't known with certainty, there are several possible factors: The ASC only offered virtual tutoring, there was a tutor shortage as no new tutors were hired, and there was reduced availability of tutors. The director stated that the ASC will offer both in-person and virtual tutoring going forward and expects the number of students seeking assistance to increase. While the ASC is available to all students, TRiO programs are federally funded programs that support first-generation college students, students who come from low-income

households, and students with disabilities. In FY2020-2021 the USCL TRiO program was awarded a five-year grant in the amount of 1.6 million dollars. TRiO programs provide qualified students with academic support including tutoring and advisement. They also host community-building activities and events that allow students to support each other and support the Lancaster community. USCL students also have access to a wide range of support services, including disability accommodations and personal counselling.

USCL also works to increase retention by making education more affordable. One way we measure affordability is in the number of endowed scholarship funds held by the Educational Foundation of USC Lancaster. In FY2020-2021 the Educational Foundation had 159 endowed scholarship funds, an increase of three scholarship funds over the previous year. In total USCL awarded $335,735.75 in scholarships to 319 unduplicated students. This is an increase from the previous year when $217,499 was awarded to 176 unduplicated students. USCL's Financial Aid Office hosts an annual Financial Literacy Week that consists of lectures and activities that are open to all USCL students. The student loan default rate is calculated using a three-year span for each cohort. The campus goal is to minimize the default rate. The most recently reported cohort began their loan period in 2018. Their default rate was 13%. This is a seven-percentage-point reduction from the 2017 cohort, who had a 20% default rate. USCL did not raise tuition during FY2020-2021. We expect that our efforts towards making education affordable for students in our service area, along with services and support we offer, will increase our retention rates in the upcoming years.

1.3.   Student Success and Graduation

USCL uses the SC CHE definition of student success, which applies to *150% of program time*: For associate degrees 150% of program time is 3 years; for bachelor's degrees it is 6 years. For each cohort of students, the *success rate* is calculated by counting the number of students who graduate or successfully transfer to a different institution within 150% of program time, as well as those who remain at the same institution the fall after 150% of program time. The total is divided by the size of the cohort. Like the retention rate, the most recently calculated success rate reported by the SC CHE is not from FY2020-2021. It is for the 2016 cohort, for whom 150% of program time ended in 2019. USCL attained a 66.4% success rate, exceeding our target of 65%.

The most recently reported graduation rate of first-time, full-time, degree-seeking undergraduates is also for the 2016 cohort. It was 20.1%, slightly higher than the average of 19.8% for public two-year institutions in South Carolina. In AY2020-2021 USCL awarded 135 associate degrees, lower than our target of 153 degrees. During the same year, USCL hired a new Dean of Academic and Student Affairs, and a new Director of Student Success and Retention. USCL also adopted Target X Retention, a program that allows USCL Student Success and Retention staff to track student progress in their programs, and to use a data-driven approach to improve student retention, success, and graduation rates.

2.1. Student Wellbeing, Citizenship, Advancement and Career Training

The statewide enterprise strategic objective of Education, Training and Human Development states that we should prepare South Carolinians to lead a healthy and productive life, including success in a job or career and in the community. To attain this goal, USCL faculty and staff hosted events and activities to engage students beyond the classroom.

With a focus on health and wellbeing, USCL students are encouraged to make use of the on-campus YMCA either by using membership benefits or by enrolling in physical education classes. During FY2020-2021, USCL's Counselling Services hosted three mental wellness workshops on mindfulness and stress-reduction. USCL's Student Life hosted a variety of community-building events. Eight were opportunities for students to network in a relaxed setting, such as painting events and coffee or ice cream socials. Seven events were aimed at good citizenship. They raised awareness of and increased student involvement in social matters. These included preparing care packages for troops overseas, blood drives, events to raise awareness of human trafficking and domestic violence, and a crime-prevention workshop. Nine events, hosted by a variety of USCL organizations, focused on US history and culture. TRiO Programs connected students with the community by hosting five drives for food, coats, and pet supplies that supported organizations like United Way and the local animal shelter.

To increase students' productivity with the aim of future success in a career, USCL held several research-related events. During FY2020-2021, USCL's Research Club hosted continuous virtual events on multiple platforms that extended beyond the USCL campus to include faculty and students from other UofSC campuses. These included seventeen faculty presentations on research and scholarly spaces, eight workshops to prepare students for research, a series of 30-second research tips hosted by Medford Library staff, five student research presentation, and five presentations of Graduation with Leadership Distinction (GLD) e-Portfolios. A GLD e-Portfolio is a culmination of a project completed by a student in the GLD program. The Research Club also had a ten-part Instagram takeover series called A Day in the Life of a Professor with the goal of removing barriers to student research.

USCL students participate in the arts and athletics. During FY2020-2021, six USCL theater students earned awards in five categories through the South Carolina Speech and Theater College Festival. USCL is a member of the National Junior College Athletic Association (NJCAA). We have four NJCAA athletic teams: baseball, men's soccer, women's soccer, and women's volleyball. In FY2020-2021, the men's soccer team were the NJCAA Region 10 regular season and tournament champions. Thirty-two USCL student-athletes were awarded the NJCAA All-Academic honors, which is awarded to student-athletes who pass at least 12 credit hours with a grade point average (GPA) of 3.0 or higher while their sport is in season. For example, baseball competes in the spring and so their players are honored based on their spring semester coursework.

To aid in student success in a job or career, USCL hosts two career-oriented lecture series: Careers in Science and Careers in Business. These lecture series allow current students to make connections with people working in their chosen career. In FY2020-2021 there were ten career-oriented lectures. Four were given by former USCL students who are currently in advanced educational programs like pharmacy school. The remaining lectures were given by professionals in those careers. USCL also provides support services for students pursuing employment. USCL's Career Services offers career coaching, help in writing resumes, and mock interviews. USCL's Internship Director adopted Handshake, the leading career site for college students to access internship and job searches. In FY2020-2021, nineteen students were accepted to internship positions through this tool. USCL regularly partners with Arras Foundation, a Lancaster area service organization focused on community engagement and growth. During FY2020-2021 USCL and Arras Foundation created a collaborative summer internship program focused on diversity, equity, and inclusion in our community.

Although USCL is primarily a two-year college, our students can earn baccalaureate degrees through our partnerships with UofSC College of Nursing and Palmetto College. The Bachelor of Science in Nursing (BSN) degree offered through the College of Nursing currently accommodates up to 48 upper-level students. In AY2020-2021, 46 students were enrolled in this upper-level program. Lancaster students can enroll in any one of 19 degree-completion programs through Palmetto College. Two of these degrees, the Bachelor of Liberal Studies (BLS) and the Bachelor of Organizational Leadership (BOL), are accredited through Palmetto College. The other seventeen degrees are accredited through other UofSC campuses. In AY2020-2021, ninety-three Lancaster students were enrolled in the BLS and BOL programs.

USCL aims to develop the whole student. Outside of the classroom, students have access to activities that promote healthy lifestyles, make lasting connections with peers, make an impact on the community, and become experienced in research or their future career. Students also have the opportunity to advance academically, beyond an associate degree, without leaving Lancaster.

2.2   Outstanding Faculty

We strive to offer our students a first-rate education, which means hiring and retaining first-rate faculty and staff. In 2020, our faculty consisted of 52 full time faculty members, along with two deans who teach part time, and three retired faculty members who continue to teach full time. In 2020-2021 we celebrated Dr. Richard Vanhall, our longest-serving faculty member, who has been teaching at USCL for fifty years.

The normal teaching load for each faculty member is equivalent to 12 credit hours per semester. This is typically four courses but may vary slightly depending on the academic discipline. Faculty members who engage in scholarly research may request a workload reduction equivalent to a one-course reduction per year. To promote research, USCL has a budget of $70,000 for the USCL Faculty and Staff Research and Productive Scholarship Award Program and for faculty travel to scholarly conferences.

Both students and the university benefit from a faculty member's scholarly research: the faculty member and the university gain recognition by outside professional organizations; the faculty member may be awarded external funding by way of grants; and students experience cutting-edge advances in the faculty member's area of research. At USCL faculty engage students in research through the Research Club and UofSC-sponsored grants, such as the Magellan grant program. Students may earn one or both graduation honors: Graduation with Leadership Distinction and the Undergraduate Research Award. During FY2020-2021, USCL faculty disseminated their scholarship through 32 publications, 62 presentations, and 71 creative works. They were awarded 25 grants, mentored 19 students in research, and participated in 100 other scholarly activities, including peer-review of scholarly work and professional consultations.

During FY2020-2021, Professor of Exercise Science, Dr. Sarah Sellhorst, was awarded the inaugural South Carolina Academy of Science Two-Year Institution Teacher of the Year Award. Professor of Chemistry, Dr. Li Cai, was awarded the Palmetto College Denise R. Shaw Excellence in Scholarship Award. The UofSC Office of the Vice President for Research hosts the RISE grant program, a competitive program that funds faculty research and scholarly activities during the summer months. In FY2020-2021 four USCL faculty members were awarded RISE grants in the areas of Chemistry, Philosophy, Physics, and Native American Studies.

B. Public Infrastructure and Economic Development
3.1. Financial Stability and Community Partnerships

Besides education, USCL also contributes to the statewide enterprise objective of Public Infrastructure and Economic Development. The objective states, in part, that we should build a world-class and safe public infrastructure to enhance the quality of life of our citizens. One way we achieve this goal is to strengthen the campus' financial condition. We measure this in two ways. The first is to consider the USCL reserve-fund carry-forward amount. Our target is to increase this reserve so that we maintain an amount equal to or greater than three months of our operating cost. During FY2020-2021 USCL increased the reserve fund by 42% to $3,770,203, far exceeding our stated target. Another measure we use is the expenses-to-budget ratio. This shows the relative size of the total expenses incurred compared to the total budget resources. A small ratio is desirable. In FY2020-2021 our expenses-to-budget ratio was 91.1%, far lower than the projected 103.6%. Our Budget Manager explained that we saved on travel and utilities, and improved collections to reduce bad debt expense.

During the November 2020 election, Lancaster County voters approved a referendum that included $1 million to construct a safe crosswalk across Highway 9 that will connect USCL with the community, and an additional $1 million to the USCL Educational Foundation for facility and infrastructure enhancements to expand the Bachelor of Science in Nursing (BSN) program at USCL.

USCL also worked to improve both its physical and technical infrastructure. USCL began renovating Starr Hall, the building that holds student services and Student Life, installed a new solarium system for

the YMCA natatorium, and repaved parking lots. USCL's Information Technology department upgraded student usage computers as well as classroom media computers, projectors, and media switches. Seven classrooms now have full digital capability. Faculty were provided with laptop or tablet computers, webcams and Zoom in order to conduct classes and communicate with students virtually. They upgraded internet access on campus. Wireless internet access was expanded to the two main outdoor areas on campus to allow students to work on assignments while social distancing.

The statewide enterprise objective also states that we should promote the state in global competitiveness as a location for business, investment, talent, innovation, and visitors. Through the Native American Studies Center (NASC), USCL contributes significantly to the City of Lancaster's downtown revitalization plan, which continues to be successful in attracting visitors, new businesses, and new investments to the Lancaster area. The NASC hosts a lunch-and-learn series, an artist-in-residence program, art gallery receptions, an archaeology lab, and arts and crafts shows that are open to the public. The staff also participate in city events, such as Scarecrows on Main in October and Christmas in the City in December, both intended to draw shoppers and tourists to downtown Lancaster. The NASC brings students of all ages downtown through K-12 field trips and USCL classes. Due to the pandemic, the NASC's physical location was closed during FY2020-2021. However, they continued to hold events via Zoom and interact with the public via social media platforms. In the spring the NASC accepted a few visitors by appointment. The NASC held five events and series during FY2020-2021: The Brent Burgin Lunch-and-Learn series, Native American Studies Week, Columbus Controversy Panel and Discussion, Traditional Catawba Online Art Series, and presentations by Alex Osborn the Artist-in-Residence. In total, the NASC had 1592 visitors in person and by Zoom. The NASC Assistant Director stated that they were able to develop an entirely new distant group of patrons who otherwise would not have been able to visit the NASC in person.

Summary

University of South Carolina Lancaster is vital to the education of South Carolinians in our service area. We provide accessible and affordable higher education led by staff and faculty who are experts in their fields. Beyond the classroom, we strive to develop the whole person through co-curricular and extracurricular activities. As an institution and as individuals, we work to enhance our community socially and economically. It is clear that members of our service area value our work: our enrollments are increasing steadily, and our finances are growing with them. We're also recognized by external reviewers as the #1 ranked community college in South Carolina, one of the top community colleges in the United States, and, in partnership with UofSC, providers of the #1 ranked RN program in South Carolina.

FROM: Tracey Mobley Chavous, PHR- Director of Human Resources

MEETING: Faculty Organization Meeting- September 3, 2021

TODAY'S DATE: September 3, 2021

ATTACHMENTS: 0

INFORMATION ITEMS:

1) Open Enrollment for Benefits will begin on Friday October 1, 2021 and ends on Sunday October 31, 2021.
   Most Open Enrollment changes may be made by using the MyBenefits website located at https://mybenefits.sc.gov/

   You may visit the Open Enrollment web page https://www.peba.sc.gov/oe for more details.

USC Lancaster Faculty Organization
Campus Technology Update
September 3, 2021

Highlights

- ➢ **Classroom Audio/Video survey:** If you haven't already, please complete the survey that was e-mailed to all faculty on August 25, 2021. The information in the survey will aid in the design of the classroom A/V systems to be installed in the coming months. I am targeting December 2021 and early January 2022 for the installs.
- ➢ **Student, Faculty and Staff Tech Support**: Just as a gentle reminder, please continue use the IT Service Desk number (803-313-7122) or e-mail address (uscltech@mailbox.sc.edu) to request items and services from the IT Department. Also, please refer students requiring assistance to the Service Desk number and e-mail account. This enables the IT team to serve everyone quicker!
- ➢ **Classroom projector shut down and computer sign out/shutdown**: Please remember to power off the classroom projectors at the end of class. We are finding as many as 10 projectors being left on when IT Staff walks through the buildings on Friday afternoon. We are also finding classroom computers being left logged in by faculty. Anyone that walks up to a computer can access your data that is stored on a shared drive or your M: drive. Please remember to sign off or restart the classroom media computer at the end of class.
- ➢ **Summer 2021 Technology Accomplishments**:
    - o New laser projectors and digital HDMI switchers were installed in Hubbard Rooms 204, 206, 202, 220, 218, Medford 233, and 209. The design for some of these room is not finalized pending the evaluation of the A/V survey results.
    - o The USCL Students wireless network was brought online and students can now authenticate to the campus wireless network using their Network Username and Password. Wireless signal was expanded outdoors to the Rose Garden and parking areas around Hubbard and Starr Hall.
    - o As far as computer replacements this Summer, (112) computer lab and open access computers were replaced, with an additional (25) that are on order. Those should be delivered in mid-September.
    - o All of the Classroom media computers in Founders Hall that were installed in 2014 were replaced this summer as well. We are assessing the remaining classroom media computers.

Medford Library

SERVICE STATISTICS AND PROGAMS

- **1446** unique visits
- **731** LibGuide views
- **55** Study and Lounge Area Reservations
- **14** Community computer uses

CIRCULATION STATISTICS

- **40** General collection items circulated
- **4** Reserve collection items circulated
- **16** Juvenile collection items circulated
- **14** New Book collection items circulated
- **4** Special Collection items circulated

GENERAL AND ADMINISTRATIVE ACTIVITIES

- Prof. McKenzie Lemhouse is our new Instruction and Outreach Librarian.
- New furniture was added to the computer labs and the glass room.
- The library conference room will not be available until Spring 2022.

PUBLISHED? LET US KNOW SO WE CAN BUY YOUR BOOK!

- https://usclancaster.libguides.com/c.php?g=322991&p=2164202

HELPFUL LINKS

- Request Library Instruction:
  https://usclancaster.libguides.com/c.php?g=322991&p=2164214
- Place materials on Reserve:
  https://docs.google.com/forms/d/e/1FAIpQLSedUHSP4B1lin9BFQUZwff3SJhaHl9vcFsvECnTaMTLYcKd2A/viewform
- Book a Librarian: https://usclancaster.libguides.com/c.php?g=322991&p=2164200
- Reserve the library computer lab: https://usclancaster.libcal.com/space/113144
- Document the impact of your scholarly activities: http://bit.ly/2oGu02g
- Check out tools for teaching and learning support: http://bit.ly/1nMHxrm

LIBRARIAN AREAS OF RESPONSIBILITY

Rebecca Freeman (Director)	McKenzie Lemhouse (Instruction & Outreach)
Access Services (Circulation, Reserves, PASCAL, ILL, Library Catalog)	Library Instruction Classes
Acquisitions	Event Programming
Donations	Reference
Government Documents	Marketing
Electronic Resources	Social Media
Budget	
Library Website	
Collection Maintenance	

Dr. John E. Rutledge
Director of Law
Enforcement and Security

Report to the Faculty
September 2021

This report is composed primarily of reminders and updates on previous information.

- Parking and Traffic Safety: Your cooperation is needed in not using visitor parking spaces. We continue to emphasize safety in the parking lots. Speed, backing up and inattention are the primary reasons for accidents. Vehicle speed should not exceed five miles per hour and in all cases, pedestrians have the right of way.
- Emergency Planning: The Fall Semester is expected to create weather patterns which spawn thunderstorms, tornados and possibly icy conditions. Any time you are made aware of a hazard such as a tornado warning immediately take shelter. Do not wait for emergency notification. **Please make sure all your emergency contact information is correct in the Carolina Alert (Lancer Alert) system.** Our audible siren system is a component of our emergency notification system. An audible system will provide depth and timeliness to our on-campus alert systems. Our campus Emergency Plan is located at https://protect2.fireeye.com/v1/url?k=abf12fc8-f46a171a-abf16109-867b1e11f55a-439e6216ee81e7d5&q=1&e=a6e504e3-2e8b-447d-aa58-c3c65e822a13&u=https%3A%2F%2Fwww.sc.edu%2Fabout%2Fsystem_and_campuses%2Flancaster%2Finternal%2Fdocuments%2Femergency_response%2Femergencyresponseguide.docx
- Crime Related: Please remember to make sure you lock your offices when you leave. We are always finding offices open and unlocked especially during the evening hours. The cameras are a valuable resource. On several occasions we have been able to locate lost and misplaced items. When you request a review to monitor covered areas by viewing past history, please give us an accurate time.
- **Reminder that the security cell is the most reliable method to report issues. The number is 8038049637.**
- Other Issues: Please use our campus Care team (BIT) to deal with students who are showing signs of stress. An excellent web resource as to warning signs is Care Team Referral - My Palmetto College | University of South Carolina (sc.edu) This document is a part of the strategies developed and used by Palmetto College. Remember to use our link to make reports which is located at https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/care_referral/care_team_members.php
- *THANK YOU FOR FOLLOWING THE COVID 19 SAFETY PROTOCOLS. FOR UPDATED INFORMATION* please refer to the protocols located at Novel Coronavirus (COVID-19) - Novel Coronavirus (COVID-19) | University of South Carolina (sc.edu)

Matt Williamson
Director, TRiO Programs

REPORT TO THE FACULTY ORGANIZATION
September 3, 2021

Opportunity Scholars Program:
The new grant cycle for Opportunity Scholars began one year ago (9/01/20). We are happy to report that we served 134 students from low-income, first generation (LIFG) backgrounds during this first year of the new funding cycle. This past May, we graduated 45 participants (30 with associate degrees and 16 with baccalaureate degrees). In addition, we concluded another successful Early Start with a final count of 41 brand new Lancers.! As we move into year two, we have many exciting opportunities planned:
- On Friday, September 17, we will be taking 25 students to visit the Biltmore Estate in Asheville, NC for our first cultural enrichment trip of the Fall 2021 semester
- This will be followed by a fall break trip for up to 35 students to Savannah, GA on October 7-9

If you know of a student who may require our services, please refer to Project Coordinator, Andrea Campbell at campbe99@mailbox.sc.edu.

Upward Bound:
- Graduated 31 seniors this past year from Andrew Jackson and Lancaster High Schools
- 10 of these graduates are now USCL Lancers
- This past summer, over 20 local students participated in our hybrid Summer Experience with Ashley Gadson of South Carolina Development Trainings and USCL faculty Dr. Allan Pangburn, Dr. Pat Lawrence, Professor Sandra Ovalles, and Professor Uday Neelakantan
- We are gearing up for a great fall semester with parent meetings, college visits, and hybrid sessions being planned for September and October

Community Service:
We are currently collecting school supplies through September 22 as part of the **USCL Cares Back-to-School Campaign**. Donations will go to benefit children at the two elementary schools designated as neediest by the Lancaster County School District: Brooklyn Springs and Clinton.

Student Positions:
If you have a student interested in working up to 20 hours per week, TRiO has student position openings for Office Assistants. Duties will include, but are not limited to, answering telephone calls, transferring callers to professional staff members, making copies, distributing mail, and directing students to other campus departments and offices. To apply, please have them submit a resume to CoSonja Allen at cdallen@mailbox.sc.edu.

Local Tenure and Promotion Committee Report 9-3-21

The local T&P committee met in August and decided that Chris Bundrick would continue to chair the committee. Additionally, the committee is planning to host a campus roundtable in October to discuss its approach to local tenure and promotion processes as well as peer review. Details to follow.

Proposed Revisions to the USCL Bylaws
University of South Carolina Lancaster Faculty Organization

Brief Title of Proposed Change	Remove ASC representative from Athletics Advisory Committee Membership
Committee Proposing Revision	Executive Committee
Date of Presentation to Faculty Organization	August 20, 2021
Faculty Organization Approval Date	

Rationale for Proposed Revisions

- The ASC had representation on the Athletics Advisory Committee because of the ASC's role in monitoring required study hours for athletes.
- The ASC no longer hosts athlete study hours and does not have the capacity to do so.
- The ASC has not held athlete study hours since 2017.
- The Athletics Advisory Committee has a large membership, with ample representation from faculty, administration, and other relevant offices. There is no reason to include the ASC Director as ex-officio member.

Summary of Proposed Revisions

Remove the ASC representative from the Athletics Advisory Committee membership as described in the USCL Faculty Organization Bylaws.

Section and page numbers of the current Bylaws for proposed revisions

Current	Proposed
ATHLETICS ADVISORY COMMITTEE	**ATHLETICS ADVISORY COMMITTEE**
Membership: One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the athletics program, the Gregory Health and Wellness Center, TRIO, Admissions, and the ASC.	Membership: One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the athletics program, the Gregory Health and Wellness Center, TRIO, and Admissions, and the ASC.
Purpose: The Athletics Advisory Committee serves as a liaison between the athletics department and faculty/staff at USCL, oversees the academic, public-image, and athletic development of the student-athlete at USCL, promotes proper advisement for the student-athlete at USCL, and ensures that proper policies and procedures are upheld. The chair is elected for a two-year term or until a successor is elected. (pg. 2)	Purpose: The Athletics Advisory Committee serves as a liaison between the athletics department and faculty/staff at USCL, oversees the academic, public-image, and athletic development of the student-athlete at USCL, promotes proper advisement for the student-athlete at USCL, and ensures that proper policies and procedures are upheld. The chair is elected for a two-year term or until a successor is elected. (pg. 2)