

USC Lancaster Faculty Meeting Minutes

March 7, 2025

Please note: Faculty Organization meetings are recorded. To access the recordings of previous Faculty Organization meetings, follow these steps:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click FO Documents on the left-hand menu.
4. Click on the folder labeled "FO Meeting Documents and Recordings"
5. Select the date of the meeting.
6. View recording in browser or download mp4 file.

Please note that chat messages are preserved in the Teams meeting record but are not necessarily reported in the minutes. Minutes are not verbatim and as such, pronouns may be mixed in the comment sections.

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USC Lancaster Faculty Meeting Minutes March 7, 2025

CALL TO ORDER: 12:31 PM by Dana Lawrence

CORRECTION/APPROVAL OF MINUTES: The minutes of the February 7, 2025, faculty organization meeting were approved.

REPORTS OF OFFICERS:

American Association of University Professors Representatives – Dr. Mark Minett (AAUP, University of South Carolina) and Dr. Shawn Smolen-Morton (State Conference President, AAUP South Carolina)

Shared a brief presentation about AAUP purpose and benefits. All USCL faculty are invited to join the Columbia chapter or explore establishing a local chapter for the campus. Dr. Minett is available for questions and concerns for our campus.

Questions and/or comments:

- C. Bundrick – How should interested faculty join? There is no option to select USC Lancaster online.
 - M. Minette - <https://www.aaup.org/membership/dues>: Join: Select dues category: Select chapter (USCL faculty can join the Columbia chapter unless a local chapter is formed). Expect information from AAUP national office soon after joining.
- B. Obi-Johnson – Is any financial support to offset membership dues available for interested faculty?
 - C. Catledge – That would fall to the individual faculty member.
 - M. Minett – Dean Catledge is correct, but it's also worth mentioning that some faculty on the Columbia campus request funds for travel to conference and list offices held as service in T&P documents.
- S. Smoler-Morton – If USCL creates its own campus chapter, said chapter would elect its own officers. If opting to join Columbia's chapter, how would Lancaster faculty be represented?
 - M. Minett – Likely through a committee. The Columbia chapter does accept and work to ensure that system faculty have a voice. An alternative might be to create a "Palmetto College campuses" chapter instead. This would depend on guidance from National.

Dean of the Campus – Dr. Courtney Catledge, report submitted (**Appendix 1**).

Highlights from her written report, including:

- Enrollment is strong at 2,372.
- Several ongoing faculty searches this spring, including campus dean candidate visits.
- Carolina Day went well, with a strong showing from our campus.
- Athletics update and encouraging faculty to attend home games. Thanks to Nick Lawrence and Blake Faulkenberry for work on “Calhoun’s Corner.”
- Upcoming events, including Gianni Schicchi opera on campus, career fair, AI 4 SC event, and NASC Lunch & Learn all happening in March.
- Give 4 Garnet fundraising event is coming up. Highlighted push for matching funds focused on athletics and “early bird” employee donations made before March 26th. The emphasis is on donor numbers/number of donations (not dollar amounts).
- Outdoor Spring 2025 commencement will be on May 3.
- Lancaster County Commission for Higher Education update: Assistance with costs for out-of-state students.

Questions and/or Comments: None

Associate Dean for Academic and Student Affairs – Dr. David Roberts, report submitted (**Appendix 2**).

Highlights from his report, including:

- Reminder to check Summer & Fall 2025 schedules ASAP.
- Reminder to send Pam Ellis syllabi ASAP.
- Faculty intent forms are due to his office by March 15.
- Travel requests are filling up so send those in ASAP for best chances.
- Reminder that Travel Study proposals will be due soon.
- Reminder to turn in Spring 2025 grades on time & review registrar’s email completely for essential information.
- Celebration of Lancer Excellence will be held in Medford Library on April 11.
- Reminder that nominations for student awards (Clara P. Hammond & division awards) will be due soon.
- Many faculty & staff accomplishments
- Upcoming events including Erin Moon-Kelly’s performance March 30 and USCL Open House on March 15.

Questions and/or Comments:

C. Catledge – Shout-out/emphasis on this year’s Palmetto College Faculty Excellence Award recipients. All three of this year’s winners are USCL faculty: Dr. Susan Cruise (Duffy Teaching Award), Dr. F. Evan Nooe (Shaw Research Award), and Dr. Bettie Obi Johnson (Plyler Service Award).

Academic Success Center – Written Report (**Appendix 3**).

USC Lancaster Bookstore Manager – Linda Deming.

Important reminders for the spring and summer semesters:

- There is no “first day complete” program during the summer. Students can still order summer textbooks through the bookstore or other sellers like Amazon.
- Watch for her email with instructions to ensure smooth setup of course materials in the future
- Requests instructors not share direct links to publisher materials in the syllabus to avoid students purchasing materials that they already have through the first day complete program
- Fall 2025 textbook selections will be due soon

Questions and/or Comments: None

Director of Human Resources – Tracey Mobley-Chavous, report submitted (**Appendix 4**).

Highlighting essential information from her written report, including:

- Reminders to check Summer 2025 schedules to ensure proper compensation.
- Reminder to report funding from grants to Buddy Faile/Business Office to ensure that HR has correct compensation information
- Student assistants must be rehired after May 15. Graduating students cannot be rehired as students unless they are transferring/continuing in the USC system (and they must register for classes *before* hire)
- Reminder to register *any* program involving minors (for example, summer camps) with her office.
- If you are hosting volunteers on campus, please contact HR so that they can collect volunteer information and documentation.
- University’s pre-retirement webinar will be held March 11. This online workshop is free, online, and highly recommended.

Questions and/or Comments:

B. Obi-Johnson – Should re register [as a program involving minors] research assistant employment for dual enrollment students?

- T. Mobley-Chavous – I would need to investigate, but I believe that since dual enrollment students are enrolled at USCL, they are able to work on campus as students [no need to register the activity in this example]

B. Taylor Driggers - [Regarding volunteer activities] Would this apply to single-day volunteers. For example, participants in NASC’s archaeology lab program?

- T. Mobley-Chavous – It would apply for single-day volunteers, but participants in the archaeology lab scenario would not be considered “volunteer” role. [Since they are not representing the university in that scenario and our staff/faculty greet, lead/supervise activities, etc.].

Director of Medford Library – Rebecca Freeman, report submitted (**Appendix 5**).

Highlights from library report including:

- Medford patio opening (originally scheduled April 8) will be rescheduled.
- The library will host the Celebration of Lancer Excellence in April.
- Reminder to share photos, stories, etc. for the library’s anniversary celebration in the fall. Contact her if you need help digitizing physical media.
- The library will observe shortened hours during spring break, and study rooms and the conference room will be closed for painting.
- Reminder to contact the library if your work is published so they can order a copy for the collection.

Questions and/or Comments: None

Student Success and Retention – Written Report (**Appendix 6**)

TRiO Programs – Written Report (**Appendix 7**)

REPORTS OF COMMITTEES:

USC SYSTEM COMMITTEES:

Columbia Faculty Senate – Written report on the February 5, 2025 and March 5, 2025 meetings (**Appendix 8**).

Rights and Responsibilities Committee – Brittany Taylor Driggers.

Please review the proposed revisions to the manual regarding senior instructor promotion (see **Appendix 9**) and contact her with questions or comments for the committee.

System Affairs Committee – Dr. Jerrod Yarosh.

- Proposed PCAM 110 class (high school students in the academy)
- He shared concerns/comments about the name change from our last meeting with the committee and is working to meet with the chair to discuss further
- In exploring the possibility of a Palmetto College grants coordinator role, committee members are learning more about Columbia campus' [grants/innovation hub](#). Committee members will meet with their executive director, Emily Devereux.

- They have continued to work on grievance procedures.

Questions and/or Comments:

D. Lawrence – Is PCAM 110 the equivalent of UNIV 101 for dual enrollment students?

- J. Yarosh – Essentially, yes

Welfare Committee – Written report (**Appendix 10**).

LOCAL COMMITTEES:

Access, Opportunity, and Engagement Committee – Dr. Dana Lawrence.

Overview of recent activities including hosting a Catawba area youth group tour soon and offering support for student-led AOE-related activities

Questions and/or Comments: None

USC Lancaster Faculty Organization Executive Committee – Dr. Dana Lawrence.

- Debbie Rowell and Bettie Obi-Johnson were elected as USC Lancaster representatives on the newly formed USC Ad-hoc Committee on Recruitment and Retention.
- Reminder of ballot needs for 2025-2026.
- Reminder of campus dean candidate visits after spring break (March 17 and 19) and encouragement to fill out feedback surveys sent after each visit.
- The next FO meeting will be held in person on April 4. There will be a social after the meeting.

Questions and/or Comments: None

OTHER SYSTEM COMMITTEES: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Motion to Amend USCL FO Bylaws – Free Speech Tasks Force representative, Dr. Christopher Bundrick

The task force recommends establishing a permanent new local committee. The proposed motion would amend the USCL FO bylaws to create the “Free Expression and Academic Freedom Committee” consisting of nine members (faculty, staff, and student representatives). Please contact members of the task force with any feedback.

Questions and/or Comments: None

SPECIAL ORDERS:

Finalize the ballot for April elections. **Ballot was approved.** Voting will be held via USCL FO Blackboard and will close in April.

ANNOUNCEMENTS:

- C. Austell - I'd like to thank all of our personnel who came out to the first Lancaster Performance Series event: We had around 200 attendees, and the visiting artists were charmed by our city and the welcome they received. Our next event will be taking place at the end of this month on **Monday, March 31 at 7:30pm.**
 - This is particularly exciting, as we will have an opera (!) staged by our friends at the USC Columbia School of Music: Puccini's Gianni Schicchi. This short opera contains both humor and moments of heart-rending beauty. We will begin ticket reservations this week, and seating is general admission.
- E. Moon-Kelly – The Lancaster County Council for the Arts, EMK Music, and Christ Episcopal Church proudly present: “Tuning Up for Spring”.
 - **March 30, 2025, at 3:00 PM** at Christ Episcopal Church, 534 Plantation Road Lancaster, SC 29720. Cast: Erin Moon-Kelly (flute), Rosemary Webster (double bass), and The Winds of Time Chamber Wind Ensemble. **FREE ADMISSION AND PARKING!**
 - Donations for the Lancaster County Council for the Arts and Christ Episcopal Church greatly appreciated!
 - Come and join us for a show great for the whole family! Rosemary Webster and Erin Moon-Kelly are back in business rocking out the high flutters and the double bass thunder! We are thrilled to be joined by the Charlotte Concert Band's “Winds of Time” chamber winds group who will perform an eclectic mix of international tunes, marches, and more! Local artist Sophia Kelly will present one of her artworks with one of the songs in the concert.
 - For information, please [CLICK HERE](#) or [contact erinmoonkelly@hotmail.com](mailto:erinmoonkelly@hotmail.com). Please share on social media! See you there!
- A. Pangburn – USCL Outdoor Club's last two hikes are:
 - **March 21 at noon** at 40 Acre Rock's Lower Parking Lot.
 - **April 18 at noon** at Lindsay Pettus Greenway at Barr St Parking Lot
- N. Lawrence – Please come out to the Lancer Baseball home games on **March 15 & 16.**
- D. Lawrence – Please watch Nick's [Lawrence] baseball commentary with various special guests.
- E. Easley – The application deadline for research cords is **April 4.** Feel free to direct questions to her.

- S. Penuel – Sharing a link to the text of recently-proposed [South Carolina bill H. 3927](#).

ADJOURNMENT: 2:30 PM – D. Lawrence

ATTENDING:

Sahar Aghasafari, Shemsi Alhaddad, Mark Ammons, Connor Austell, Marybeth Berry, Li Cai, Andrea Campbell, Steven Campbell, Jill Castiglia, Courtney Catledge, Logan Cocklin, Jerry Currence, Stephen Criswell, Linda Deming, Annette Duker-Golonka, Elizabeth Easley, Pam Ellis, Lucius (Stan) Emanuel, Danelle Faulkenberry, Rebecca Freeman, Amy Gerald, Darris Hassell, Claudia Heinemann-Priest, Allissa (Kate) Holland, Ernest Jenkins, Christopher Judge, Dana Lawrence, Nicholas Lawrence, McKenzie Lemhouse, Lynette Martek, Fernanda Marques Burke, Mark Minett, Tracey Mobley-Chavous, Angela Neal, Brandon Newton, Franklin (Evan) Nooe, Bettie Obi-Johnson, Allan Pangburn, Leigh Pate, Suzanne Penuel, Bridgett Plexico, Kim Richardson, David Roberts, Todd Scarlett, Peter Seipel, Michael Sherrill, Shawn Smolen-Morton, Aubrey Stewart, Nahid Swails, Suzette Taylor, Brittany Taylor-Driggers, Bernard Totten, Matt Williamson, Tania Wolochwianski, Jerrod Yarosh

ABSENT:

Dwayne Brown, Mark Coe, Walter Collins, Kimberly Covington, Maxie (Ron) Cox, Susan Cruise, Garane Garane, Lisa Hammond, Jason Holt, Mary (Allison) Jobe, Howard Kingkade, Nicholas Lawrence, Patrick Lawrence, Tamika Lewis, Vincent Lewis, Phillip Parker, Deborah Rowell, Sarah Sellhorst, Richard Vanhall, Andrew Yingst

Faculty Secretary: Document submitted by M. Lemhouse on March 25, 2025, for faculty and staff review.



Dr. Courtney Catledge
Regional Palmetto College Interim Dean

Report to the USC Lancaster Faculty Organization
March 7, 2025

People

Enrollment

As of March 4, 2025, Spring enrollment stands at 2372 up 15.26% over last year. This makes Spring 2025 the Spring semester with the highest enrollment in institution history. Thank you for your help with advisement and registration for Spring semester and thank you in advance for advisement and registration work to come after Spring Break.

Faculty searches underway*:

- USCL Dean search committee on campus visits are in progress
- Chancellor's position interviews are scheduled for March 31 – April 4.
- Assistant Business Operations Manager
- Trades Specialist
- Instructor/Assistant Professor of Statistics

Many thanks to all who are serving on these search committees.

USCL leadership and students (total of 23) attended **Carolina Day** at the statehouse on **February 11th**.

Athletics

Baseball is in action this semester. The team is currently 7-12. The upcoming game schedule can be accessed at [this link](#).

Employee Support

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

USC Lancaster in our Communities

- USCL Performance Series will be hosting an Opera titled, “**Gianni Schicchi: A Comic Opera in One Act by Giacomo Puccini**” in collaboration with the USC Columbia College of Music. This event will be on **Monday March 31, 2025, at 7:30 pm** in Bundy Auditorium. The event is free and is being offered to celebrate 100 years of the School of Music.
- **USCL Career Fair** on **Tuesday March 25, 2025**, at 10am-1pm in the USC Lancaster Bradley Building, Special Events Room in collaboration with SC Works and SC DEW.
- **Career Lunch and Learn: Expanding Your Career Network and Other Benefits of Attending a Career Fair** on **March 18, 2025, from 12:15-1pm in Trio**. This event is in collaboration with SC DEW.
- **Lancaster County Chamber of Commerce** hosted two Young Professional and Student events on **February 18-19, 2025**. Estimated 50 students and 20 Young Professionals attended each day. Thanks to Bridgett Plexico and Jeff Rammage for organizing these events.

Legislative Update

- The House budget has been finalized and includes the following for USC Lancaster: \$597,278 in recurring funding for operations. \$1.32 million in non-recurring operating funds. This is a very preliminary look at what next year’s allocation might be as the Senate is just beginning its work on the budget. There will be no tuition increase for students again next year. The USC system presentation and budget requests to the Senate Finance Committee will take place on March 12, 2025.

Other items...

- **USCL iCarolina lab** will be hosting **AI- 4- SC on March 25 & 27**. There will be two 90-minute sessions which equip small business owners and nonprofit leaders with hands-on experience using generative AI tools to tackle common challenges in operations, marketing, customer engagement, and administration. The goal is to show how AI can simplify daily tasks, enhance productivity, and support professional growth.

Participation is limited. QR Codes for registration are located on the flyer and I have also included links for each session below:

Session 1: [USC Lancaster | AI-4-SC | Generative AI for Beginners - Formstack](#)

Session 2: [USC Lancaster | AI-4-SC | Utilizing AI in your Business - Formstack](#)

- The next **Lunch and Learn at the Native American Studies Center** is scheduled for March 28, 2025, with a talk entitled “Trickster Tales of Southeastern Native Americans: Creek, Catawba, and Cherokee stories” by Mr. Terry L. Norton, Retired Winthrop University Professor.

- **Save the date – Give 4 Garnet 2025**

Give 4 Garnet is a one-day, eight-hour, and one-minute celebration of the University of South Carolina system that will begin at 5:59 a.m. on March 26 and end at 2 p.m. on March 27. It provides an opportunity for students, employees, alumni, family, and friends to come together virtually and demonstrate their support.

- **Commencement 2025:** Planning is underway for an outdoor commencement ceremony on Saturday, May 3 at 11:00 am. This year's speaker will be Ms. Harlean Carter, Retired Lancaster City Police Chief. The ceremony will take place just in front of the Crawford Rose Garden where we were last year. The pre-ceremony and post-ceremony receptions will both take place in the Arnold Special Events Room in Bradley.

- **Financial support from the Lancaster County Commission for Higher Education**—The local Commission approved special funding related to the item below.

- The Foundation board approved \$12,000 a year to assist in defraying attendance/housing costs for out-of-state/international student-athletes thru the 2026-2027 academic year. This above the regular funds the Foundation oversees for our traditional scholarship program.

I hope you enjoy a restful Spring Break.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

David Roberts, Interim Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION

March 7, 2025

- 1. Fall and Summer 25 Schedules.** Thanks to the faculty for the good work that they have done with Division Chairs to prepare the schedules for summer and fall. As a reminder, please do check Self-Service to make sure that your schedule is accurate. Note that registration for summer and fall begins on March 17.
- 2. Pam needs your Spring Syllabus! It was due at the beginning of the semester.**
- 3. 2025-2026 Faculty Review Intent Form.**
 - a. March 15 is the deadline to use the Faculty Review Intent Form to declare intent to undergo reviews during the 2025-2026 year.
 - b. Please submit the Faculty Review Intent Form even if you are not undergoing reviews next year. The form is the Palmetto College mechanism for faculty to communicate their intent to continue employment with the university in the next academic year. Thank you!
 - c. If you have any questions about your review schedule, please do not hesitate to reach out to me.
- 4. Travel Budget/Faculty Travel Request Form.** If you have any further requests for travel before the end of this fiscal year (June 30), please send those to Division Chairs as soon as possible. We have almost reached the limits of funds budgeted for faculty and staff travel.
- 5. Travel Study Requests.** The Student Affairs Committee reviews and recommends applications for travel study courses. Proposals for Summer 2026 courses are now being accepted. The deadline for submission is March 14, 2025. For more information please see this link: [Travel Study - USC Lancaster | University of South Carolina](#)

6. Important Messages from the Registrar.

- a. **It is Important to Get Your Spring Grades In On Time.** These grades impact academic suspensions, financial aid, honors reports, etc. Please prioritize submitting grades on time at the end of the semester.
- b. **Change of Grades.** Change of grades need to be in as soon as possible. These impact the same important items mentioned above.
- c. **Incompletes.** Remember, if you give an incomplete, you will also need to fill out the Incomplete Grade Contract. Megan will have it attached to the email she sends out at the end of the semester.
- d. **Please Read Megan's Email Carefully.** The email Megan sends out at the end of the semester has a lot of important and critical information. Please read it through carefully.

7. Celebration of Lancer Excellence.

On Thursday, April 10 between 11:30-1:00 in Medford Library we are planning an event to celebrate student achievements pertaining to experiential learning in areas such as undergraduate research, travel study, leadership, and internships. Please join us and encourage your students to do so too! Let your students know that they can sign up to present at: <https://tinyurl.com/lancercelebration>

8. Student Awards.

- a. Each year, the **Clara P. Hammond Award** is presented by the USCL Scholarship Committee, with recommendations from faculty/staff, to “an outstanding freshman or sophomore on the basis of exemplary scholarship, leadership, character, and contribution to the student body.” It is the highest student award given by the USC Lancaster campus, and the recipient receives a plaque as well as an original sculpture by Lancaster artist Bob Doster. This award is presented at the annual commencement exercises. The Scholarship Committee is currently seeking nominees. Please send your nominees, along with your rationale for the nomination, to me by the end of the workday on *March 21*. Nominations will be reviewed by the Scholarship Committee, who will then select this year's recipient.
- b. **Division Awards.** Each year the faculty in that division vote to present an outstanding achievement award to a student who has excelled in courses in that division. Please work with Division Chairs to identify nominees by *March 28*.

9. New Lancer Summer 25 Orientation Dates: June 26; July 10, 24; August 7.

“Convocation” will be on August 14th.

10. Recent Faculty Accomplishments.

- a. **Sahar Aghasafari and Li Cai** were part of the Careers in Science Lecture series in February, and presented *The Power of STEAM: Bridging Science & Creativity*.

Sahar peer-reviewed the article *Multimedia Arts Learning: Connecting STEAM among Special Education Students*.

- b. **Shemsi Alhaddad** presented *Temari Projections on Assorted Surfaces*, at the Mathematical Association of America's Southeastern Sectional meeting on February 28th.

- c. **Liz Easley and Sarah Sellhorst** attended the 2025 SEACSM Annual meeting with 3 undergraduate researchers. The students had first-author presentations at the conference related to the ongoing NJCAA Female Athlete Study. Liz and Sarah served as mentors and senior authors on these presentations. The three presentations were:

Bumbrey KL, Craft SF, Cuddy AW, Easley EA, Sellhorst SH. Associations among moderate to vigorous physical activity, handgrip strength, and fat free mass index. Presented at the Southeast American College of Sports Medicine Conference, February 21, 2025. Greenville, SC.

Craft SF, Bumbrey KL, Cuddy AW, Easley EA, Sellhorst SH. Pre-season and post-season analysis of body composition in NJCAA female athletes. Presented at the Southeast American College of Sports Medicine Conference, February 21, 2025. Greenville, SC.

Cuddy AW, Bumbrey KL, Craft SF, Easley EA, Sellhorst SH. Seasonal variation of physical and sedentary activity in female collegiate athletes. Presented at the Southeast American College of Sports Medicine Conference, February 20, 2025. Greenville, SC.

- d. **Garane Garane** will be attending the International Council for Francophone Studies in Cape Town, South Africa in June.
- e. **Claudia Heinemann-Priest** recorded her first Instagram post for the Native American Studies Center with the help of Ashley Lowrimore. She read the Peace Pipe Story.
- f. **McKenzie Lemhouse** was invited to be on a panel on book bans and intellectual freedom at Richland Library's inaugural Read Freely Fest. The Festival will be in Columbia, SC on March 28-30.

- g. **Pat Lawrence** is in Boston this weekend giving a talk entitled “Thomas Morton’s *New English Canaan* in the ‘New American Israel’” at a symposium put on jointly by Wellesley and Historic Deerfield. The Symposium is called “‘Banned in Boston’: Histories of Artistic Censorship in New England.” Morton’s book is considered the first book banned in America.
- h. **Evan Nooe** Presented a research paper at the South Carolina Historical Association annual meeting in Florence, SC: “A Death on the Federal Road: Settler Expansion & Indigenous Vengeance in the Pre-Removal South.” He was featured on the South Carolina Public Radio Podcast “Who What When” regarding his work on the history of the Disney company and theme parks. He was featured on the Florida Historical Society Podcast “Florida Frontiers” (episode 581) regarding his work on Disney Springs and Florida history at Walt Disney
- i. **Allan Pangburn** is presenting at the 2025 Innovative Educators Virtual Summit hosted by Hawkes Learning on “How do Self-Reflection Journals Impact a Student’s Self-Regulated Learning Skills and Mathematics Self-Efficacy.
- j. **Kim Richardson’s** article, “Handwriting in Nineteenth-Century America” was published in the *Journal of the South Carolina Historical Association*.
- k. **Deborah Rowell** was voted onto the Lancaster County Criminal Justice Coordinating Council (CJCC). This council’s purpose is to create a safer community and improve the administration of the criminal justice system through planning, research, education, data-driven improvements, and system coordination.

11. Upcoming Events.

- a. **The Lancaster County Council for the Arts, EMK Music, and Christ Episcopal Church** will be presenting Tuning Up for Spring. This will take place at Christ Episcopal Church in Lancaster on March 30th, at 3:00 PM. It is free admission and parking.
- b. **USCL Open House:** 10:00 - 12:30 on March 15th.

Report to the USC Lancaster Faculty Organization

Academic Success Center

Pat Lawrence, Director

Announcements

- The ASC will be closed for in-person tutoring during spring break, but we will continue to provide virtual appointments in writing, chemistry, philosophy, Spanish, and study strategies. Please encourage students who will use the break to catch up or work on projects to make use of this extended offering.
- We are excited to host Dr. Kim Richardson on March 31st in the ASC Studio for a talk on handwriting and pen technology in the 19th century. Please save the date; details coming soon.

Recent and Upcoming Events Overview

We hosted two Health Sciences Studio sessions this month in coordination with the instructor for BIOL 244 (Anatomy and Physiology). The sessions featured peer tutors Javeria Siddiqi and Kennedy Bumbrey. In addition to several new attendees, 75% of the students from the first session returned for the second. This indicates students see the service as valuable, and we're encouraged that it is useful to them.

Peer tutor Kennedy Bumbrey traveled to Greenville to present original research at the South East American College of Sports Medicine Conference February 20th-22nd! This extraordinary accomplishment reflects her commitment to her field and to research, and we're fortunate to be able to have her on staff to help others achieve amazing things, too.

Summary of Tutoring Data

Year-to-year trends: This is the busiest February in the past three years by a wide margin. We had a jump of 67% over February of last year, while we also worked with 20% more students than over the same period in 2024. This growth is probably driven by increased promotion in February *and* increased student demand. As the different rates of growth suggest, the number of visits per student in 2025 (2.37) was higher than in 2024 (1.69), indicating that while we are meeting the needs of more students, a greater number of those students also require more ongoing support.

Session distribution trends: In February, we saw high demand for Studio sessions and higher than average demand for STEM subjects relative to other fields. About half of the students who attended Studio Services (12/23) also attended one-on-one tutoring. This suggests that Studio services can act as a gateway to other services for those who need them and also that our studio allows us to reach students who would not or could not utilize our other services, expanding our impact on campus. An apparent boost in athlete traffic at the center represents repeat visits from a limited number of students, rather a significant increase in the number of athletes visiting the center.

(See charts below for data breakdown.)

Contact Information

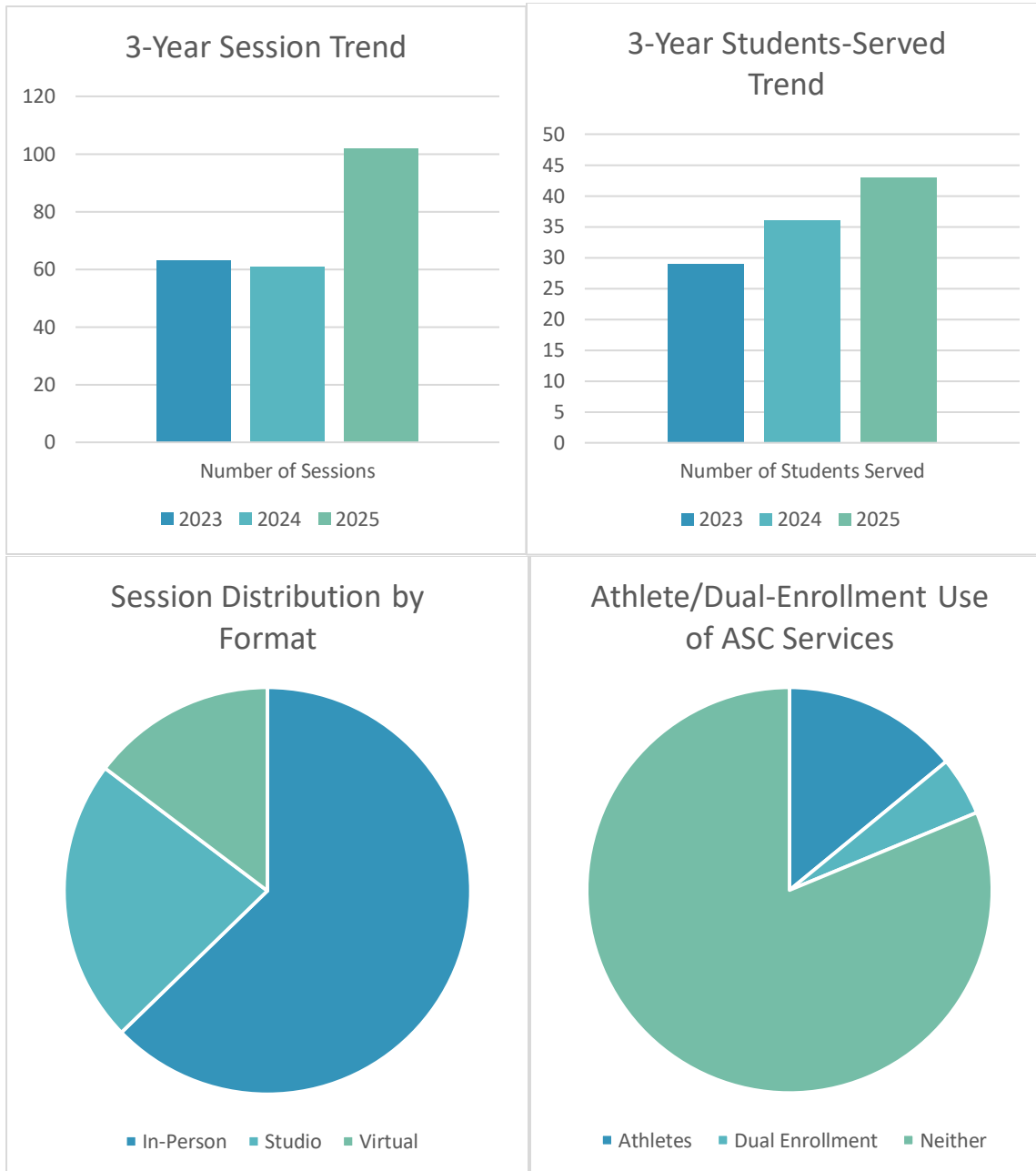
Phone: 803-313-7113

Web: sc.ed/lancaster/asc

Patrick Lawrence, Director: pslawren@mailbox.sc.edu

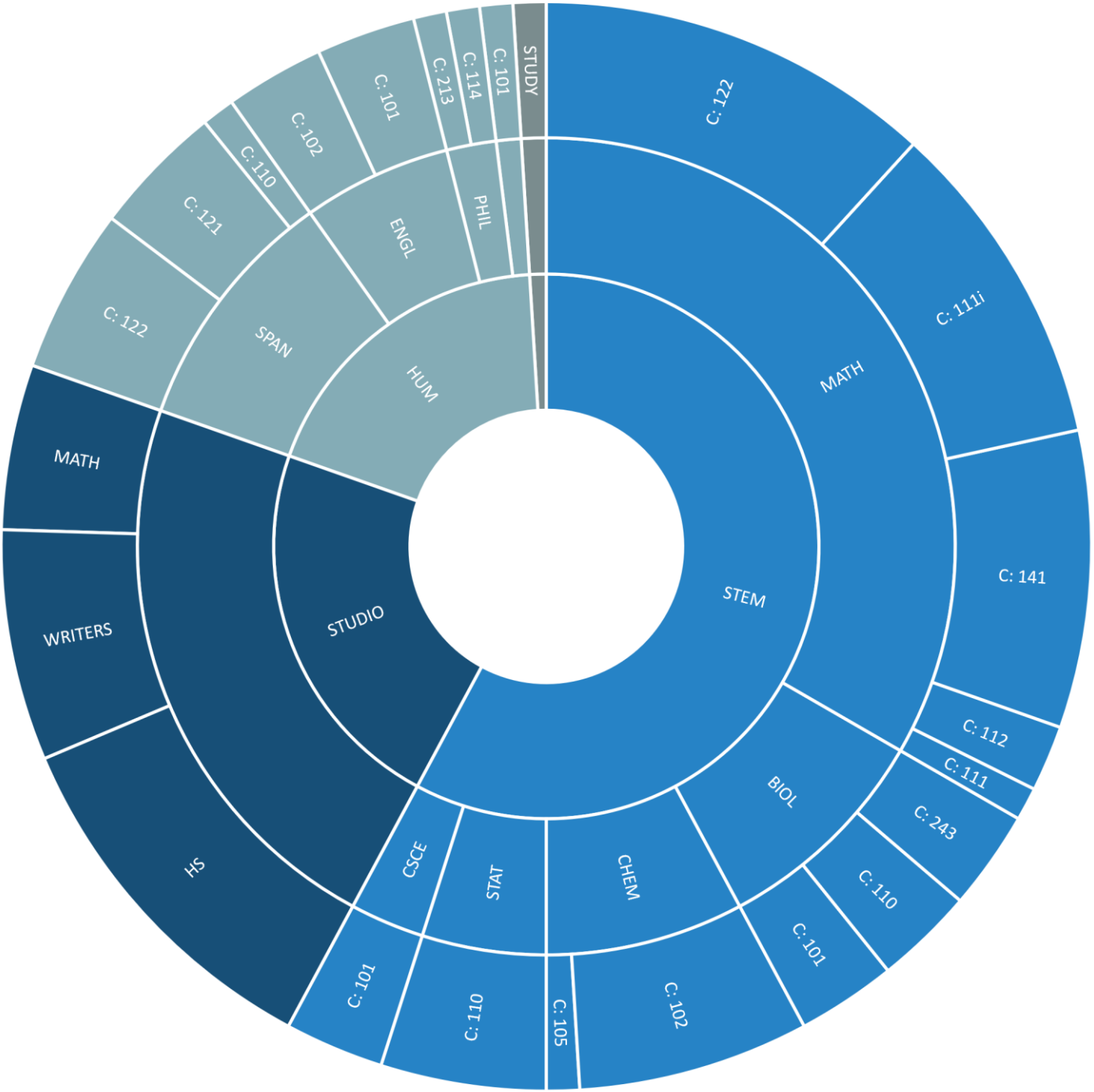
Elaine Connor, Academic Success Coordinator: etconnor@mailbox.sc.edu

Appendix: Summer Tutoring Data



¹ Note that the student-athlete and dual-enrollment data is only collected for conventional tutoring appointments, not for studio services. For this reason, the total number of sessions listed here excludes studio numbers.

Session Distribution by Field and Course



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

MEETING: Faculty Organization Meeting- March 7, 2025

TODAY'S DATE: March 5, 2025

ATTACHMENTS: 0

INFORMATION ITEMS:

1) Summer Courses

If you are scheduled to teach a course during one of the 2025 summer sessions, please be sure that your course appears on the summer schedule. If the course does not appear or a correction is needed, please share the information with your Division Chair so that it may be given to the Academic and Student Affairs Department and our Campus Registrar. Once it appears on the schedule the Division Chairs and Academic Affairs Department will include the course in the Compensation Report.

2) Summer Compensation

The Division of Human Resources has not released information about summer compensation for 2025. The Summer Compensation Webinar will be scheduled soon. The webinar will provide the earnings percentage for 2025 and requirements for any additional documentation needed to process summer hires such as the Palmetto College Summer Compensation Offer Letter. I will share an update via email following the webinar.

For planning purposes please use 32.85% of the faculty member's preceding academic year salary as the total compensation that may be earned from state entities during the summer months (beginning May 16 and ending August 15). The percentage includes compensation for instruction and extra compensation (ECOM). ECOM includes compensation earned through grants and other duties not related to teaching during the summer months.

Any faculty member who expects to exceed the compensation cap should meet with Dr. David Roberts prior to the start of the summer session to ensure that either approval is obtained from Chancellor Elkins or arrangements are made for compensation to be equal to or less than the cap.

Base salaries may be found in the HR/Payroll system under the My Profiles tab.

To find your base salary follow the steps below.

Step 1: Log into the HR/Payroll system <https://hcm.ps.sc.edu>

Step 2: Ensure that Employee Self Service is selected at the top left of the screen.

Step 3: Select the My Profiles tab.

Step 4: Select the USC Profile tab.

Step 5: Find Base Salary

3) Internal and External Grants

Any faculty member who needs to receive compensation from an internal or external grant source should complete a Personnel Request Form and receive proper approval prior to it being sent to the Human Resources Department for processing. Please be sure to include the number of hours per week because that information is needed to successfully process the request.

Personnel Request Forms are also required to hire student assistants who will be paid through grant funds. The only exception to this is for student assistants who are funded by Palmetto Undergraduate Research Experience (PURE) grants. Compensation for students funded through PURE grants will be processed through the Financial Aid Department.

Personnel Request Forms are located on the Lancaster Campus Human Resources webpage under the heading FORMS.

https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/human_resources/personnel_request.pdf

4) Hire and Rehire Student Assistants and Temporary Employees for Summer 2025

Approved Personnel Request Forms to hire student assistants and temporary employees for Summer 2025 should be submitted to the Lancaster campus Human Resources Department at least two weeks prior to the requested start date. All Personnel Request Forms must be approved by the Supervisor or Department Head, Interim Associate Dean, Business Manager, and the Interim Dean prior to being processed.

Please remember not to allow a student assistant or temporary employee to begin working until they have completed the hiring process.

Personnel Request Forms are located on the Human Resources website under the heading Forms.

Student Assistants

The effective dates of summer appointments for student hires may begin on or after May 16, 2025, and must end on or before August 15, 2025.

During the summer student assistants may work up to 20 hours per week during the time that they are enrolled in a summer course. They may work up to 40 hours per week when they are not enrolled in a summer course. *Work-study students may only work up to 20 hours per week during the summer.*

To be eligible for hire current students must either register for a summer term or be pre-registered for at least 6-credit hours for Fall 2025.

New students are eligible for hire, but the effective dates of their appointment may begin on or after June 1, 2025, and must end on or before August 15, 2025. New students must also be preregistered for at least 6-credit hours for Fall 2025.

The hourly rate for a student assistant on the Lancaster campus is \$9.00 unless approval for a higher rate is obtained. Please view the Student Employment Policy for further information.

<http://www.sc.edu/policies/ppm/hr186.pdf>

Spring 2025 Graduates

Student assistants who graduate in Spring 2025 will need to be hired as temporary employees to continue working.

The last date of student employment for a Lancaster campus graduate is May 3, 2025, and for Palmetto College graduates the date is May 10, 2025.

A new Personnel Request Form should be initiated to request hiring a former student as a temporary employee.

The University minimum wage for temporary employees is \$15.00 per hour.

* Students who graduate but will transfer to another USC campus or will matriculate through Palmetto College may continue as student assistant if they are pre-registered for at least 6-credit hours for Fall 2025.*

5) Programs Involving Minors

Minors are persons under the age of eighteen (18) who are not enrolled or accepted for enrollment at the university.

University members interacting with Minors must follow UNIV 4.00 to protect Minors, the university, and university personnel. <https://sc.edu/policies/ppm/univ400.pdf>

Please review the details about Programs Involving Minors on this website

https://www.sc.edu/about/offices_and_divisions/provost/policiesandprocedures/minors/index.php

Background Checks for all Program Personnel (18 years of age and up)

Before interacting with Minors, program staff, and volunteers including students, faculty, staff and non-USC personnel must successfully pass a background check in accordance with HR 1.90.

<http://www.sc.edu/policies/ppm/hr190.pdf>

6) Volunteers

Volunteers who will participate in any event or activity that includes interaction with our students, faculty, staff, or minors must adhere to our volunteer risk management guidelines. The guidelines include completion and return of documents and a background check prior to the start of the event or activity.

Volunteers should be eighteen (18) years of age or older and possess appropriate skills, education, and experience. In exceptional circumstances involving low-risk activities, volunteers may be under the age of eighteen (18), but this must be arranged in advance with the Office of Risk Management, Human Resources, and the Office of General Counsel.

To request a volunteer, email the following information about the proposed volunteer(s) to the Lancaster Campus Human Resources Department at least two weeks prior to the event or activity.

- Legal name
- Email address
- Contact telephone number
- A brief description of the duties that the volunteer will complete.
- The proposed begin and end date that the volunteer will be needed.

Please remember not to allow a proposed volunteer to begin interacting with our students, faculty, staff, or minors until they have completed the onboarding process and receive approval.

7) Pre-retirement Seminar, March 11, 2025

Now is the time to start planning for the transition to retirement. Pre-retirement planning is especially important in these challenging economic times.

Secure your spot for the virtual Pre-Retirement Seminar on Tuesday, March 11 from 9 a.m.- 1 p.m.

Participants will hear from experts on various topics such as:

Get Set for Retirement: 9:00 a.m. – 10:00 a.m.

Social Security and Medicare: 10:00 a.m. – 11:00 a.m.

Retirement Checks for Life: 11:00 a.m. – 11:30 a.m.

Supplementing Retirement Income: 11:30 a.m. – 12:00 p.m.

Benefits in Retirement: 12:00 p.m. – 12:45 p.m.

Final Payroll Certification and Deductions: 12:45 p.m. – 1:00 p.m.

Participants do not have to attend every session, feel free to pop in and out of the seminar to learn more about the topics relevant to you at their scheduled start times.

All employees are encouraged to attend this virtual seminar, especially those who are within a few years of retirement eligibility (spouses are also welcome).

Use the following website to register for this free webinar.

https://reg.learningstream.com/reg/event_page.aspx?ek=0023-0015-0c8eda1140cf4246bb806d2dc0ce32bd

Medford Library Faculty Meeting Report

March 7, 2025

SERVICE STATISTICS AND PROGRAMS FOR February 2025

- 2481 unique visits
- 1056 LibGuide views
- 153 Study and Lounge Area Reservations
- 9 Conference Room uses
- 9 Computer Lab uses
- 6 Community computer uses
- 1 Instruction Classes
- 1 Book a Librarian

CIRCULATION STATISTICS FOR February 2025

- 137 General collection items
- 1 AV collection items
- 14 Graphic Novel items
- 36 Juvenile collection items
- 5 New Book collection items
- 5 On Display items
- 44 Special Collection items
- 3 Reserve items

UPCOMING EVENTS

- Patio Opening – April 8
- Celebration of Lancer Excellence – April 10
- Medford Library's 50th Anniversary – Fall 2025
 - Please share with us any stories or pictures you have of the library throughout the years - https://usclancaster.libwizard.com/f/stories_pictures

GENERAL AND ADMINISTRATIVE ACTIVITIES

- The study rooms and conference room will be closed during Spring Break for painting.
- Spring Break (March 10-14) Hours
 - Monday - Thursday 8 am to 6 pm
 - Friday 8 am to 2 pm
- Instruction classes are available in person and virtually. [Request a library instruction class](#) today.
- [Book a Librarian](#) is available for you and your students.

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

- [Request we purchase materials.](#)

HELPFUL LINKS

- Place materials on [Reserve](#)
- Reserve the [library computer lab](#)
- Reserve the [library conference room](#)
- Document the impact of your scholarly activities with these [Tools for Tracking Tenure & Promotion.](#)
- Check out [resources for faculty and staff.](#)

Student Success and Retention

USCL Faculty Organization Report

March 7, 2025

Academic Advising

- Summer/fall registration opens March 17th.
- Faculty advisor names and contact information have been sent to students.
- Faculty advisors may view their advisee list on self-service:
 - Select the “Faculty and Advisor” tab
 - Select “Advisee Search”
 - Select “View my advisee listing”
- The scholarship application due date for continuing and transfer students is March 15, 2025. Please communicate this deadline with your advisees as appropriate.

Academic Coaching

- Students showing less than 2.0 GPA after Fall 2024 have been notified to setup appointments with an academic coach prior to setting an advisement appointment with their advisor.
- Students on the coaching list are emailed each month with information about available resources.

**Information provided by Danelle Faulkenberry, Academic Advisor for Science and Criminal Justice, Academic Coaching Coordinator*

Student-Athlete Success Programming

- In Fall 2024, 51 student-athletes made either Dean’s List or President’s List, full story is on [athletic website](#).
- We are working with Bridgett Plexico in Career Services to offer engagement with all student-athletes to discuss potential career opportunities and how to utilize career services office.
 - Meeting will be on March 27th during common hour.
 - Emphasis on “Handshake App” and how it works.
 - Student-athletes are encouraged to attend “Career Lunch and Learn” on March 18th and “Career Fair” on March 25th prior to athletic meeting.

If any faculty/staff member has any questions or concerns regarding a student-athlete, please do not hesitate to contact Natalie Calhoun, ncalhoun2@sc.edu

Please feel free to contact me with any questions:

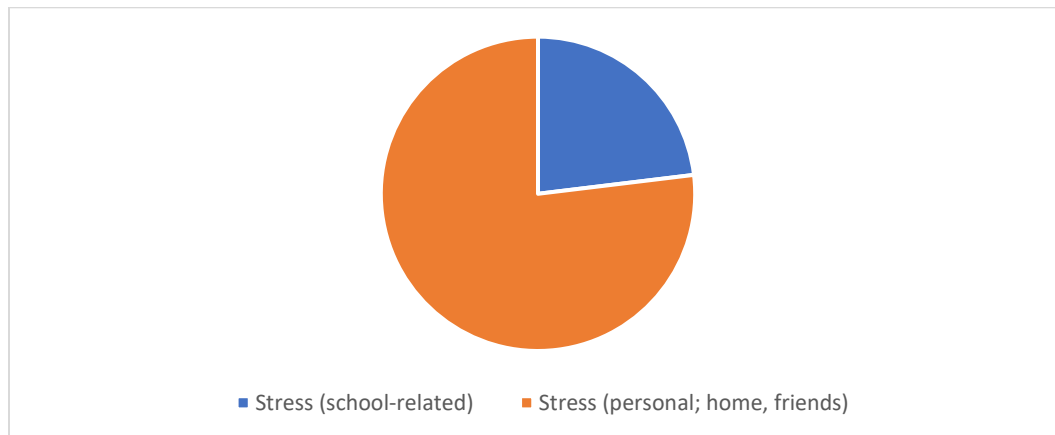
https://sc.edu/about/system_and_campuses/lancaster/faculty_staff/calhoun_natalie.php

**Information provided by Natalie Calhoun, Student-Athlete Success Coordinator.*

Counseling Services

Monthly Status Report (February 2025)

In February, majority of the students requesting counseling sessions requested help with personal anxiety and stress concerns. Several students also noted suffering from stress related to juggling school and workloads.



FORMAT	
In-person	7
Tele-health	6
Phone	0
Total	13

TYPE	
Drop-in	0
Scheduled	13
Total	13

**Information provided by Tamika Lewis, MA, LPC, NCC*

Leadership Distinction

Celebration of Lancer Excellence

The Celebration of Lancer Excellence will be held on Thursday, April 10 from 11:30-1:00pm in Medford Library. Please encourage your students to share their beyond the classroom experiences in research, internships, service, study abroad, peer leadership, and more! We are accepting applications for posters, oral presentations, and creative performances. Student may [sign up online](#). **Please encourage your students to present!**

Discover USC

Discover USC will be held on Friday, April 25, 2025, at the Columbia Metropolitan Convention Center. Registration for [presenters](#) and [reviewers](#) is open. Visitors who will not be serving in one of these roles are welcome to drop in without registering.

Registration deadlines:

- [Presenters](#): Wednesday, March 5, 2025
- [Reviewers](#): Friday, March 28, 2025

For more information, please visit [DISCOVER USC, Sponsored by the Office of the Vice President for Research - DISCOVER USC, Sponsored by the Office of Research | University of South Carolina](#)

**Graduation with Leadership Distinction is a program through the Center for Integrative and Experiential Learning (CIEL) at Columbia, formerly USC Connect. Asheley Schryer and Dr. Liz Easley are the CIEL Fellows for the Lancaster campus.*



Matt Williamson
Director and Principal Investigator
Office of Federal TRiO Programs

REPORT TO THE FACULTY ORGANIZATION

Friday, March 7, 2025

OPPORTUNITY SCHOLARS PROGRAM

Enrollment Update

- We are in the fifth and final year of our current grant award which expires on August 31, 2025. At present, we are officially serving 103 out of the 165 students we are required to serve prior to the end of the grant cycle. We have another three (3) qualifying students awaiting final selection interviews prior to their being added to our official roster.

Friends of OSP Initiative

- This academic year, we have implemented a program to include any student who would benefit from some of the support services our OSP project provides. **These students do not have to meet OSP's eligibility requirements. This includes students who are dual enrollment or enrolled in Palmetto College.** If you have a student you would like to refer as a "Friend of OSP," please contact **Andrea Campbell** at campbe99@mailbox.sc.edu. Our OSP application may be accessed via the QR code on the flyer attached to this report.

Fall 2024 Honor Roll

- Congratulations to the following OSP students who made the President's List last semester: Katie Bowers; Ebony Brown; Tess Cuddy; Jasper Gerona; Eileen Hernandez-Romero; Caylie Hilton; Lily Loyet; Alyssa Lynch; Arantxa Savinon Soto; and Braden Zerr.
- Congratulations to the following OSP students who made the Dean's List last semester: Elliot Baker; Savannah Barr; Jack Beachum; Katie Boles; Itzel Carrillo-Gomez; Alaya Cook; James Cook; Joaquin Espinoza; Krystal D'Mello; Steven Faircloth; Fontana Faulkenberry; Natalie Gainer; John Glieden; Gustavo Guruceaga Burgos; Payton Harden; Vic Hibbs; Makiyah Lee-Thomas; Ikierra Moore; Isabela Oenbrink; Joie Platt; Matt Robles Jimenez; Kathy Santiago-Loaeza; Haileigh Skinner; Taylor Threat-Shannon; Greg Toussaint; Erika Vancampenhoudt; Carlos Vasquez-Jimenez; Amelia Watts; Ashleigh Weatherly; and Makenze White.



A Regional Palmetto College

- Congratulations to the following “Legacy” OSP students who made either the Dean’s List or President’s List as part of Palmetto College last semester: Jasmine Anthony; Luke Beja; Miranda Deese; Jocelyn Furlos Beristain; Maria Haskell; Ethan Janketic; Scott Meadows; Chris Melton; Brooke Smith; and April Witherspoon.

Mid-Semester Check-Up

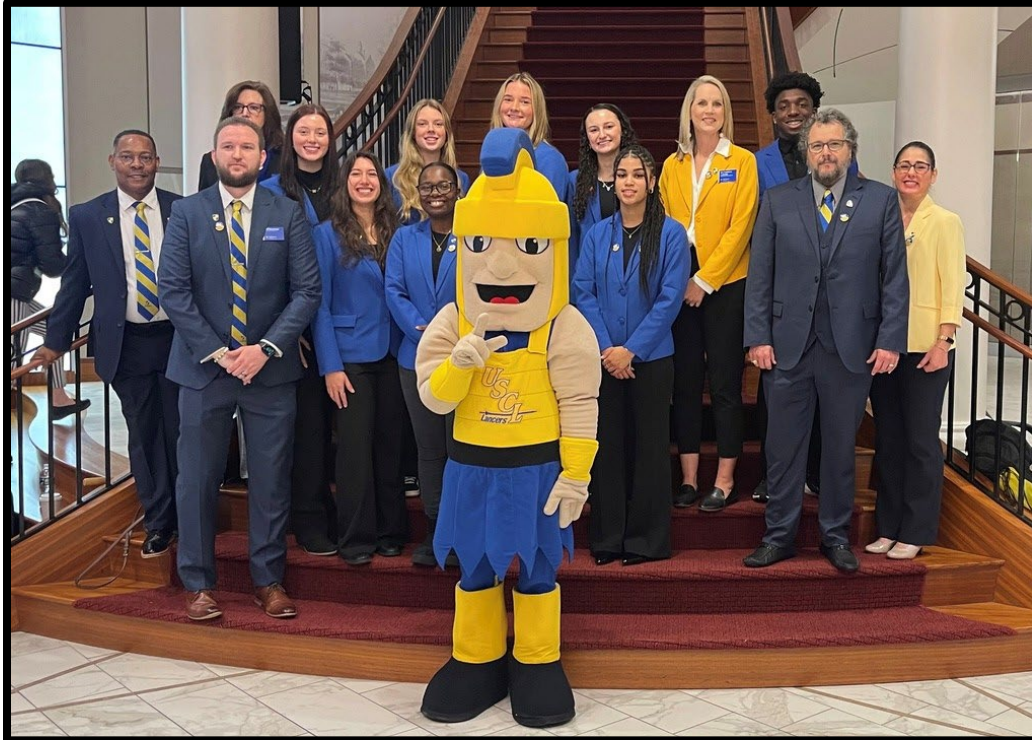
- Mrs. Campbell is in the process of reaching out to the faculty to inquire about the progress of OSP students in their individual classes. Your feedback is very much appreciated because it helps us encourage those who are struggling and praise those who are doing excellent work in your classes. We thank you and this truly makes a difference!

Careers in Science Lecture Series

- We hosted the first Careers in Science Lecture of the Fall 2024 semester on February 11. USCL’s own **Dr. Sahar Aghasafari** and **Dr. Li Cai**, along with former OSP student **Mark Malloy**, presented “The Power of STEAM: Bridging Science & Creativity.”
- The next Careers in Science Lecture will be held on Thursday, March 20 with a presentation by current Palmetto College senior **Charis Grabbe**. We will host this presentation in the TRiO Learning Resource Center beginning at 12:20 p.m. As always, lunch will be provided.

Carolina Day 2025

- Our OSP project was well represented during Carolina Day, which was held at the South Carolina State House in Columbia on February 11. Students got to meet with our state legislative delegation to talk about all the amazing things happening here at *#LancerNation*. Our USCL contingent is seen in the photo below. Pictured from left-to-right are **Matt Williamson, Jeff Rammage, Andrea Campbell, Ava Stephens, Erika Vancampenhoudt, Claire de Groot, Da’Rissa Izzard, Pien Coppoolse, Riley McLellan, Peighton Sweatt, Dr. Courtney Catledge, Greg Toussaint, Dr. David Roberts, and Asheley Schryer.**



Skills for Success Symposium

- We had strong OSP participation during the “Skills for Success Symposium: Cultivating Competencies for Career Growth” event on February 18-19 (see below).



- **Bridgett Plexico** and **Jeff Rammage** did a wonderful job putting this event together with the **Lancaster County Chamber of Commerce**.

Disability Awareness Week

- We hosted a very successful Disability Awareness Week on March 3-6, 2025.
- This year's theme was "Awareness to Acceptance: Normal Isn't Real," with a focus on ADHD and other learning disabilities.
- Kudos to **Amy Hood** and **Dr. Bettie Obi Johnson**, as well as Dr. Johnson's SC LEND students, for leading this semester's activities.



SGA Discussions with Deans

- We were thrilled to host the first "SGA Discussions with Deans" event this semester on February 27. Thank you to **Jeff Rammage** and our OSP students serving as SGA officers this year – **Melodee Jones** (President), **Stephanie Leon** (Vice President), **Meghan Boyles-Randolph** (Secretary and Treasurer) – for making this event happen.
- Deans Catledge and Roberts were able to take time out of their busy schedules to field questions from inquisitive students (see below).



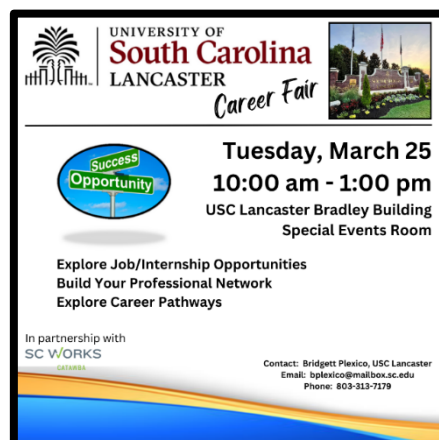
- We are tentatively scheduled to host another one of these events on either April 16 or 17.

OSP Spring Break Trip to Savannah

- Special thanks to **Mark Ammons** and **Shana Dry** for securing a grant from the **Springs Close Foundation** for OSP students to travel to Savannah, GA during their upcoming spring break.
- 34 current OSP students will be traveling to Savannah on March 10-14, 2025.
- While in Savannah, our group will visit the **Savannah College of Art and Design (SCAD)** and **Savannah State University**, the oldest HBCU in Georgia.
- We also plan to visit **Fort Pulaski National Monument**, the **National Museum of the Mighty Eighth Air Force**, the **SCAD Museum of Art**, and the **Tybee Island Light Station and Museum**. In addition, students will get to experience a sunset dinner cruise on the Savannah River through **Savannah Riverboat Cruises**.

Upcoming Activities and Events

- **Career Lunch and Learn / 2025 Student Career Fair & Expo**



UPWARD BOUND

Enrollment Update

- We are in the third year of our current grant award. The reporting period for the current year will close on May 31, 2025. At present, we are officially serving 71 participants from grades 9-12 at Andrew Jackson, Buford, and Lancaster High Schools. We are required to serve a minimum of 62 participants each year.

Dual Enrollment Workshop

- We held a workshop for sophomores and juniors on February 27 to provide information on dual enrollment through USCL for the upcoming summer and fall semesters.

South Middle School Visit

- The entire 8th grade from South Middle School will visit USCL on Wednesday, March 12. This will be one of our primary recruitment events for this year's summer programming. We greatly appreciate the Office of Admissions and Records for helping us put together this visit.

Upcoming Activities and Events

- HBCU College Fair at Johnson C. Smith on March 20
- Charlotte Hornets game on April 4
- SC College and Career Decision Day in Columbia on May 7
- College Signing Day & Awards on May 9
- Internship Academy will be held June 3 – August 7
- Summer Experience will be held June 9 – July 18

STUDENT CLUBS AND ORGANIZATIONS

ACE, Black Excellence, and LASO

- Each of these clubs will sponsor a Cultural Heritage Day with a food truck showcasing the appropriate cuisine representative of these cultures. These events are scheduled for March 17, 24, and 31.

D.E.F.I.N.E.

- D.E.F.I.N.E. will hold its next meeting on Wednesday, March 19.
- The group is discussing a community service project to support the **Lancaster County Animal Shelter**.

G.E.N.T.S.

- The G.E.N.T.S. group will have its initial meeting of the Spring 2025 semester on Thursday, March 27.

USCL Research Club

- We hosted the Research Club on February 13. **Dr. Liz Easley's** students presented "Undergraduate Researchers Showcase Their Findings" (see below).



USCL Rotaract Club

- Rotaract will hold its next meeting on Monday, April 14. The meeting will be held at 12:15 p.m. in the TRiO LRC.
- The club's current service project is "Power to the Period" in coordination with the Lancaster Rotary Club (see below).





LEGISLATIVE UPDATES

Congressional Appropriations

- With the current continuing resolution (CR) that funds the government expiring on March 14, an additional extension will likely be required to allow Congress time to finish the FY25 funding bills. If Congress does not pass another CR or final FY25 appropriations bill by March 14, the government will shut down. If the government does shut down, this will not have an immediate impact on TRiO as projects are currently operating under FY24 funding, which funds Federal TRiO Programs through the end of the 2024-25 program year.
- Last Wednesday night, the House of Representatives narrowly passed a dueling budget resolution after the Senate did so the previous week. This is the first step in the long process of budget reconciliation that will likely not impact TRiO in an overt fashion. The process will be used to approve some big-ticket agenda items for the new administration, such as border security and extending tax cuts. It is important to remember that the FY25 appropriations bill will set the next budget for Federal TRiO Programs, not the process of budget reconciliation.

Supporting Federal TRiO Programs

- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at rmammons@email.sc.edu or **Matt Williamson** at mwilliam@mailbox.sc.edu.

USC FACULTY SENATE MEETING

Wednesday, February 5, 2025, at 3 p.m.

Report from the President

House Ways and Means committee meeting outcomes and requests have been going well, but budget is still in process. Finance projections over next 4-5 years show we are in good shape. Master building plan is going well and it is important to move quickly on the projects for which we have approved funding. The president suggests that the Faculty Senate invite the new directors of marketing and athletics to discuss their ideas. New and quickly changing federal regulations and how they impact the university: the president says they are doing their best to follow up on what is happening in Washington, D.C. and how the changes may affect what the university is doing and how we do it so that we are prepared.

Question: Do you predict or is there planning for grants that may be stopped.

Answer: There is so much uncertainty, but the president thinks there will be a “significant review” of funding.

Report from the Provost

Search finalists for Dean of Faculty and Vice Provost for Academic Affairs. There are opportunities to meet the finalists next week and the meetings will be livestreamed. Faculty are encouraged to offer feedback.

We are in a period of uncertainty at the federal level. USC is working daily with federal contacts and university provosts’ association in DC as well. She says we will continue to do our mission until told otherwise and will keep faculty abreast.

The Provost spent some time discussing positive USC news such as big application and acceptance numbers, increase in first generation student numbers, a College of Education \$35 million grant, work to raise retention rates, Carnegie classification process, experimental learning, and excellent in faculty scholarship.

Reports of Faculty Standing Committees

Committee on Courses and Curricula – please see link below for all proposals.

INTL 250: A special topics course proposal by Global Carolina, which is not an academic unit, having to do with global learning experiences which will help faculty get assistance with study abroad. Approved.

UNIV 202 & 303: Like UNIV 101, a course proposal by Student Affairs, also not an academic unit. This proposal was postponed until the April Faculty Senate meeting because it brought up concerns about academic oversight over instructors because instructors are often staff who are

not a part of a particular academic unit. The question was asked, how much oversight should faculty have over the people who are teaching these courses? What sort of certification should they have?

Some units, like the COA, have an MOU with Student Affairs to offer COA-related sections with COA having oversight over instructors/instruction. Many other sections of UNIV 101 do not have such a thing in place.

All other proposals were approved.

Faculty Advisory Committee:

Notice of Faculty Manual Change that will be considered at March meeting

PC wants to codify how PC faculty are integrated into USC Columbia Faculty Committees. There is a proposed revision to formalize and provide clarity for the 4 committees that directly affect PC campuses. Committee on Curricula and Courses adds one member of the PC faculty elected by the PC Campuses Faculty Senate. Committee on Instructional Development adds one member of the PC faculty elected by the PC Campuses Faculty Senate. Committee on Libraries changes the words “teaching faculty” of PC faculty to just say faculty of PC, so librarians can serve on the Library Committee. Senate Steering Committee to include chair of PC Fac Senate or designee.

Report of the Chair:

There is a pilot program of determining what constitutes authorized or sponsored outside activities that would conflict with classroom attendance. Students Advocacy Center had been making the decision but the pilot program takes the decision back to the academic units. See slide on Faculty Senate site for more information.

There is a new Ad Hoc Committee on affordable access to course materials.

Discussion: is there a recommendation on how much course materials should cost?

Answer: probably the committee will examine this – to define affordable

Unfinished Business

Faculty seeking update of process of approving titles and descriptions at the state level for professional track faculty. Answer: it may be at the public comment period stage at the legislature. USC Professional Track Faculty Steering Committee says only 1 set of criteria has been approved by provost’s office. 9 others are in the hands of the provost being reviewed.

New Business

Committee vacancy on faculty welfare committee has found a nomination to fill vacancy.

Please look at Faculty Senate Committee Interest Survey – this is how we staff standing committees each year.

A new Faculty Senate Secretary is needed.

Good of the Order - Next Faculty Senate Meeting is Wednesday, March 5, at 3 p.m.

Instructional development committee (piloting new course evaluations) – have scheduled town halls. 2/18 Russell House Theater 10am-4pm. 2/19 Teams drop in 7-8pm. 4/9 Russell House 10-4. 4/10 Teams 7-8pm.

Survey Week end of April to encourage students to complete their surveys – free coffee with proof of completion. To boost campus-wide completion rates.

AAUP Chapter President – AAUP has as of Monday joined the lawsuit to block Trump’s anti-DEI orders. Please join the AAUP, which needs money and voices to battle in the courts to protect academic freedom.

Adjournment 4pm

The documents that will be used in the meeting are on the official site for [Faculty Senate Meetings](#).

THE UNIVERSITY OF SOUTH CAROLINA FACULTY SENATE

Wednesday, March 5, 2025

This session was held in person at the Russell House Theatre

PRESIDING CHAIR WAYNE OUTTEN

Chair Wayne Outten called the meeting to order at 3:00 pm EST.

Report from the President

Following the Call to order and approval of February 5 minutes, Dr. Amiridis discussed the proposal to decrease the NIH research funding. Dr. Amiridis stated that the proposed decrease would result in \$25 million less from the NIH to the University. He said that he had created scenarios regarding federal grants asking Colleges to describe the effects of each scenario and creating contingency plans. Dr. Amiridis said the recent federal government changes had terminated programs from the Department of Education, USAID, and the Department of State. The USAID and Department of State programs dealt with international issues and resulted in the loss of 6 contracts – 5 in Columbia and 1 in Beaufort that were worth \$6.7 million total. 16 additional federal grants received stop work notices due to DEI components that were required by the agencies themselves at the time they were created, meaning they were not necessarily cancelled, just on hold. Two separate DEI bills are currently in the House, both of which are similar with regard to the provisions forbidding preferential hiring or enrollment and stating that DEI provisions are not required. Dr. Amiridis stated that it is our obligation to abide by the law and the University is in compliance with almost all the requirements from both of the bills.

Report from the Provost

Dr. Arnett reported that while the President was giving his report, she had received word that the Supreme Court had temporarily blocked the cuts to the NIH research funding. She then presented data from the Talent Initiative Leaders Summit, which surveyed 1,228 adults in the US regarding their opinions on the state of higher education in America. The study found that while Americans hold positive views about higher education, they are concerned about its cost and “excessive liberalism”. The study was conducted by Schoen Cooperman Research, in conjunction with Kellyanne Conway. Dr. Arnett said the University is committed to making a college education affordable and accessible. She also reported that the Guaranteed Transfer Course List had increased from 86 courses to 135.

Report from USC Chief of Police Wuchenich on campus pedestrian safety

Chief Wuchenich provided tips for pedestrian and driver safety on campus and introduced the Senate members to three of the K-9 officers working on campus.

Reports of Faculty Standing Committees

- **Committee on Curricula and Courses** report was approved. The report contains four new courses: BADM 305, ANTH 578, LING 310, and LING 311, along with a change to the name

of the Russian and Eurasian Studies Minor and a change in format of POLI 300 to Delivery Only.

- **Faculty Advisory Committee** submitted the following motions and proposals, which were approved:
 - Motion to add PCC Faculty Representation to several standing committees in the Faculty Manual and clarifying term length of PCC representatives
 - Proposal to align Professional-Track faculty grievances policies in the faculty manual
 - Proposal to expand and revise the University Committee on Professional-Track Faculty (UCPTF) composition in the faculty manual
 - Proposal to align faculty manual language with current HR regulations
 - Proposal to expand the Senate Steering Committee composition in the faculty manual
 - Proposal to modify the Senate Secretary Eligibility requirements in the Senate Standing Rules to allow professional track faculty to serve as Secretary

All proposals are available for review on the Faculty Senate webpage.

Report of the Chair

The April meeting will contain a presentation of the use of AI on campus. If anyone has specific questions they would like asked, please send them in my March 14. There will also be surveys conducted in the next month to gauge different aspects of campus, as well as information on the Carolina Core Committee and Faculty Research Committee changes.

Unfinished Business

None

New Business

The list of nominees to fill vacancies on the Senate Standing Committees was read and additional nominees were not presented. The vote on these positions will be at the next meeting.

Good of the Order

The local representative of the American Association of University Professors reminded the Senate of the organization's purpose and encouraged others to get involved. The next meeting of the Faculty Senate will be Wednesday, April 2, 2025 at 3 pm in the Russell House Theater.

Adjournment

Respectfully Submitted,

Deborah M. Rowell

Instructor of Criminal Justice

March 5, 2025

Motion to Revise Faculty Manual
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Senior Instructor Procedures
Committee Proposing Revision	Rights and Responsibilities
Date of Presentation to Senate	
Senate Approval Date	

Rationale for the Proposed Changes:

This proposed change establishes a universal procedure for promotion to senior instructor. Inclusion in this section is due to the use of annual reviews in the procedure.

Summary of Proposed Changes:

Current faculty manual wording providing description of annual evaluation, third year review and post tenure review. The proposed changes are highlighted, underlined, and in red font to mark the areas for revision.

Original	Proposed Changes
<p>Pages 15-18 Annual Evaluation, Third Year Review, and PostTenure Review</p> <p>On the Palmetto College campuses, the deans and other administrative officers are the chief means by which the academic program is implemented. The faculty of a Palmetto College campus should evaluate its administrators on a regular basis. Each campus may determine its own procedure for evaluation provided the procedure is fair.</p> <p>Faculty Evaluation</p> <p>The University of South Carolina is committed to annual evaluation of all faculty as indicated below. Although procedural differences may exist among the campuses, it is essential each campus conform to the university policy for evaluation.</p> <p>The following statement on faculty evaluation includes points in common among the campuses of the university, and it constitutes the official policy of the university. This statement has been approved by the Board of Trustees and has been</p>	<p>Pages 15-18 Annual Evaluation, Third Year Review, and PostTenure Review, and Procedures for Promotion to Senior Instructor</p> <p>On the Palmetto College campuses, the deans and other administrative officers are the chief means by which the academic program is implemented. The faculty of a Palmetto College campus should evaluate its administrators on a regular basis. Each campus may determine its own procedure for evaluation provided the procedure is fair.</p> <p>Faculty Evaluation</p> <p>The University of South Carolina is committed to annual evaluation of all faculty as indicated below. Although procedural differences may exist among the campuses, it is essential each campus conform to the university policy for evaluation.</p> <p>The following statement on faculty evaluation includes points in common among the campuses of the university, and it constitutes the official policy of the university. This statement has been</p>

<p>accepted by the Budget and Control Board as meeting its minimum standard.</p> <ol style="list-style-type: none"> 1. Each member of the faculty will receive an annual written performance evaluation prepared by the head of the faculty member's administrative unit. 2. Unit criteria for tenure and promotion will be used as a basis for the annual evaluation. 3. Each faculty member will meet with the administrative head of the unit to discuss the evaluation. 4. The faculty member will read and acknowledge the evaluation by signing it; signing the document does not imply agreement on the faculty member's part. 5. The faculty member may respond in writing to the evaluation and that response will be retained with the written evaluation. 6. The signed evaluations and any written response by the faculty member shall become a part of the faculty member's permanent personnel file. 7. A copy of the evaluation will be provided to the faculty member. 8. Academic units shall be empowered to stipulate further criteria or procedural steps in the evaluation of faculty; however, such additional stipulation shall not violate the points set forth above. <p>In the implementation of faculty evaluation, the following points should be observed on each campus.</p> <ol style="list-style-type: none"> 1. All campuses must send to the Office of the Palmetto College Chancellor a copy of the calendar which they are following in the matter of faculty evaluation. 2. Where peer evaluation is required, it is suggested that faculty on the tenure track (other than those in their first year) be evaluated in the fall semester at the time of tenure and promotion consideration. 	<p>approved by the Board of Trustees and has been accepted by the Budget and Control Board as meeting its minimum standard.</p> <ol style="list-style-type: none"> 1. Each member of the faculty will receive an annual written performance evaluation prepared by the head of the faculty member's administrative unit. 2. Unit criteria for tenure and promotion will be used as a basis for the annual evaluation. 3. Each faculty member will meet with the administrative head of the unit to discuss the evaluation. 4. The faculty member will read and acknowledge the evaluation by signing it; signing the document does not imply agreement on the faculty member's part. 5. The faculty member may respond in writing to the evaluation and that response will be retained with the written evaluation. 6. The signed evaluations and any written response by the faculty member shall become a part of the faculty member's permanent personnel file. 7. A copy of the evaluation will be provided to the faculty member. 8. Academic units shall be empowered to stipulate further criteria or procedural steps in the evaluation of faculty; however, such additional stipulation shall not violate the points set forth above. <p>In the implementation of faculty evaluation, the following points should be observed on each campus.</p> <ol style="list-style-type: none"> 1. All campuses must send to the Office of the Palmetto College Chancellor a copy of the calendar which they are following in the matter of faculty evaluation. 2. Where peer evaluation is required, it is suggested that faculty on the tenure track (other than those in their first year) be evaluated in the
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<p>3. Although notice of reappointment is not necessarily tied to performance, evaluation should be completed prior to the date by which notices of non-reappointment must be sent. Thus, faculty appointed on August 16 and in their first year should receive their initial evaluation prior to March 1 (see Guidelines for Documentation of Standards for Tenure and Promotion below).</p> <p>4. Although there is no specific university-wide format, faculty evaluation should clearly measure performance against stated criteria and against any other expectations which have been stated in writing to the faculty member. Each campus should follow its own consistent format and time frame for evaluations.</p> <p>5. Any faculty member who receives a “superior” evaluation may receive a permanent merit increase to base pay in addition to any annual raise.</p> <p>6. Recommendations for increases in salary for Palmetto College Campuses faculty are reviewed by the chancellor. Major items considered when making such recommendations include budget forecasts, sufficient state and university allocations, tenure and promotion decisions, and performance review results (including post-tenure review).</p> <p>Third Year Review</p> <p>In the third year of appointment all untenured, tenure-track faculty will prepare a file according to the Palmetto College Campuses Faculty Manual guidelines for tenure and promotion in effect at the time the faculty member entered the tenure track. The purpose of third-year review is to document the tenure-track faculty member’s progress toward meeting the requirements for tenure by the penultimate year of the probationary period. The format for file preparation is found in the Tenure and Promotion Procedures for Palmetto College Campuses. Third year 17 review files will not be subject to external review, but will require summaries of teaching evaluations (PCCTC-13) and all other local campus tenure and promotion procedures apply. Third year review may be extended if tenure clock extension</p>	<p>fall semester at the time of tenure and promotion consideration.</p> <p>3. Although notice of reappointment is not necessarily tied to performance, evaluation should be completed prior to the date by which notices of non-reappointment must be sent. Thus, faculty appointed on August 16 and in their first year should receive their initial evaluation prior to March 1 (see Guidelines for Documentation of Standards for Tenure and Promotion below).</p> <p>4. Although there is no specific university-wide format, faculty evaluation should clearly measure performance against stated criteria and against any other expectations which have been stated in writing to the faculty member. Each campus should follow its own consistent format and time frame for evaluations.</p> <p>5. Any faculty member who receives a “superior” evaluation may receive a permanent merit increase to base pay in addition to any annual raise.</p> <p>6. Recommendations for increases in salary for Palmetto College Campuses faculty are reviewed by the chancellor. Major items considered when making such recommendations include budget forecasts, sufficient state and university allocations, tenure and promotion decisions, and performance review results (including post-tenure review).</p> <p>Third Year Review</p> <p>In the third year of appointment all untenured, tenure-track faculty will prepare a file according to the Palmetto College Campuses Faculty Manual guidelines for tenure and promotion in effect at the time the faculty member entered the tenure track. The purpose of third-year review is to document the tenure-track faculty member’s progress toward meeting the requirements for tenure by the penultimate year of the probationary period. The format for file preparation is found in the Tenure and Promotion Procedures for Palmetto College Campuses. Third year 17 review files will not be subject to external review, but will require summaries of teaching evaluations (PCCTC-13) and all other local campus tenure</p>
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<p>occurs in the first three years. See Calculation of Probationary Period in the Palmetto College Campuses Faculty Manual and ACAF 1.31 and 1.05.</p> <p>The file will be submitted to and reviewed by the local tenure and promotion committee. At the full discretion of the faculty member, the file may be submitted for additional review by the Palmetto College Campuses Tenure and Promotion Committee or the chancellor of Palmetto College. The results of this review will be provided to the faculty member and forwarded to the local campus dean who will provide a written comprehensive evaluation of the faculty member's progress toward tenure and promotion.</p> <p>A report of marginal or unsatisfactory progress shall include a written summary of deficiencies and recommendations for correcting the deficiencies. A satisfactory report will include a written summary, with recommendations for continuing progress toward tenure and promotion. Files that have been reviewed by the Palmetto College Campuses Tenure and Promotion Committee or the chancellor of Palmetto College will receive the same form of feedback. A satisfactory report on a third year review shall not be construed as assurance of success in the candidate's penultimate year. A rating of unsatisfactory progress by the local tenure and promotion committee may be cited as evidence in support of non-reappointment.</p> <p>Post Tenure Review</p> <ol style="list-style-type: none"> 1. Tenure track faculty (tenured or untenured) will undergo peer evaluation on the local campus at least once every three years: the criteria for tenure and promotion will be used as a basis for this review. Written results of peer evaluation will be provided to the faculty member. 2. For full-time administrators with tenure and faculty rank and who report directly to the Palmetto College campus dean or directly to the chancellor of Palmetto College, participation in the post-tenure review process is suspended throughout the duration of their administrative appointment. Upon return to full-time faculty 	<p>and promotion procedures apply. Third year review may be extended if tenure clock extension occurs in the first three years. See Calculation of Probationary Period in the Palmetto College Campuses Faculty Manual and ACAF 1.31 and 1.05.</p> <p>The file will be submitted to and reviewed by the local tenure and promotion committee. At the full discretion of the faculty member, the file may be submitted for additional review by the Palmetto College Campuses Tenure and Promotion Committee or the chancellor of Palmetto College. The results of this review will be provided to the faculty member and forwarded to the local campus dean who will provide a written comprehensive evaluation of the faculty member's progress toward tenure and promotion.</p> <p>A report of marginal or unsatisfactory progress shall include a written summary of deficiencies and recommendations for correcting the deficiencies. A satisfactory report will include a written summary, with recommendations for continuing progress toward tenure and promotion. Files that have been reviewed by the Palmetto College Campuses Tenure and Promotion Committee or the chancellor of Palmetto College will receive the same form of feedback. A satisfactory report on a third year review shall not be construed as assurance of success in the candidate's penultimate year. A rating of unsatisfactory progress by the local tenure and promotion committee may be cited as evidence in support of non-reappointment.</p> <p>Post Tenure Review</p> <ol style="list-style-type: none"> 1. Tenure track faculty (tenured or untenured) will undergo peer evaluation on the local campus at least once every three years: the criteria for tenure and promotion will be used as a basis for this review. Written results of peer evaluation will be provided to the faculty member. 2. For full-time administrators with tenure and faculty rank and who report directly to the Palmetto College campus dean or directly to the chancellor of Palmetto College, participation in the post-tenure review process is suspended throughout the duration of their administrative
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responsibilities, the post-tenure review policy for these individuals will be in effect.

3. Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review of the previous six years of work: the criteria for tenure and promotion will be used as a basis for this review. The file will be submitted to and reviewed by the local tenure and promotion committee. The file is not subject to external review (PCCTP14) and the faculty member is not required to include the compiler's summary of teaching evaluations (PCCTP-13) unless they choose to. The "highly effective" record as listed in the Palmetto College Campuses Faculty Manual on pages 8 - 11 is not required for this review. The results of this review will be provided to the faculty member and forwarded to the local campus dean.

4. When a tenured faculty member receives an overall rating of unsatisfactory, the file will be referred to a local campus committee which will work with the faculty member to develop a plan and time table for correcting deficiencies. Within budgetary constraints, the local campus will provide reasonable fiscal support for implementation of such plans.

5. In the sixth-year post tenure review, when a tenured faculty member receives an overall rating of unsatisfactory, the file will be referred to a local campus committee which will work with the faculty member to develop a plan and time table for correcting deficiencies. Within budgetary constraints, the local campus will provide reasonable fiscal support for the implementation of such plans.

6. The procedure which governs "termination for cause" of any tenured faculty appointment is clearly articulated in the Palmetto College Campuses Faculty Manual and no process of outcome associated with post tenure review shall supersede the guidelines established by these provisions.

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Procedures for Promotion to Senior Instructor

1. For an instructor who has been a full-time instructor and meets the required service time of a minimum of six consecutive years, the candidate for senior instructor may submit a letter of intent to the Academic Dean by March 15th during or after the candidate's 6th year of service. An instructor would submit a single PDF file by November 1.
2. An instructor would include:
 - a. A two-page, single-spaced minimum summary of accomplishments related to effective teaching criteria, as well as service if applicable
 - b. Five most recent Annual Faculty Reports
 - c. Five most recent years of administrative reviews and any peer reviews conducted in that period
 - d. Five most recent years of teaching evaluations
3. The file should be submitted to a committee determined by the local campus for review and a vote. The makeup of the review committee is determined at the campus level but should include only those members of the faculty who are at the senior instructor, associate professor, or full professor ranks.
4. The file would then be forwarded to the campus Dean for final review and approval.
5. Appointments and Promotions of non-tenure-track faculty shall be in writing, and the beginning and ending date of appointment, typically for terms of three to five years.
6. A recommendation from the locally determined campus review committee faculty must be included in the promotion process. Once the promotion process required in the campus-level criteria is followed, the dean, the campus-level hiring authority, can offer appointments/promotions for most non-tenure-track faculty titles without additional approvals.

	<p>7. Offer letters must also state the appointment is contingent upon funding availability. Even in multi-year contracts, the offer letter must state that renewal for each subsequent year is contingent upon satisfactory performance and available funds.</p>
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Faculty Welfare Committee Report

Date: February 14, 2025

Sahar Aghasafari

PC Senate Faculty Welfare Committee

The Faculty Welfare Committee met to discuss faculty development, tenure and promotion (T&P), faculty awards, and the 2025 Faculty Welfare Survey.

Feedback from the recent T&P Workshop emphasized the value of **in-person meetings, thoughtful speaker selection with a focus on teaching, clearer guidance for breakout committees, and a balanced approach to teaching, research, and service** in tenure considerations. To enhance next year's workshop, the committee will **initiate early speaker selection and introduce a dedicated T&P Reviewer Training session**. A review of the Faculty Manual's **teaching summaries** section is also planned to ensure clarity.

The committee also discussed **strengthening T&P Reviewer Training** to align evaluations strictly with Faculty Manual guidelines. A dedicated training session will be introduced, with leadership under consideration. Regarding faculty awards, a proposal was made to **adjust the timeline to summer**, allowing nominees more preparation time and streamlining the selection process. This change may be incorporated into the Faculty Manual.

The 2025 **Faculty Welfare Survey** will examine key faculty concerns, including **workload equity, job stability, and work autonomy**. The survey is scheduled for **spring 2025**, with efforts to encourage participation through **April FO meetings**. Funding support through the **EXCEL grant** is being pursued, and discussions are ongoing regarding long-term oversight of the survey.

The committee remains focused on **addressing faculty needs and improving processes to support professional growth and well-being**.