

THE UNIVERSITY OF SOUTH CAROLINA
REGIONAL CAMPUSES FACULTY SENATE MINUTES
USC - SALKEHATCHIE
NOVEMBER 19, 1993

MORNING SESSION

CALL TO ORDER: Tandy Willis, Chair

The Chair introduced Dean Carl Clayton who welcomed the Senators to the Salkehatchie Campus. Senators were invited to tour the new Learning Resource Center.

I. REPORTS OF THE DEANS:

Beaufort - Dean Plyler. The USC-Beaufort Strategic Planning process is well under way. Objectives and strategies have been submitted to the faculty and staff. Our new Title III has been submitted. We are currently conducting three faculty replacement searches in biology, foreign language and business. Enrollment is up 2.5 %. Our festival series began last week and is going well.

Lancaster - Prof. Catalano for Dean Arnold. Our search for a new dean is well in progress. We have begun a five year 1.3 million dollar grant. A notable result of the grant is the hiring of anthropologist Nancy Hazam as an instructor and assistant branch administrator.

Lifelong Learning - Dean Boyd for Assoc. Vice Provost May. The move to our new offices in the Carolina Plaza is essentially complete. Renovations to the building are not complete. Non-credit operations will move soon. Credit operations enrollment remains stable and is expected. We will hold, this December, our final CCI commencement. In January. We will start courses at the Women's Correctional Institution so that our relationship to the Department of Corrections will continue even as CCI leaves Columbia.

Sumter - Dean Carpenter. Sumter was pleased to have President Palms on campus on November 8. The Sumter Partnership Educational Foundation has contributed \$12,000.00 for production of two promotional videos for admissions and fund raising. Provost Moeser will be on campus Monday to visit with faculty. In the spring, we will begin offering courses for the new correctional facility in Lee County. A two year capital campaign begins in January with a goal of \$500,000.00 to be applied to scholarships. We continue to discuss cooperative efforts between

Sumter (cont)

USC-Sumter and Central Carolina Technical College. We are working to expand baccalaureate degrees from three to five or six. The new library construction is ahead of schedule and we hope to occupy it in January. We are exploring possible offering courses with USC-Lancaster in Camden.

Union - Dean Edwards. We have completed the third year of a campaign with a goal to raise \$250,000.00. We raised \$255,000.00. A Title III proposal is under way under the direction of Steve Buchanan. President Palma recently met with our faculty at Laurens.

II. REPORT OF THE VICE PROVOST - (attachment 1)

STANDING COMMITTEES MET

AFTERNOON SESSION

I. CALL TO ORDER

II. CORRECTIONS / APPROVAL OF THE MINUTES OF SEPT.10, 1993

The minutes were approved with the following corrections:

- A. Attachments A and B should read Attachments 1 and 2
- B. Attachment B/ p.11/ L.1 - Strike: Castleberry? Should read: Blair

III. REPORTS OF UNIVERSITY OFFICERS

- A. Vice Provost - (attachment 1)
- B. Associate Vice Provost - (attachment 2)
- C. Deans of the Regional Campuses - (see morning session)

IV. REPORTS OF STANDING COMMITTEES

- A. Rights and Responsibilities - Prof. Faulkner, Chair
(attachment 3)
- B. Welfare - Prof. Washington, Chair (attachment 4)

REPORTS OF STANDING COMMITTEES (cont)

C. Systems Affairs - Prof. Bishoff, Chair
(attachment 5)

V. EXECUTIVE COMMITTEE - Prof. Chilcote (attachment 6)

Report of Ad Hoc Committee on Teaching Effectiveness
(attachment 7)

VI. REPORTS OF SPECIAL COMMITTEES

A. University Library Committee - Prof. Nims
(attachment 8)

B. University Committee on Curricula and Courses - Prof.
Castleberry (attachment 9)

C. University Faculty Welfare Committee - Prof. Pauly
(attachment 10)

D. Faculty/Board of Trustees Liaison Committee - Prof.
Cureton, due to a schedule conflict, could not attend

E. Research and Productive Scholarship Committee - Prof.
Johnson (attachment 11)

F. Savannah River Site Committee - Prof. Logue
Committee has not met

G. Other Committees

1. Insurance and Annuities Committee - Prof. Dockery
(attachment 12)

2. Report of Conference of University Chairs - Prof.
Willie (attachment 13)

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

A. Nominations for representative to the Systems Health
and Safety Committee:

Dr. Gordon Sproul, Beaufort nominated and seconded

Motion to close nominations -- seconded

NEW BUSINESS (cont)

Dr. Sproul nominated by acclamation

B. Motion by Roy Darby (attachment 15)

The motion was ruled substantive by the Chair and moved to unfinished business, February 18

C. Motion by Ben Robertson, Lancaster (attachment 16)

The motion requests that the Chair communicate its sentiment to the President and Provost by letter.

Motion seconded and passed

IX. ANNOUNCEMENTS

Next Senate meeting: Sumter, November 18

Delegations are reminded to submit name of representative to the Nominating Committee to John Catalano, Vice Chair at the February 18th RCFS meeting.

X. THE SENATE ADJOURNED

Respectfully,


Wayne L. Chilcote
Secretary

REGIONAL CAMPUS FACULTY SENATORS
Attendance: November 19, 1993

Exec. Comm.

UN Tandy Willis, Chair ✓
LON John Catalano, Vice-Chair ✓
SAL Wayne Chilcote, Secretary ✓
ZC Clea Dunaway, At Large ✓
BE Jane Upshaw, At Large absent ✓
SUM Carolyn West, Past Chair ✓
Billy Cordray for Jane Upshaw

S. A. C.:

Steven Bishoff, Chair (Sumter) ✓
Ellen Chamberlain (Beaufort) ✓
Roy Darby (Beaufort) ✓
Ralph Garris (Lancaster) absent ✓
Carolyn Starnes (Lancaster) ✓
Dave Bowden (Life Long Learning) ✓
Marvin Light (Salkehatchie) ✓
Steve Anderson (Sumter) absent
Robert Costello (Sumter)
Robert Castleberry (Sumter)
Steve Buchanan (Union)

Welfare:

Nancy Washington, Chair (Life Long Learning) ✓
Nora Schukei (Beaufort) ✓
Sally Lapoint (Beaufort) ✓
Susan Pauly (Lancaster)
Noni Bohonak (Lancaster) ✓
Susan Moskow (Salkehatchie) ✓
Duncan McDowell (Salkehatchie) ✓
James Privett (Sumter)
John Varner (Sumter)
Mary Barton (Union) ✓

R & R:

Danny Faulkner, Chair (Lancaster)
Billy Cordray (Beaufort) ✓ Exec Comm
Gordon Haist (Beaufort) ✓
John Blair (Beaufort) ✓
Bruce Nims (Lancaster)
Dianne Evans (Lancaster)
Mike Schoen (Life Long Learning) ✓
Bob Group (Salkehatchie) ✓
Paul Stone (Salkehatchie) ✓
John Logue (Sumter)
Joanne Klein (Sumter)
Maitland Rose (Sumter)
Susan Smith (Union) ✓

Report on CHE Committee to Study Two Year Education in South Carolina

Given to the Board of Trustees on October 22, 1993

Mr. Hubbard reported that in October 1992 the Commission on Higher Education authorized the creation of a committee to study the future of post-secondary education in South Carolina, focusing on the first two years after high school. The state's sixteen technical colleges and the University of South Carolina's five regional campuses have been closely examined in order to address and, ultimately, come up with a plan to minimize unnecessary duplication of educational services and programs, facilities, faculty members, and other costs associated with meeting the educational needs of South Carolinians.

Eight members were appointed by the Commission on Higher Education to study two year education and those are: from the University of South Carolina, Board members Mrs. Lily Roland Hall and Mr. William Hubbard; from the State Technical Education System, its chairman Mr. P. Henderson Barnette and its vice chairman Mr. Clarence Hornsby, Jr.; from the CHE, Mr. Edwin E. Tolbert, Sr. and Mr. Edward T. McMullin, Jr.; and from the Council of Presidents, President Sanders of the University of Charleston and President DiGiorgio of Winthrop University. This eight person group has been known as the Policy Committee and has met on eight occasions during the past twelve months.

A Technical Support Group consisting of ten members was also formed to aid the Policy Committee in collecting and analyzing relevant data. USC has been represented very ably on the Technical Support Group by Dr. Robert Alexander, Chancellor at USC Aiken; Dr. George Reeves, Deputy Provost; and Dean Pete Arnold, Dean at USC Lancaster. The Technical Support Group has met separately from the Policy Committee on eleven occasions during the past twelve months. In addition the Policy Committee and selected members of the Technical Support Group visited three of the state's technical colleges; they were: Central Carolina Technical College in Sumter, York Technical College in Rock Hill, and Technical College of the Low Country in Beaufort. On those same visits and public hearings, the campuses of USC Sumter, USC Lancaster, and USC Beaufort were visited.

Through meetings with administrators, faculty, students, and members of the local communities, the Committee and the Technical Support members ascertained the extent to which local institutions meet the post-secondary education needs of their areas efficiently and economically. During these meetings, hundreds of individuals were heard from--representing diverse interests. They presented their views on post-secondary education and answered specific questions posed by the Policy Committee.

Having completed that work, at its last meeting the Policy Committee adopted six overriding principles. These six principles will guide the drafting of the final report of the Committee which is due to be completed by November 30. The principles are: (1) we should promote greater cooperation, particularly in the areas of libraries, laboratories, equipment, special staff, faculty, common academic programs, scheduling, facilities, planning and development; (2) this report and this committee would recommend that no action be taken which would inhibit access to higher education in South Carolina; (3)

campus-based resources, relationship to Aiken business courses currently being offered at several of the campuses, and funding. We are in the process of gathering information related to these concerns and will seek input from all appropriate parties as our work progresses.

I would like an update from the Senate through John Gardner on progress on the System Sexual Harassment policy.

We have been asked to have you nominate a person for us to suggest to the President for appointment to a new System committee on health and safety.

I am enclosing with this report a copy of Trustee William Hubbard's comments to the Board of Trustees on the CHE Two-Year Education.

Also appended to this report is a paper describing the reconstitution of the System Academic Advisory Committee.

I apologize for the fact that I will not be able to attend the Faculty Senate Meeting because I must return to Columbia to attend a meeting at which the TASCOR report will be discussed.

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proposal for a System Academic Advisory Committee continued

It is expected that the Committee will ordinarily meet once a month during the academic year. It is expected, too, that the Committee will hold some of its regularly scheduled meetings at campuses other than the Columbia campus.

Membership: As the Chief Academic Officer of the system, the Provost shall be an ex officio, non-voting, member of the Committee.

One student, representing the undergraduate students in the system and selected by their leaders in a manner to be determined by them, shall be a voting member of the Committee.

All other members are to be selected by the respective faculty of each of the campuses in the University system as follows: five representatives from the Columbia campus, two representatives each from the Aiken, Spartanburg, and Aiken campuses, and one representative each from the other five campuses. (Hence the total membership will be ~~11~~ including the student member and not counting the Provost.) Selection of faculty representatives will be determined by the respective campuses in accordance with their policies and procedures. Ordinarily, representatives are to be selected from ~~the~~ the ranks of full time faculty.

15 (Coastal)
out

Tenure of the student member shall be for no more than three years. Tenure of the faculty members shall be for three years. The members shall select their Chair at the start of each academic year, and no person may serve as Chair for more than two years during his or her tenure on the Committee.

(This ends the proposal.)

REPORT OF THE ASSOCIATE VICE PROVOST
REGIONAL CAMPUSES AND CONTINUING EDUCATION
John N. Gardner

TO THE REGIONAL CAMPUSES FACULTY SENATE
November 19, 1993

Faculty Exchange Applications

I trust and hope that by now all the faculty have received copies of the annual Faculty Exchange Call for Proposals. I want to stress that priority this year is going to be given to faculty who have not yet received support from the Faculty Exchange Program. This is due to our limited funds. However, we never know in advance how many applications we have and so there might well be a possibility that there would be funds left over that were not awarded to first-time applicants. So, if you have an interest in Faculty Exchange, please, by all means, apply. It is very important that the applications be thorough, well documented, and stress how the proposed activity will enhance teaching on the Regional Campuses. It is also extremely important that you have letters of endorsement/reference from faculty colleagues on the other campus of the University System that may be involved with you in the proposed exchange project. Also needed is a strong letter of endorsement from your own academic dean. Please remember that the deadline is December 1, 1993. If you have any questions, please don't hesitate to contact me.

Status of USC Lancaster Dean of the University Search

The Lancaster Search Committee is being co-chaired by Professor Bruce Nims and myself, and we have an outstanding committee which consists of: Bruce Nims, John Catalano, Richard Van Hall, Jane Carroll, William Riner, Thelathia Bailey, Sara Robinson, Jerry Witherspoon, Jack Anderson, James Bradley, and myself. We have announcements out in national, regional, and local publications, and the applications are now rolling in. We will begin screening them as a committee very shortly, and our goal is to have a recommendation ready for the Board of Trustees at its April meeting in 1994 so that the new dean could begin his/her duties July 1, 1994. Naturally, we would welcome nominations/applications as you might refer them to us.

Assessment Task Force

As you may or may not know, at the request of the South Carolina Commission on Higher Education, in 1992 the General Assembly enacted the so-called Act 255 which stipulated some 18 different areas in which the universities must conduct assessment of outcomes measures. One of those areas was assessment of general education.

Report of Rights and Responsibilities Committee
November 19, 1993
Submitted by Danny Faulkner, Chair

- I. R&R Committee met in Columbia on October 29 to discuss recent developments in the tenure and promotion process. We revised the calendar for the T&P process which was approved by the Executive Committee on November 5th.
- II. We continued discussions on the T&P process today. We are concerned that the administration is attempting to alter procedures after the process has begun. We believe that revision, with which we agree in principle, should be done in a slow, deliberate fashion.
- III. We accepted, and presented to the Senate, a resolution from USC-Sumter presented by Prof. John Logue. (see attachment 14)

In order to satisfy this reporting requirement, Provost Moeser has appointed a committee of faculty to begin to develop a process for assessing general education outcomes. Our campuses are represented by Professor Sally Boyd and myself. We will keep you posted.

January University 101 Faculty Training Workshop

You may not be aware of this but this workshop process that we started some 22 years ago has undergone many, many modifications over these two plus decades. We would welcome any faculty who have not yet been through this training or who have been through it at some point in the past. The next workshop will be January 3-7, 1994 at USC Columbia. We will cover your travel expenses. The workshop is co-sponsored by this office and we eagerly solicit strong faculty representation from the Regional Campuses.

special care should be taken in approving new facilities so as to avoid unnecessary duplication; (4) institutions should clearly differentiate and sharply define their missions and the missions of the two systems; (5) there will be no merger of the technical education system and the USC regional campuses; and (6) each service area has unique demographic characteristics and needs and must be allowed to be responsive to the unique demographic characteristics and needs of that area. Those are the guiding principles which are currently governing the drafting of the final report. The University is represented on the drafting subcommittee by Mrs. Hall and Dr. Reeves. Other members of the drafting subcommittee are: Don Peterson of the State Technical Education System; Clarence Hornsby, the vice chairman of the State Tech Board; and Gail Morrison of the Higher Education Commission.

It is the hope of all members of the Policy Committee and the Technical Group that the job is done in such a manner as to resolve the issue once and for all. This is about the 15th or 16th time that such a study has been commissioned by the Higher Education Commission over the last 15 or 20 years. Incredible resources have gone into this project. All institutions have been called upon to come forward with extensive information; hundreds of people were heard from throughout the course of the study. All involved in the study want to have the information be accurate, to have a report that speaks for itself, and to have the recommendations in the report resolve the issue once and for all. It is also hoped that the information gathered will be a valuable resource in determining what overall efforts might be involved in possible restructuring in higher education. This could be a great resource in any future discussions by the Legislature, or any other body, about the future course of higher education in South Carolina.

The Proposal

The Academic Planning Committee hereby proposes the creation of a new committee, to be called the System Academic Advisory Committee, the nature of which is described below. Further, the Committee proposes that the existing Academic Planning Committee, and also the existing System Academic Policy Coordinating Committee, be abolished, since the new Committee would render these two existing Committees unnecessary and duplicative.

General purposes: The System Academic Advisory Committee would be charged with identifying and advocating ways of strengthening the academic mission of the University system consistent with the University's ideals of campus diversity and autonomy. To this end, it would provide an institutional forum for the regular exchange of information regarding existing forms of intercampus cooperation, integration, and sharing (for instance, in faculty development, curriculum goals, academic programs, collaborative research, support services), and for the articulation, development, and/or review, of proposals to improve existing, or to create new, forms of intercampus and systemwide cooperative academic ventures.

Relatedly, it is expected that the President and Provost shall consult with and seek advice from the System Academic Advisory Committee on all proposals and initiatives believed likely to affect the academic mission or programs of more than one campus, and similarly to look to the Committee for help in resolving systemwide academic problems, in establishing new programs having a systemic effect, and in developing academic priorities.

Powers: All recommendations made by the Committee will be advisory only. The Committee shall ordinarily make its recommendations to the President and/or Provost, but may, at its discretion, make recommendations to the Core Planning Group and/or to faculty Senates or other faculty governing bodies.

To help insure Committee oversight of and participation in academic initiatives that have or may have systemic impact, the Committee shall be sent copies of all letters of intent proposing new academic programs. Those proposals which, in the view of the Committee, have or are likely to have an impact on more than one campus or on the system as a whole can then be identified as deserving of Committee review.

To help insure Committee involvement in and knowledge of plans affecting the academic mission of the University, the Chairperson of the Committee shall be a voting member of the Core Planning Group.

Procedures: Though Committee decisions will be made by majority rule, the Committee shall always strive to reach decisions on the basis of consensus instead.

To help meet the Committee's charge of improving communication between campuses, copies of all agenda and of all minutes will be sent to the chief academic officers of each campus.

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Report of Faculty Welfare Committee
November 19, 1993
Submitted by Nancy Washington, Chair

- I. The Welfare Committee is compiling a list of local alumni and supporters for each campus. Nora Schukel will chair this sub-committee
- II. A literature search about faculty productivity and effectiveness is being prepared by Nancy Washington. The bibliography from the Teaching Effectiveness ad hoc committee is being incorporated. Copies of the bibliography will be provided for each campus library
- III. Reports about faculty/administration and faculty/student ratios will be gathered at the February meeting. Duncan McDowell will prepare an introduction to these reports reflecting committee discussion.

SYSTEM AFFAIRS COMMITTEE

Dr. Stephen T. Bishoff, Chair

Minutes of 19 NOV 93 meeting.

Professors Present: **Sumter:** Stephen T. Bishoff, Robert Costello, Robert Castleberry, **Beaufort:** Roy Darby, Ellen Chamberlain; **Lancaster:** Carolyn Starnes Union; Steve Buchanan; **Salkehatchie:** Marvin Light; **Lifelong Learning:** David Bowden

I. Motion from Beaufort - Roy Darby

- A. Beaufort presented a motion to make THSP 140 a degree requirement to satisfy SACS requirements. (See 5 p 2 attached.) The motion passed the committee and was brought before the Senate where it also passed.
- B. Steve Bishoff offered to be a clearinghouse to share various campuses solutions to the oral and written communication requirements.

II. Health & Safety

Dr. Duffy requested the committee nominate a representative to the new system committee on health and safety (see his report, 4th from last paragraph on back of page 1). Since the committee did not have sufficient information the topic was not considered in committee.

III. Proposed Committee to the President

- A. The proposal for the establishment of the System Academic Advisory Committee to the president was discussed at the request of the Chair, Tandy Willis. The concerns raised were:
 - 1. The wording did not clarify the role of the Chair of the committee with regard to the Core Planning Group.
 - 2. The selection of representatives was not clear.
 - 3. Representation of Lifelong Learning was either not taken into account or assumed to be under Columbia despite their membership in the RCFS.
- B. The committee moved to accept the proposal as follows: We endorse the proposal with the following stipulation: That the chair of the System Academic Advisory Committee will automatically become an ex officio voting member of the Core Planning Group.
- C. The committee moved that the membership on the committee be selected by the RCFS. The motion was defeated.

Meeting adjourned.

Motion, USC-Beaufort

In order to meet the SACS requirement that all students demonstrate competency in oral expression, the University of South Carolina Beaufort moves to require of all associate degree-seeking students, the successful completion of THSP 140 (Public Communications) in order to be granted an Associate in Arts or Associate in Science degree from the University of South Carolina Beaufort. This requirement will become effective for students entering in the fall of 1994.

Motion passed unanimously

Report of The Executive Committee
November 19, 1993
Submitted by Wayne Chilcote, Secretary

- I. The Executive Committee nominated Tandy Willis and John Catalano to serve on the System Academic Advisory Committee.
- II. In response to the Executive Committee charge to explore ways to promote the system, we will ask for the Vice Provost's support to produce an advertising package.
- III. We will invite William Hubbard to address the February meeting on the Board of Trustees' view of the system, including a question and answer session.
- IV. We discussed what we think is a need to submit changes to the Manual on a yearly basis.
- V. Clea Dunaway will chair a sub-committee charged to produce a definition statement of effectiveness for librarians.
- VI. We discussed the document presented by the ad hoc Committee on Teaching Effectiveness. (see attachment 7)
- VII. The next meeting of the RCFS will be at USC-Sumter, February 18.

Teaching Effectiveness

Definition: Teaching effectiveness is the amount of progress students make on teacher defined goals consistent with professional standards in that discipline.

CRITERIA FOR EFFECTIVE TEACHING

<u>Criterion:</u>	<u>Suggested Documentation:</u> <i>MIGHT INCLUDE</i>
<p>COURSE DESIGN Effective teaching involves the development of clear course goals which must be consistent with both the mission of the campus and the role of the course in the curriculum. Effective instructors clearly connect stated goals of the course to the assessment of student learning.</p>	<ol style="list-style-type: none"> 1. Personal narrative statement 2. Sample syllabi 3. Sample exams 4. Development of new course 5. Peer review
<p>STUDENT LEARNING Students demonstrate progress in achieving course goals.</p>	<ol style="list-style-type: none"> 1. Alumni survey data 2. Pre- and post-test 3. Results of standardized exams 4. Samples of students' work 5. Success in subsequent course(s) 6. Post graduation employment statistics 7. Peer review of testing instruments
<p>KNOWLEDGE Effective instructors demonstrate a breadth and depth of understanding of the subject appropriate to the level of the course and students' backgrounds.</p>	<ol style="list-style-type: none"> 1. Degrees, certification, credentials 2. Professional publications and/or presentations 3. Course materials (syllabi, exams, etc.) 4. Attendance at professional meetings, conferences, seminars

COMMUNICATION ABILITY

Effective instructors make themselves clear, state objectives, summarize major points and provide examples. They present material in an organized manner, and encourage student participation.

1. Personal narrative statement
2. Student evaluations
3. Classroom visitations
4. Video tapes, syllabi, course materials

INSTRUCTIONAL IMPROVEMENT

Effective instructors continually reassess their teaching methodologies and course content, and seek to enhance their teaching skills.

1. Personal narrative statement
2. Outcome measures
3. Attendance at teaching effectiveness workshops, seminars, etc.
4. Sample syllabi
5. Teaching diary

PERSONAL CHARACTERISTICS

Effective instructors are approachable and available. They are respected and are fair in all dealings with students. Their enthusiasm about teaching and their subject serves to motivate and inspire their students.

1. Student evaluations
2. Classroom visitations
3. Peer evaluations
4. Administrative evaluations

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Report of University Library Committee
November 19, 1993
Prof. Bruce Nims

Sept. 10 ULC meeting:

George Terry reported that for the first time the book acquisition budget is over \$3 million. Serials inflation is 10% or \$160,000.00. Cooper Library also received a supplemental appropriation of \$441,000.00 from the Futures Committee.

The computer lab. in Cooper has been doubled in size and five new reference librarians have been hired.

Concerning USCAN, some problems still exist with location-based searching. Subject and key-word searches are still too slow.

Oct. 29 ULC meeting:

Major business concerned review of new policies on faculty borrowing. Final revision is still in production, but I will have it entered into the minutes. The main change is that faculty with books over a year overdue or who fail to return recalled books within 21 days will have borrowing privileges withdrawn

The Committee is also actively soliciting faculty input concerning Thomas Cooper Library services. Please advise me of any concerns you have.

The next ULC meeting is scheduled for December 10, 1993

Report of University Committee on Curricula and Courses
November 19, 1993
Prof. Robert Castleberry

I have no urgent news from the Committee. Our next meeting will be on December 10, for which I do not currently have an agenda.

I remind the Senators that the Committee recommends to the Columbia Senate--please check the minutes of that group for notification of official final actions.

On occasion our faculties and/or administrations will receive, from Columbia, information about proposed curricula changes. As you get such information and form opinions, please communicate with me so that I can effectively represent this body.

Report from the Faculty Welfare Committee

Date: 11-19-93

Submitted by: Susan Pauly, USC-Lancaster

The committee met on October 21 and on Nov. 11, 1993

1) Professor Wedlock reported on the activities of the Salary Equity Task Force. Discussion revolved around the administration's reponse to the task force's interim report. Prof. Zingmark reported that the President has now formed a system-wide salary equity task force. No action was proposed or taken.

2) The committee considered a draft of the resolution to include sexual orientation in the University's non-discrimination policy. Several grammatical and stylistic changes were made and, at the suggestion of University Council (transmitted through the committee chair) the word "education" was joined to "employment" in the second of the three actions proposed by the resolution.

3) The committee considered a draft of a resolution regarding the situation at the Blatt Physical Education Center. In particular, promised security measures in the women's locker room had apparently not yet materialized and were a concern. A final draft of the P.E. Center resolution was worked out and passed.

4) Both the "sexual orientation" resolution and the P.E. Center resolution are on the agenda for the December 1 Senate meeting in Columbia.

Report of the Research and Productive Scholarship Committee
November 19, 1993
Prof. Tye Johnson

- I. Research proposals have been submitted and distributed to the appropriate R&PS sub-committee for action
- II. Requests from Regional Campuses will receive priority over 4 year units. Junior professors are given priority over senior professors.
- III. Another call for research proposals will be given for the spring semester.
- IV. The Committee encourages Regional Campuses faculty to apply.

INSURANCE AND ANNUITIES COMMITTEE MEETING
May 26, 1992

SUMMARY OF MINUTES

MEMBERS PRESENT:

Carol Bonnette, Jerry Dockery, Helen Doerpinghaus, Bill Higgins, Carey Huffman, and Michael Smith.

DISCUSSION:

Committee Appointments

Chairman Bonnette reported that a recommendation has been made to Associate Provost, Susan Forman for the reappointment of all current committee members. Recommendation was also made for Cliff Scott to be appointed to replace retired member John O'Donnell.

Name Correction

Helen Doerpinghaus requested that the spelling of her name be corrected to Helen I. Doerpinghaus.

Review of Insurance Proposals

AMSOUTH Supplemental Employee Benefits Program

Helen Doerpinghaus will review the proposal and provide an evaluation at the next meeting.

Vision Service Plan

Jerry Dockery is enrolled in this plan through his wife's employment with Richland Memorial Hospital. Jerry said that he has been very satisfied with the plan. He will contact RMH for information concerning their experience with this plan and provide the information to the Committee at the next meeting.

Aegon Bankers United Insurance Company Cancer and Intensive Care Plan

Chairman Bonnette reported that employees enrolled in the Colonial Cancer plan appear to be very satisfied with the plan. The service provided by Colonial is very satisfactory, and their rates are comparable to other plans offering similar benefits. The

The Committee sees no justification for changing the cancer plan at this time.

New York Life Insurance Plan

The Committee discussed this plan and concluded that life insurance options currently available through State and University plans are adequate. No new life insurance plans will be considered at this time.

Wheat First Securities Quads

Carey Huffman said that that no similar arrangement, providing multiple fund options through a single salary reduction agreement, is currently available through our payroll system. The Committee agreed that this option should be studied further and reviewed again at the next meeting.

The advisability of conducting a new study of the annuity programs currently approved for salary reduction was discussed. Current payroll procedures require that at least ten employees must be signed up for an annuity in order for that annuity to be authorized for salary reduction. There are no further qualifying requirements. Faculty members often ask for comparisons of these plans. A question was raised about the institutional liability of such a study. Jerry Dockery said that a study was conducted by a faculty group in 1979 and that the study was approximately two years in completion. No decision was reached to begin a study at this time.

Prudential Group Life Plan

The Committee discussed a letter from William H. Phillips, Columbia District Manager for Prudential, advising that Philip P. Rusnak has been appointed "Agent of Record" for the USC Prudential Group Plan. The Committee agreed to accept the appointment of Mr. Rusnak for policy conversations only, with the understanding that no commissions are to be charged to our group.

Information provided by Prudential concerning a Living Benefit Option was reviewed. Chairman Bonnette will request the following information from Prudential, for the Committee's further review at the next meeting:

1. What is the maximum amount of insurance available under this option?
2. Is there an administrative expense?
3. What is the tax implication of the Educational Foundation's contribution toward this plan?
4. Would there be a potential for any unfavorable group experience?

The Committee agreed to request that a Prudential service representative meet with the Committee on an annual basis to report on the status of the plan.

TIAA-CREF

A new loan provision available to TIAA-CREF SRA members, subject to University approval was discussed. The Committee voted to authorize TIAA-CREF to make the new loan provision option available to TIAA-CREF SRA members.

Miscellaneous

Michael Smith asked about the status of the letter sent to President Holderman in 1990 and subsequent follow-up letters sent to Interim President Smith and President Palms requesting additional funding from the Educational Foundation for employee benefits programs. Chairman Bonnette responded that there has been no response to either request. It was decided that another request should be sent.

There has also been no response to three requests for assistance sent to Terry Parham for advice concerning a tax form 1099 received from Prudential and an auditor's note questioning the tax consequences of the Educational Foundation's contribution toward the USC Disability Income Plan and the Prudential Group Life Plan. The Committee agreed that a new request should be directed to Cliff Scott.

The Committee discussed the merits of surveying the faculty to determine which of a list of benefits they would like to see added to the benefits package. It was decided that a survey should be conducted after the beginning of the fall semester.

Next Meeting

The next meeting will be set for the latter part of June.

INSURANCE AND ANNUITIES COMMITTEE

SUMMARY OF MINUTES

July 6, 1993

Members Present: Carol Bonnette, Jeff Cargile, Jerry Dockery, Helen Doerpinghaus, Carey Huffman, Travis Pritchett, Cliff Scott

Members Absent: John Freeman, Gerald Goings, Bill Higgins, Dave Mullis, Michael Smith

DISCUSSION:

Recommendation for 1993/94 Appointments to Insurance and Annuities Committee

The Provost Office has requested recommendations for appointments to the Committee for 1993-94. The Committee voted to recommend the reappointment of all current committee members.

Review of Prudential Plan and Jefferson-Pilot Plan.

Carey Huffman reported the following enrollment and premiums statistics for the Jefferson-Pilot and Prudential plans for fiscal year 1992-93.

	<u>Enrollment</u>	<u>25% of Billed Premium</u>
Jefferson-Pilot	1058	\$63,976
Prudential	1589	\$155,784

The Educational Foundation's contribution is sufficient to cover 25% of premiums for the Jefferson-Pilot; but falls short of the amount needed to cover 25% of the Prudential Plan by the amount of \$149,564.10. The premium shortfall will be charged to the Prudential Reserve Account.

A Prudential Financial Statement was provided. Claims experience was favorable during 1993. Account balances as of December 31, 1992 were as follows:

Contractual Special Reserve	\$ 283,264.00
Insurance Continuance Fund	\$1,428,932.00
Advance Premium Account	\$ 824,440.00

Carol Bonnette commented that enrollment has increased for the Jefferson-Pilot (JP) Plan, largely attributable to the fact that enrollment is now being handled by the Ward Financial Services. She expressed concern that employees might be exposed to more pressure to enroll than in the past. However, she noted that she has received no complaints from JP members during recent months.

Discussion of Possible Reduction in Educational Foundation Support for USC Plans.

The Committee discussed the Educational Foundation's reported intention to reduce their support of USC insurance plan by \$25,000. Jane Jameson's letter to Dr. James Rex requesting reconsideration of this matter was discussed. To date Ms. Jameson has had no response to her letter.

The Committee is very concerned about the proposed reduction and the potential effect to the Jefferson-Pilot and Prudential plans. It was agreed that representatives from Jefferson-Pilot and Prudential will be asked to meet with the Committee to determine what adjustments must be made if Foundation support is reduced.

The Committee agreed that if employee premiums must be increased, or the plans discontinued, a letter should be sent to each member advising that the change is the result of a decrease in the Foundation's support.

Discussion of Coastal Carolina's Request for current members to continue coverage under the Prudential Group Plan for 1993-94.

The committee discussed a Coastal Carolina request for Coastal employees who are currently participating in the Prudential Group Life Plan to be allowed to continue coverage until June 30, 1994.

Chairman Bonnette discussed this matter with Bob Ward, Account Executive with Prudential. Mr. Ward said that he feels that Coastal's claims experience versus premiums they would pay in during the extension would be a good risk. The Committee recommended that Mr. Ward be asked to provide written information on this subject. * (See Post Meeting Notes.)

Since the group contract does not provide for coverage to be extended to individuals outside USC employment, Bonnette said that an amendment to the group contract would be required to provide for the extension of coverage to Coastal employees after they separate from the System. Cliff Scott reminded that contracts with a value of over \$250,000 require Board approval. There was discussion as to whether "value" in this case would refer to premiums collected, which would be less than \$250,000, or potential claims, would likely be more than \$250,000. This will be researched and a report provided to the Committee.

Travis Pritchett expressed concern that conversion costs charged to the USC plan could

be substantial. Bonnette said that, according to Bob Ward Coastal employees would not be eligible to convert if Coastal separates from the plan. * (See Post Meeting Notes)

The Committee voted to recommend that Prudential coverage not be extended to Coastal after their separation from the USC System. Voting against extending coverage: Doerpinghaus, Pritchett, Dockery, Bonnette. Voting in favor: Huffman.

Review of Insurance Proposals

The Committee discussed the following insurance proposals received since the last meeting.

University Wrap Program: The Committee would like to have additional information about this plan. Jerry Dockery will research other schools participating in this plan and report back to the Committee.

Unum Long Term Disability Plan: The Committee voted not to pursue this plan at this time.

Palmetto Marketing Associates: Cancer, Accident/Disability and Life Insurance Plans: The Committee voted not to pursue these plans at this time.

Vision Service Plan: The Committee agreed that the discount program currently provided in the State Insurance Program sufficiently meets vision care needs at this time, and voted not to pursue this plan at this time.

MetLife MetPay Plan: The Committee feels that there may be interest on the part of employees for payroll deducted automobile, home, property and casualty insurance. A question was raised as to whether state statutes permit payroll deduction for these types of plans.

Cliff Scott will research the statutes and advise whether payroll deduction for these plans would be permitted.

If this plan is to be given further consideration, MetLife will be requested to provide additional information concerning projected costs and whether counseling services would be provided to employees concerning these types of insurance.

Next Meeting: The next meeting was scheduled for 9:00 a.m., July 27, 1993 in the Training Room, 900 Assembly Street. The primary purpose for this meeting will be to review the Jefferson-Pilot and Prudential plans and determine what adjustments will be necessary as a result of the decreased Educational Foundation support.

Post Meeting Notes:

July 14, 1993

According to the attached letter received from Bob Ward on July 6, 1993, Coastal employees will be eligible to convert coverage, at the expense of the USC plan if coverage is discontinued for Coastal employees. However, according to Mr. Ward, if coverage is extended, provision could be made in a memorandum of understanding that Coastal would be responsible for all conversion costs for Coastal employees.

Jane Jameson discussed the proposed change in the Educational Foundation subsidy with Harriet Wunder. Although as of this date we have received no written notification, Ms. Wunder said that the Foundation's Board voted on May 26, 1993 to reduce the Foundations contribution by \$25,000 for 1993-94, \$25,000 for 1994-95 and the remaining \$20,000 will be eliminated during 1995-96.

Cliff Scott's attached letter concludes that premiums for automobile and other similar types of insurance may be payroll deducted, provided the required 250 enrollment rule is met.

Topics for December, 1993 meeting:

1. discuss New York Life proposal
2. Report on Jefferson-Pilot disability income plan from Tom Ensebio, VP - Sales,
3. Presentation of disability income proposals - Robbie Bowers, Bowers Insurance.
4. Discussion of disability income plan options.

Resolution, John Logue

The Regional Campuses Faculty Senate recognizes the wisdom of suggestions which would increase the clarity of criteria used for tenure and promotion. Also, we acknowledge that applicants for tenure and/or promotion must submit valid documentation as evidence of their qualifications relative to the criteria.

With reference to these issues, we wish to inform the University Administration that our campuses, for the past several years, have worked diligently to improve the tenure and promotion process and procedures. To wit, the Regional Campuses Faculty Senate has in place a peer review system which incorporates all that Dr. Moeser (through internal memos and comments to the Regional Campuses Faculty Senate) has suggested and more. The development of this system has come at the expense of much time and effort and at least a modicum of collegiality.

Concerning those faculty members who have applied for tenure and/or promotion this year, we think it blatantly unfair and perhaps legally flawed to change process and procedure so near the end of a period of faculty review.

Therefore:

The Regional Campuses Faculty Senate recommends that local and system Tenure and Promotion Committees exercise great care to prevent unjust penalty to a faculty member through guidelines which were not a part of the tenure and promotion procedures at the time the faculty member began the current year's application process.

Further, The Regional Campuses Faculty Senate wishes to go on record encouraging those who participate in the administrative review of applicants for tenure and/or promotion to exercise the same care and understanding.

Resolution passed unanimously

Report on the SC Conference of University Faculty Chairs
November 19, 1993
Submitted by Tandy Willis, Chair RCFS

The goal of the Conference of Faculty Chairs is to advance the cause of higher education. In order to do this, the following ideas, among others, were offered:

1. Respond to the list of recommendations coming from Barbara Nielsen at the State Department of Education. The following position papers are being written and will be released December 3:
 - a. A position paper regarding the concerns of the faculty
 - b. A position paper regarding the needs for higher education
 - c. A position paper regarding the value of higher education
2. Divide the conference into groups of 2 or three and lobby legislators
3. Act on invitation to speak to the CHE. This establishes an official link with the CHE.

Motion - Ben Robertson

The Chair should communicate to the President and the Provost sentiments by letter:

DRAFT

The RCFS applauds the resurrection of the System Academic Advisory Committee. We have been waiting for a year and a half while the Administration considered it. However, without our input the number of Regional Campuses representatives was decreased in the Provost's office while we were told by the President's office that we were to have five.

The Executive Committee of the RCFS was asked to on November 5 for five names, or one name in case they changed their mind. We were given one lunch period to decide on those names. The RCFS asks the Administration to give us appropriate representation and to give us reasonable time to have faculty considerf and vote on possible representation.

Motion, Roy Darby

Move the acceptance of the report of the Ad Hoc Committee on Teaching Effectiveness as a Regional Campuses statement of definition, suggested criteria and documentation of teaching effectiveness.

Ruled substantive by the Chair and moved to Unfinished business in the February, 1994 meeting.

REPORT OF THE VICE PROVOST
REGIONAL CAMPUSES AND CONTINUING EDUCATION
John J. Duffy

TO THE REGIONAL CAMPUSES FACULTY SENATE
November 19, 1993

Presidents Palms has directed Interim Chancellor Whitener, Chancellor Alexander, and myself to conduct a study of potential faculty salary inequity on the campuses paralleling the study done in Columbia. He has appointed a committee consisting of Frankie Cubbedge (Dean of the Library, USC Aiken), Deborah Cureton (Director of Academic Services, USC Lancaster), Lawrence Dark (Executive Assistant to the President for Equal Opportunity Programs), Jane Jameson (Vice President, Division of Human Resources), Walter Parham (General Counsel), Lori Thombs (Department of Statistics), and Marcia Welsh (School of Medicine). I will submit a report to this committee prior to March 15. I will ask the deans to furnish the necessary information to me. If there are salary inequities, we will have to set aside funds from next year's budget to deal with the problem.

I want to bring you up-to-date on the dispute between the College Presidents and the CHE over the funding formula. The College Presidents submitted a proposal. CHE had adopted a staff report which was counter to the College President's proposal. At the present moment, the colleges and the CHE are at a standoff. There is some possibility that the issue may be taken to the Legislature. What particularly bothers the College Presidents is the fact that the CHE formula goes beyond the issue of funding and actually attempts to dictate policy concerning admission of students and emphasis on programs to the colleges.

I want to call to your attention the fact that Distance Education, headed by Susan Bridwell, no longer directly reports to this Division, although there is still a "broken line" connection insofar as the program affects the campuses. Distance Education has been merged with Instructional Services under Susan's direction. I feel that the reorganization will not have an appreciable impact on the delivery of courses to the campuses.

Below is a brief report from David Hunter on the progress being made in securing 300- and 400-level business courses on the campuses which currently do not have them.

Since the reorganization, several meetings have taken place between representatives from Business Administration (Carolyn Jones and Leslie Wingard), Susan Bridwell, and David Hunter, to discuss the possibility of delivering upper-level BADM courses to the five Regional Campuses. As a result of the meetings, we have generated issues/concerns/questions concerning such areas as accreditation, target population, best time to offer the courses, which courses to offer,

THE UNIVERSITY OF SOUTH CAROLINA
Regional Campuses Faculty Senate
USC Salkehatchie
Science Administrative Building

NOTE: Room numbers for meetings will be posted

Friday, November 19, 1993

Coffee----- 9:30-10:00 a.m.
Science/Administration Building

Morning Session-----10:00-10:30 a.m.
Atrium, Science/Administration Building

Welcome

Standing Committees-----10:30-12:30 p.m.

I. Rights and Responsibilities

II. Welfare

III. System Affairs

Executive Committee-----10:30-12:30 p.m.

Deans Meeting-----10:30-12:30 p.m.

Luncheon-----12:30- 1:45 p.m.
Lobster House

Afternoon Session----- 2:00- 4:00 p.m.
Atrium, Science/Administration Building

Reception----- 4:00- p.m.
Learning Resources Center

AGENDA

- I. Call To Order
- II. Correction/Approval of Minutes: September 10, 1993
USC Columbia
Columbia
- III. Reports from University Officers
 - A. Dr. John J. Duffy, Vice Provost
 - B. Professor John N. Gardner, Associate Vice Provost
 - C. Deans of the Regional Campuses
- IV. Reports from Standing Committees
 - A. Rights and Responsibilities - Professor Danny Faulkner
 - B. Welfare - Professor Nancy Washington
 - C. System Affairs - Professor Stephen Bishoff
- V. Executive Committee - Professor Wayne Chilcote
- VI. Reports from Special Committees
 - A. University Library Committee - Professor Bruce Nims
 - B. University Committee on Curricula and Courses -
Professor Robert B. Castleberry
 - C. University Faculty Welfare Committee - Professor Susan
Pauly
 - D. Faculty/Board of Trustees Liaison Committee -
Professor Deborah Cureton
 - E. Research and Productive Scholarship Committee -
Professor Tye Johnson
 - F. Savannah River Site Committee - Professor John Logue
 - G. Other Committees
Insurance and Annuities Committee - Professor Jerry
Dockery
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

THE UNIVERSITY OF SOUTH CAROLINA
REGIONAL CAMPUSES FACULTY SENATE MINUTES
USC - SALKEHATCHIE
NOVEMBER 19, 1993

MORNING SESSION

CALL TO ORDER: Tandy Willis, Chair

The Chair introduced Dean Carl Clayton who welcomed the Senators to the Salkehatchie Campus. Senators were invited to tour the new Learning Resource Center.

I. REPORTS OF THE DEANS:

Beaufort - Dean Plyler. The USC-Beaufort Strategic Planning process is well under way. Objectives and strategies have been submitted to the faculty and staff. Our new Title III has been submitted. We are currently conducting three faculty replacement searches in biology, foreign language and business. Enrollment is up 2.5 %. Our festival series began last week and is going well.

Lancaster - Prof. Catalano for Dean Arnold. Our search for a new dean is well in progress. We have begun a five year 1.3 million dollar grant. A notable result of the grant is the hiring of anthropologist Nancy Hazam as an instructor and assistant branch administrator.

Lifelong Learning - Dean Boyd for Assoc. Vice Provost May. The move to our new offices in the Carolina Plaza is essentially complete. Renovations to the building are not complete. Non-credit operations will move soon. Credit operations enrollment remains stable and is expected. We will hold, this December, our final CCI commencement. In January. We will start courses at the Women's Correctional Institution so that our relationship to the Department of Corrections will continue even as CCI leaves Columbia.

Sumter - Dean Carpenter. Sumter was pleased to have President Palms on campus on November 8. The Sumter Partnership Educational Foundation has contributed \$12,000.00 for production of two promotional videos for admissions and fund raising. Provost Moeser will be on campus Monday to visit with faculty. In the spring, we will begin offering courses for the new correctional facility in Lee County. A two year capital campaign begins in January with a goal of \$500,000.00 to be applied to scholarships. We continue to discuss cooperative efforts between

Sumter (cont)

USC-Sumter and Central Carolina Technical College. We are working to expand baccalaureate degrees from three to five or six. The new library construction is ahead of schedule and we hope to occupy it in January. We are exploring possible offering courses with USC-Lancaster in Camden.

Union - Dean Edwards. We have completed the third year of a campaign with a goal to raise \$250,000.00. We raised \$255,000.00. A Title III proposal is under way under the direction of Steve Buchanan. President Palms recently met with our faculty at Laurens.

II. REPORT OF THE VICE PROVOST - (attachment 1)

STANDING COMMITTEES MET

AFTERNOON SESSION

I. CALL TO ORDER

II. CORRECTIONS / APPROVAL OF THE MINUTES OF SEPT.10, 1993

The minutes were approved with the following corrections:

- A. Attachments A and B should read Attachments 1 and 2
- B. Attachment B/ p.11/ L.1 - Strike: Castleberry? Should read: Blair

III. REPORTS OF UNIVERSITY OFFICERS

- A. Vice Provost - (attachment 1)
- B. Associate Vice Provost - (attachment 2)
- C. Deans of the Regional Campuses - (see morning session)

IV. REPORTS OF STANDING COMMITTEES

- A. Rights and Responsibilities - Prof. Faulkner, Chair
(attachment 3)
- B. Welfare - Prof. Washington, Chair (attachment 4)

REPORTS OF STANDING COMMITTEES (cont)

C. Systems Affairs - Prof. Bishoff, Chair
(attachment 5)

V. EXECUTIVE COMMITTEE - Prof. Chilcote (attachment 6)

Report of Ad Hoc Committee on Teaching Effectiveness
(attachment 7)

VI. REPORTS OF SPECIAL COMMITTEES

A. University Library Committee - Prof. Nims
(attachment 8)

B. University Committee on Curricula and Courses - Prof.
Castleberry (attachment 9)

C. University Faculty Welfare Committee - Prof. Pauly
(attachment 10)

D. Faculty/Board of Trustees Liaison Committee - Prof.
Cureton, due to a schedule conflict, could not attend

E. Research and Productive Scholarship Committee - Prof.
Johnson (attachment 11)

F. Savannah River Site Committee - Prof. Logue
Committee has not met

G. Other Committees

1. Insurance and Annuities Committee - Prof. Dockery
(attachment 12)

2. Report of Conference of University Chairs - Prof.
Willis (attachment 13)

VII. UNFINISHED BUSINESS - None

VIII. NEW BUSINESS

A. Nominations for representative to the Systems Health
and Safety Committee:

Dr. Gordon Sproul, Beaufort nominated and seconded

Motion to close nominations -- seconded

NEW BUSINESS (cont)

Dr. Sproul nominated by acclamation

B. Motion by Roy Darby (attachment 15)

The motion was ruled substantive by the Chair and moved to unfinished business, February 18

C. Motion by Ben Robertson, Lancaster (attachment 16)

The motion requests that the Chair communicate its sentiment to the President and Provost by letter.

Motion seconded and passed


IX. ANNOUNCEMENTS

Next Senate meeting: Sumter, November 18

Delegations are reminded to submit name of representative to the Nominating Committee to John Catalano, Vice Chair at the February 18th RCFS meeting.

X. THE SENATE ADJOURNED

Respectfully,


Wayne L. Chilcote
Secretary

REGIONAL CAMPUS FACULTY SENATORS
Attendance: November 19, 1993

Exec. Comm.

Tandy Willis, Chair
John Catalano, Vice-Chair
Wayne Chilcote, Secretary
Cleta Dunaway, At Large
Jane Upshaw, At Large absent
Carolyn West, Past Chair
Billy Cordray for Jane Upshaw

S.A.C:

Steven Bishoff, Chair (Sumter)
Ellen Chamberlain (Beaufort)
Roy Darby (Beaufort)
Ralph Garris (Lancaster) absent
Carolyn Starnes (Lancaster)
Dave Bowden (Life Long Learning)
Marvin Light (Salkehatchie)
Steve Anderson (Sumter) absent
Robert Costello (Sumter)
Robert Castleberry (Sumter)
Steve Buchanan (Union)

Welfare:

Nancy Washington, Chair (Life Long Learning)
Nora Schukei (Beaufort)
Sally Lapoint (Beaufort)
Susan Pauly (Lancaster)
Noni Bohonak (Lancaster)
Susan Moskow (Salkehatchie)
Duncan McDowell (Salkehatchie)
James Privett (Sumter)
John Varner (Sumter)
Mary Barton (Union)

R & R:

Danny Faulkner, Chair (Lancaster)
Billy Cordray (Beaufort) Exec Comm
Gordon Haist (Beaufort)
John Blair (Beaufort)
Bruce Nims (Lancaster)
Dianne Evans (Lancaster)
Mike Schoen (Life Long Learning)
Bob Group (Salkehatchie)
Paul Stone (Salkehatchie)
John Logue (Sumter)
Joanne Klein (Sumter)
Maitland Rose (Sumter)
Susan Smith (Union)

REPORT OF THE VICE PROVOST
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campus-based resources, relationship to Aiken business courses currently being offered at several of the campuses, and funding. We are in the process of gathering information related to these concerns and will seek input from all appropriate parties as our work progresses.

I would like an update from the Senate through John Gardner on progress on the System Sexual Harassment policy.

We have been asked to have you nominate a person for us to suggest to the President for appointment to a new System committee on health and safety.

I am enclosing with this report a copy of Trustee William Hubbard's comments to the Board of Trustees on the CHE Two-Year Education.

Also appended to this report is a paper describing the reconstitution of the System Academic Advisory Committee.

I apologize for the fact that I will not be able to attend the Faculty Senate Meeting because I must return to Columbia to attend a meeting at which the TASCOR report will be discussed.

Report on CHE Committee to Study Two Year Education in South Carolina

Given to the Board of Trustees on October 22, 1993

Mr. Hubbard reported that in October 1992 the Commission on Higher Education authorized the creation of a committee to study the future of post-secondary education in South Carolina, focusing on the first two years after high school. The state's sixteen technical colleges and the University of South Carolina's five regional campuses have been closely examined in order to address and, ultimately, come up with a plan to minimize unnecessary duplication of educational services and programs, facilities, faculty members, and other costs associated with meeting the educational needs of South Carolinians.

Eight members were appointed by the Commission on Higher Education to study two year education and those are: from the University of South Carolina, Board members Mrs. Lily Roland Hall and Mr. William Hubbard; from the State Technical Education System, its chairman Mr. P. Henderson Barnette and its vice chairman Mr. Clarence Hornsby, Jr.; from the CHE, Mr. Edwin E. Tolbert, Sr. and Mr. Edward T. McMullin, Jr.; and from the Council of Presidents, President Sanders of the University of Charleston and President DiGiorgio of Winthrop University. This eight person group has been known as the Policy Committee and has met on eight occasions during the past twelve months.

A Technical Support Group consisting of ten members was also formed to aid the Policy Committee in collecting and analyzing relevant data. USC has been represented very ably on the Technical Support Group by Dr. Robert Alexander, Chancellor at USC Aiken; Dr. George Reeves, Deputy Provost; and Dean Pete Arnold, Dean at USC Lancaster. The Technical Support Group has met separately from the Policy Committee on eleven occasions during the past twelve months. In addition the Policy Committee and selected members of the Technical Support Group visited three of the state's technical colleges; they were: Central Carolina Technical College in Sumter, York Technical College in Rock Hill, and Technical College of the Low Country in Beaufort. On those same visits and public hearings, the campuses of USC Sumter, USC Lancaster, and USC Beaufort were visited.

Through meetings with administrators, faculty, students, and members of the local communities, the Committee and the Technical Support members ascertained the extent to which local institutions meet the post-secondary education needs of their areas efficiently and economically. During these meetings, hundreds of individuals were heard from--representing diverse interests. They presented their views on post-secondary education and answered specific questions posed by the Policy Committee.

Having completed that work, at its last meeting the Policy Committee adopted six overriding principles. These six principles will guide the drafting of the final report of the Committee which is due to be completed by November 30. The principles are: (1) we should promote greater cooperation, particularly in the areas of libraries, laboratories, equipment, special staff, faculty, common academic programs, scheduling, facilities, planning and development; (2) this report and this committee would recommend that no action be taken which would inhibit access to higher education in South Carolina; (3)

special care should be taken in approving new facilities so as to avoid unnecessary duplication; (4) institutions should clearly differentiate and sharply define their missions and the missions of the two systems; (5) there will be no merger of the technical education system and the USC regional campuses; and (6) each service area has unique demographic characteristics and needs and must be allowed to be responsive to the unique demographic characteristics and needs of that area. Those are the guiding principles which are currently governing the drafting of the final report. The University is represented on the drafting subcommittee by Mrs. Hall and Dr. Reeves. Other members of the drafting subcommittee are: Don Peterson of the State Technical Education System; Clarence Hornsby, the vice chairman of the State Tech Board; and Gail Morrison of the Higher Education Commission.

It is the hope of all members of the Policy Committee and the Technical Group that the job is done in such a manner as to resolve the issue once and for all. This is about the 15th or 16th time that such a study has been commissioned by the Higher Education Commission over the last 15 or 20 years. Incredible resources have gone into this project. All institutions have been called upon to come forward with extensive information; hundreds of people were heard from throughout the course of the study. All involved in the study want to have the information be accurate, to have a report that speaks for itself, and to have the recommendations in the report resolve the issue once and for all. It is also hoped that the information gathered will be a valuable resource in determining what overall efforts might be involved in possible restructuring in higher education. This could be a great resource in any future discussions by the Legislature, or any other body, about the future course of higher education in South Carolina.

The Proposal

The Academic Planning Committee hereby proposes the creation of a new committee, to be called the System Academic Advisory Committee, the nature of which is described below. Further, the Committee proposes that the existing Academic Planning Committee, and also the existing System Academic Policy Coordinating Committee, be abolished, since the new Committee would render these two existing Committees unnecessary and duplicative.

General Purposes: The System Academic Advisory Committee would be charged with identifying and advocating ways of strengthening the academic mission of the University system consistent with the University's ideals of campus diversity and autonomy. To this end, it would provide an institutional forum for the regular exchange of information regarding existing forms of intercampus cooperation, integration, and sharing (for instance, in faculty development, curriculum goals, academic programs, collaborative research, support services), and for the articulation, development, and/or review, of proposals to improve existing, or to create new, forms of intercampus and systemwide cooperative academic ventures.

Relatedly, it is expected that the President and Provost shall consult with and seek advice from the System Academic Advisory Committee on all proposals and initiatives believed likely to affect the academic mission or programs of more than one campus, and similarly to look to the Committee for help in resolving systemwide academic problems, in establishing new programs having a systemic effect, and in developing academic priorities.

Powers: All recommendations made by the Committee will be advisory only. The Committee shall ordinarily make its recommendations to the President and/or Provost, but may, at its discretion, make recommendations to the Core Planning Group and/or to faculty Senates or other faculty governing bodies.

To help insure Committee oversight of and participation in academic initiatives that have or may have systemic impact, the Committee shall be sent copies of all letters of intent proposing new academic programs. Those proposals which, in the view of the Committee, have or are likely to have an impact on more than one campus or on the system as a whole can then be identified as deserving of Committee review.

To help insure Committee involvement in and knowledge of plans affecting the academic mission of the University, the Chairperson of the Committee shall be a voting member of the Core Planning Group.

Procedures: Though Committee decisions will be made by majority rule, the Committee shall always strive to reach decisions on the basis of consensus instead.

To help meet the Committee's charge of improving communication between campuses, copies of all agenda and of all minutes will be sent to the chief academic officers of each campus.

Proposal for a System Academic Advisory Committee continued

It is expected that the Committee will ordinarily meet once a month during the academic year. It is expected, too, that the Committee will hold some of its regularly scheduled meetings at campuses other than the Columbia campus.

Membership: As the Chief Academic Officer of the system, the Provost shall be an ex officio, non-voting, member of the Committee.

One student, representing the undergraduate students in the system and selected by their leaders in a manner to be determined by them, shall be a voting member of the Committee.

All other members are to be selected by the respective faculty of each of the campuses in the University system as follows: five representatives from the Columbia campus, two representatives each from the Aiken, Spartanburg, and Aiken campuses, and one representative each from the other five campuses. (Hence the total membership will be ~~17~~ including the student member and not counting the Provost.) Selection of faculty representatives will be determined by the respective campuses in accordance with their policies and procedures. Ordinarily, representatives are to be selected from ~~the~~ the ranks of full time faculty.

15 (Coastal)
out

Tenure of the student member shall be for no more than three years. Tenure of the faculty members shall be for three years. The members shall select their Chair at the start of each academic year, and no person may serve as Chair for more than two years during his or her tenure on the Committee.

(This ends the proposal.)

REPORT OF THE ASSOCIATE VICE PROVOST
REGIONAL CAMPUSES AND CONTINUING EDUCATION
John N. Gardner

TO THE REGIONAL CAMPUSES FACULTY SENATE
November 19, 1993

Faculty Exchange Applications

I trust and hope that by now all the faculty have received copies of the annual Faculty Exchange Call for Proposals. I want to stress that priority this year is going to be given to faculty who have not yet received support from the Faculty Exchange Program. This is due to our limited funds. However, we never know in advance how many applications we have and so there might well be a possibility that there would be funds left over that were not awarded to first-time applicants. So, if you have an interest in Faculty Exchange, please, by all means, apply. It is very important that the applications be thorough, well documented, and stress how the proposed activity will enhance teaching on the Regional Campuses. It is also extremely important that you have letters of endorsement/reference from faculty colleagues on the other campus of the University System that may be involved with you in the proposed exchange project. Also needed is a strong letter of endorsement from your own academic dean. Please remember that the deadline is December 1, 1993. If you have any questions, please don't hesitate to contact me.

Status of USC Lancaster Dean of the University Search

The Lancaster Search Committee is being co-chaired by Professor Bruce Nims and myself, and we have an outstanding committee which consists of: Bruce Nims, John Catalano, Richard Van Hall, Jane Carroll, William Riner, Thelathia Bailey, Sara Robinson, Jerry Witherspoon, Jack Anderson, James Bradley, and myself. We have announcements out in national, regional, and local publications, and the applications are now rolling in. We will begin screening them as a committee very shortly, and our goal is to have a recommendation ready for the Board of Trustees at its April meeting in 1994 so that the new dean could begin his/her duties July 1, 1994. Naturally, we would welcome nominations/applications as you might refer them to us.

Assessment Task Force

As you may or may not know, at the request of the South Carolina Commission on Higher Education, in 1992 the General Assembly enacted the so-called Act 255 which stipulated some 18 different areas in which the universities must conduct assessment of outcomes measures. One of those areas was assessment of general education.

In order to satisfy this reporting requirement, Provost Moeser has appointed a committee of faculty to begin to develop a process for assessing general education outcomes. Our campuses are represented by Professor Sally Boyd and myself. We will keep you posted.

January University 101 Faculty Training Workshop

You may not be aware of this but this workshop process that we started some 22 years ago has undergone many, many modifications over these two plus decades. We would welcome any faculty who have not yet been through this training or who have been through it at some point in the past. The next workshop will be January 3-7, 1994 at USC Columbia. We will cover your travel expenses. The workshop is co-sponsored by this office and we eagerly solicit strong faculty representation from the Regional Campuses.

Report of Rights and Responsibilities Committee
November 19, 1993
Submitted by Danny Faulkner, Chair

- I. R&R Committee met in Columbia on October 29 to discuss recent developments in the tenure and promotion process. We revised the calendar for the T&P process which was approved by the Executive Committee on November 5th.
- II. We continued discussions on the T&P process today. We are concerned that the administration is attempting to alter procedures after the process has begun. We believe that revision, with which we agree in principle, should be done in a slow, deliberate fashion.
- III. We accepted, and presented to the Senate, a resolution from USC-Sumter presented by Prof. John Logue. (see attachment 14)

Report of Faculty Welfare Committee
November 19, 1993
Submitted by Nancy Washington, Chair

- I. The Welfare Committee is compiling a list of local alumni and supporters for each campus. Nora Schukel will chair this sub-committee
- II. A literature search about faculty productivity and effectiveness is being prepared by Nancy Washington. The bibliography from the Teaching Effectiveness ad hoc committee is being incorporated. Copies of the bibliography will be provided for each campus library
- III. Reports about faculty/administration and faculty/student ratios will be gathered at the February meeting. Duncan McDowell will prepare an introduction to these reports reflecting committee discussion.

SYSTEM AFFAIRS COMMITTEE

Dr. Stephen T. Bishoff, Chair

Minutes of 19 NOV 93 meeting.

Professors Present: **Sumter:** Stephen T. Bishoff, Robert Costello, Robert Castleberry, **Beaufort:** Roy Darby, Ellen Chamberlain; **Lancaster:** Carolyn Starnes Union; Steve Buchanan; **Salkehatchie:** Marvin Light; **Lifelong Learning:** David Bowden

I. Motion from Beaufort - Roy Darby

- A. Beaufort presented a motion to make THSP 140 a degree requirement to satisfy SACS requirements. (See 5 p 2 attached.) The motion passed the committee and was brought before the Senate where it is also passed.
- B. Steve Bishoff offered to be a clearinghouse to share various campuses solutions to the oral and written communication requirements.

II. Health & Safety

Dr. Duffy requested the committee nominate a representative to the new system committee on health and safety (see his report, 4th from last paragraph on back of page 1). Since the committee did not have sufficient information the topic was not considered in committee.

III. Proposed Committee to the President

- A. The proposal for the establishment of the System Academic Advisory Committee to the president was discussed at the request of the Chair, Tandy Willis. The concerns raised were:
 1. The wording did not clarify the role of the Chair of the committee with regard to the Core Planning Group.
 2. The selection of representatives was not clear.
 3. Representation of Lifelong Learning was either not taken into account or assumed to be under Columbia despite their membership in the RCFS.
- B. The committee moved to accept the proposal as follows: We endorse the proposal with the following stipulation: That the chair of the System Academic Advisory Committee will automatically become an ex officio voting member of the Core Planning Group.
- C. The committee moved that the membership on the committee be selected by the RCFS. The motion was defeated.

Meeting adjourned.



Motion, USC-Beaufort

In order to meet the SACS requirement that all students demonstrate competency in oral expression, the University of South Carolina Beaufort moves to require of all associate degree-seeking students, the successful completion of THSP 140 (Public Communications) in order to be granted an Associate in Arts or Associate in Science degree from the University of South Carolina Beaufort. This requirement will become effective for students entering in the fall of 1994.

Motion passed unanimously

Report of The Executive Committee
November 19, 1993
Submitted by Wayne Chilcote, Secretary

- I. The Executive Committee nominated Tandy Willis and John Catalano to serve on the System Academic Advisory Committee.
- II. In response to the Executive Committee charge to explore ways to promote the system, we will ask for the Vice Provost's support to produce an advertising package.
- III. We will invite William Hubbard to address the February meeting on the Board of Trustee's view of the system, including a question and answer session.
- IV. We discussed what we think is a need to submit changes to the Manuel on a yearly basis.
- V. Cleta Dunaway will chair a sub-committee charged to produce a definition statement of effectiveness for librarians.
- VI. We discussed the document presented by the ad hoc Committee on Teaching Effectiveness. (see attachment 7)
- VII. The next meeting of the RCFS will be at USC-Sumter, February 18.

Teaching Effectiveness

Definition: Teaching effectiveness is the amount of progress students make on teacher defined goals consistent with professional standards in that discipline.

CRITERIA FOR EFFECTIVE TEACHING

<u>Criterion:</u>	<u>Suggested Documentation:</u> <i>MIGHT INCLUDE</i>
<p>COURSE DESIGN Effective teaching involves the development of clear course goals which must be consistent with both the mission of the campus and the role of the course in the curriculum. Effective instructors clearly connect stated goals of the course to the assessment of student learning.</p>	<ol style="list-style-type: none"> 1. Personal narrative statement 2. Sample syllabi 3. Sample exams 4. Development of new course 5. Peer review
<p>STUDENT LEARNING Students demonstrate progress in achieving course goals.</p>	<ol style="list-style-type: none"> 1. Alumni survey data 2. Pre- and post-test 3. Results of standardized exams 4. Samples of students' work 5. Success in subsequent course(s) 6. Post graduation employment statistics 7. Peer review of testing instruments
<p>KNOWLEDGE Effective instructors demonstrate a breadth and depth of understanding of the subject appropriate to the level of the course and students' backgrounds.</p>	<ol style="list-style-type: none"> 1. Degrees, certification, credentials 2. Professional publications and/or presentations 3. Course materials (syllabi, exams, etc.) 4. Attendance at professional meetings, conferences, seminars

COMMUNICATION ABILITY

Effective instructors make themselves clear, state objectives, summarize major points and provide examples. They present material in an organized manner, and encourage student participation.

1. Personal narrative statement
2. Student evaluations
3. Classroom visitations
4. Video tapes, syllabi, course materials

INSTRUCTIONAL IMPROVEMENT

Effective instructors continually reassess their teaching methodologies and course content, and seek to enhance their teaching skills.

1. Personal narrative statement
2. Outcome measures
3. Attendance at teaching effectiveness workshops, seminars, etc.
4. Sample syllabi
5. Teaching diary

PERSONAL CHARACTERISTICS

Effective instructors are approachable and available. They are respected and are fair in all dealings with students. Their enthusiasm about teaching and their subject serves to motivate and inspire their students.

1. Student evaluations
2. Classroom visitations
3. Peer evaluations
4. Administrative evaluations

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Report of University Library Committee
November 19, 1993
Prof. Bruce Nims

Sept. 10 ULC meeting:

George Terry reported that for the first time the book acquisition budget is over \$3 million. Serials inflation is 10% or \$160,000.00. Cooper Library also received a supplemental appropriation of \$441,000.00 from the Futures Committee.

The computer lab. in Cooper has been doubled in size and five new reference librarians have been hired.

Concerning USCAN, some problems still exist with location-based searching. Subject and key-word searches are still too slow.

Oct. 29 ULC meeting:

Major business concerned review of new policies on faculty borrowing. Final revision is still in production, but I will have it entered into the minutes. The main change is that faculty with books over a year overdue or who fail to return recalled books within 21 days will have borrowing privileges withdrawn

The Committee is also actively soliciting faculty input concerning Thomas Cooper Library services. Please advise me of any concerns you have.

The next ULC meeting is scheduled for December 10, 1993

Report of University Committee on Curricula and Courses
November 19, 1993
Prof. Robert Castleberry

I have no urgent news from the Committee. Our next meeting will be on December 10, for which I do not currently have an agenda.

I remind the Senators that the Committee recommends to the Columbia Senate--please check the minutes of that group for notification of official final actions.

On occasion our faculties and/or administrations will receive, from Columbia, information about proposed curricula changes. As you get such information and form opinions, please communicate with me so that I can effectively represent this body.

Report from the Faculty Welfare Committee

Date: 11-19-93

Submitted by: Susan Pauly, USC-Lancaster

The committee met on October 21 and on Nov. 11, 1993

1) Professor Wedlock reported on the activities of the Salary Equity Task Force. Discussion revolved around the administration's reponse to the task force's interim report. Prof. Zingmark reported that the President has now formed a system-wide salary equity task force. No action was proposed or taken.

2) The committee considered a draft of the resolution to include sexual orientation in the University's non-discrimination policy. Several grammatical and stylistic changes were made and, at the suggestion of University Council (transmitted through the committee chair) the word "education" was joined to "employment" in the second of the three actions proposed by the resolution.

3) The committee considered a draft of a resolution regarding the situation at the Blatt Physical Education Center. In particular, promised security measures in the women's locker room had apparently not yet materialized and were a concern. A final draft of the P.E. Center resolution was worked out and passed.

4) Both the "sexual orientation" resolution and the P.E. Center resolution are on the agenda for the December 1 Senate meeting in Columbia.

Report of the Research and Productive Scholarship Committee
November 19, 1993
Prof. Tye Johnson

- I. Research proposals have been submitted and distributed to the appropriate R&PS sub-committee for action
- II. Requests from Regional Campuses will receive priority over 4 year units. Junior professors are given priority over senior professors.
- III. Another call for research proposals will be given for the spring semester.
- IV. The Committee encourages Regional Campuses faculty to apply.

INSURANCE AND ANNUITIES COMMITTEE MEETING
May 26, 1992

SUMMARY OF MINUTES

MEMBERS PRESENT:

Carol Bonnette, Jerry Dockery, Helen Doerpinghaus, Bill Higgins, Carey Huffman, and Michael Smith.

DISCUSSION:

Committee Appointments

Chairman Bonnette reported that a recommendation has been made to Associate Provost, Susan Forman for the reappointment of all current committee members. Recommendation was also made for Cliff Scott to be appointed to replace retired member John O'Donnell.

Name Correction

Helen Doerpinghaus requested that the spelling of her name be corrected to Helen I. Doerpinghaus.

Review of Insurance Proposals

AMSOUTH Supplemental Employee Benefits Program

Helen Doerpinghaus will review the proposal and provide an evaluation at the next meeting.

Vision Service Plan

Jerry Dockery is enrolled in this plan through his wife's employment with Richland Memorial Hospital. Jerry said that he has been very satisfied with the plan. He will contact RMH for information concerning their experience with this plan and provide the information to the Committee at the next meeting.

Aegon Bankers United Insurance Company Cancer and Intensive Care Plan

Chairman Bonnette reported that employees enrolled in the Colonial Cancer plan appear to be very satisfied with the plan. The service provided by Colonial is very satisfactory, and their rates are comparable to other plans offering similar benefits. The

The Committee sees no justification for changing the cancer plan at this time.

New York Life Insurance Plan

The Committee discussed this plan and concluded that life insurance options currently available through State and University plans are adequate. No new life insurance plans will be considered at this time.

Wheat First Securities Quads

Carey Huffman said that that no similar arrangement, providing multiple fund options through a single salary reduction agreement, is currently available through our payroll system. The Committee agreed that this option should be studied further and reviewed again at the next meeting.

The advisability of conducting a new study of the annuity programs currently approved for salary reduction was discussed. Current payroll procedures require that at least ten employees must be signed up for an annuity in order for that annuity to be authorized for salary reduction. There are no further qualifying requirements. Faculty members often ask for comparisons of these plans. A question was raised about the institutional liability of such a study. Jerry Dockery said that a study was conducted by a faculty group in 1979 and that the study was approximately two years in completion. No decision was reached to begin a study at this time.

Prudential Group Life Plan

The Committee discussed a letter from William H. Phillips, Columbia District Manager for Prudential, advising that Philip P. Rusnak has been appointed "Agent of Record" for the USC Prudential Group Plan. The Committee agreed to accept the appointment of Mr. Rusnak for policy conversations only, with the understanding that no commissions are to be charged to our group.

Information provided by Prudential concerning a Living Benefit Option was reviewed. Chairman Bonnette will request the following information from Prudential, for the Committee's further review at the next meeting:

1. What is the maximum amount of insurance available under this option?
2. Is there an administrative expense?
3. What is the tax implication of the Educational Foundation's contribution toward this plan?
4. Would there be a potential for any unfavorable group experience?

The Committee agreed to request that a Prudential service representative meet with the Committee on an annual basis to report on the status of the plan.

TIAA-CREF

A new loan provision available to TIAA-CREF SRA members, subject to University approval was discussed. The Committee voted to authorize TIAA-CREF to make the new loan provision option available to TIAA-CREF SRA members.

Miscellaneous

Michael Smith asked about the status of the letter sent to President Holderman in 1990 and subsequent follow-up letters sent to Interim President Smith and President Palms requesting additional funding from the Educational Foundation for employee benefits programs. Chairman Bonnette responded that there has been no response to either request. It was decided that another request should be sent.

There has also been no response to three requests for assistance sent to Terry Parham for advice concerning a tax form 1099 received from Prudential and an auditor's note questioning the tax consequences of the Educational Foundation's contribution toward the USC Disability Income Plan and the Prudential Group Life Plan. The Committee agreed that a new request should be directed to Cliff Scott.

The Committee discussed the merits of surveying the faculty to determine which of a list of benefits they would like to see added to the benefits package. It was decided that a survey should be conducted after the beginning of the fall semester.

Next Meeting

The next meeting will be set for the latter part of June.

INSURANCE AND ANNUITIES COMMITTEE

SUMMARY OF MINUTES

July 6, 1993

Members Present: Carol Bonnette, Jeff Cargile, Jerry Dockery, Helen Doerpinghaus, Carey Huffman, Travis Pritchett, Cliff Scott

Members Absent: John Freeman, Gerald Goings, Bill Higgins, Dave Mullis, Michael Smith

DISCUSSION:

Recommendation for 1993/94 Appointments to Insurance and Annuities Committee

The Provost Office has requested recommendations for appointments to the Committee for 1993-94. The Committee voted to recommend the reappointment of all current committee members.

Review of Prudential Plan and Jefferson-Pilot Plan.

Carey Huffman reported the following enrollment and premiums statistics for the Jefferson-Pilot and Prudential plans for fiscal year 1992-93.

	Enrollment	25% of <u>Billed Premium</u>
Jefferson-Pilot	1058	\$63,976
Prudential	1589	\$155,784

The Educational Foundation's contribution is sufficient to cover 25% of premiums for the Jefferson-Pilot; but falls short of the amount needed to cover 25% of the Prudential Plan by the amount of \$149,564.10. The premium shortfall will be charged to the Prudential Reserve Account.

A Prudential Financial Statement was provided. Claims experience was favorable during 1993. Account balances as of December 31, 1992 were as follows:

Contractual Special Reserve	\$ 283,264.00
Insurance Continuance Fund	\$1,428,932.00
Advance Premium Account	\$ 824,440.00

Carol Bonnette commented that enrollment has increased for the Jefferson-Pilot (JP) Plan, largely attributable to the fact that enrollment is now being handled by the Ward Financial Services. She expressed concern that employees might be exposed to more pressure to enroll than in the past. However, she noted that she has received no complaints from JP members during recent months.

Discussion of Possible Reduction in Educational Foundation Support for USC Plans.

The Committee discussed the Educational Foundation's reported intention to reduce their support of USC insurance plan by \$25,000. Jane Jameson's letter to Dr. James Rex requesting reconsideration of this matter was discussed. To date Ms. Jameson has had no response to her letter.

The Committee is very concerned about the proposed reduction and the potential effect to the Jefferson-Pilot and Prudential plans. It was agreed that representatives from Jefferson-Pilot and Prudential will be asked to meet with the Committee to determine what adjustments must be made if Foundation support is reduced.

The Committee agreed that if employee premiums must be increased, or the plans discontinued, a letter should be sent to each member advising that the change is the result of a decrease in the Foundation's support.

Discussion of Coastal Carolina's Request for current members to continue coverage under the Prudential Group Plan for 1993-94.

The committee discussed a Coastal Carolina request for Coastal employees who are currently participating in the Prudential Group Life Plan to be allowed to continue coverage until June 30, 1994.

Chairman Bonnette discussed this matter with Bob Ward, Account Executive with Prudential. Mr. Ward said that he feels that Coastal's claims experience versus premiums they would pay in during the extension would be a good risk. The Committee recommended that Mr. Ward be asked to provide written information on this subject. * (See Post Meeting Notes.)

Since the group contract does not provide for coverage to be extended to individuals outside USC employment, Bonnette said that an amendment to the group contract would be required to provide for the extension of coverage to Coastal employees after they separate from the System. Cliff Scott reminded that contracts with a value of over \$250,000 require Board approval. There was discussion as to whether "value" in this case would refer to premiums collected, which would be less than \$250,000, or potential claims, would likely be more than \$250,000. This will be researched and a report provided to the Committee.

Travis Pritchett expressed concern that conversion costs charged to the USC plan could

be substantial. Bonnette said that, according to Bob Ward Coastal employees would not be eligible to convert if Coastal separates from the plan. * (See Post Meeting Notes)

The Committee voted to recommend that Prudential coverage not be extended to Coastal after their separation from the USC System. Voting against extending coverage: Doerpinghaus, Pritchett, Dockery, Bonnette. Voting in favor: Huffman.

Review of Insurance Proposals

The Committee discussed the following insurance proposals received since the last meeting.

University Wrap Program: The Committee would like to have additional information about this plan. Jerry Dockery will research other schools participating in this plan and report back to the Committee.

Unum Long Term Disability Plan: The Committee voted not to pursue this plan at this time.

Palmetto Marketing Associates: Cancer, Accident/Disability and Life Insurance Plans: The Committee voted not to pursue these plans at this time.

Vision Service Plan: The Committee agreed that the discount program currently provided in the State Insurance Program sufficiently meets vision care needs at this time, and voted not to pursue this plan at this time.

MetLife MetPay Plan: The Committee feels that there may be interest on the part of employees for payroll deducted automobile, home, property and casualty insurance. A question was raised as to whether state statutes permit payroll deduction for these types of plans.

Cliff Scott will research the statutes and advise whether payroll deduction for these plans would be permitted.

If this plan is to be given further consideration, MetLife will be requested to provide additional information concerning projected costs and whether counseling services would be provided to employees concerning these types of insurance.

Next Meeting: The next meeting was scheduled for 9:00 a.m., July 27, 1993 in the Training Room, 900 Assembly Street. The primary purpose for this meeting will be to review the Jefferson-Pilot and Prudential plans and determine what adjustments will be necessary as a result of the decreased Educational Foundation support.

Post Meeting Notes:

July 14, 1993

According to the attached letter received from Bob Ward on July 6, 1993, Coastal employees will be eligible to convert coverage, at the expense of the USC plan if coverage is discontinued for Coastal employees. However, according to Mr. Ward, if coverage is extended, provision could be made in a memorandum of understanding that Coastal would be responsible for all conversion costs for Coastal employees.

Jane Jameson discussed the proposed change in the Educational Foundation subsidy with Harriet Wunder. Although as of this date we have received no written notification, Ms. Wunder said that the Foundation's Board voted on May 26, 1993 to reduce the Foundations contribution by \$25,000 for 1993-94, \$25,000 for 1994-95 and the remaining \$20,000 will be eliminated during 1995-96.

Cliff Scott's attached letter concludes that premiums for automobile and other similar types of insurance may be payroll deducted, provided the required 250 enrollment rule is met.

Topics for December, 1993 meeting:

1. discuss New York Life proposal
2. Report on Jefferson-Pilot disability income plan from Tom Ensebino, VP - Sales,
3. Presentation of disability income proposals - Robbie Bowers, Bowers Insurance.
4. Discussion of disability income plan options.

Report on the SC Conference of University Faculty Chairs
November 19, 1993
Submitted by Tandy Willis, Chair RCFS

The goal of the Conference of Faculty Chairs is to advance the cause of higher education. In order to do this, the following ideas, among others, were offered:

1. Respond to the list of recommendations coming from Barbara Nielsen at the State Department of Education. The following position papers are being written and will be released December 3:
 - a. A position paper regarding the concerns of the faculty
 - b. A position paper regarding the needs for higher education
 - c. A position paper regarding the value of higher education
2. Divide the conference into groups of 2 or three and lobby legislators
3. Act on invitation to speak to the CHE. This establishes an official link with the CHE.

Resolution, John Logue

The Regional Campuses Faculty Senate recognizes the wisdom of suggestions which would increase the clarity of criteria used for tenure and promotion. Also, we acknowledge that applicants for tenure and/or promotion must submit valid documentation as evidence of their qualifications relative to the criteria.

With reference to these issues, we wish to inform the University Administration that our campuses, for the past several years, have worked diligently to improve the tenure and promotion process and procedures. To wit, the Regional Campuses Faculty Senate has in place a peer review system which incorporates all that Dr. Moeser (through internal memos and comments to the Regional Campuses Faculty Senate) has suggested and more. The development of this system has come at the expense of much time and effort and at least a modicum of collegiality.

Concerning those faculty members who have applied for tenure and/or promotion this year, we think it blatantly unfair and perhaps legally flawed to change process and procedure so near the end of a period of faculty review.

Therefore:

The Regional Campuses Faculty Senate recommends that local and system Tenure and Promotion Committees exercise great care to prevent unjust penalty to a faculty member through guidelines which were not a part of the tenure and promotion procedures at the time the faculty member began the current year's application process.

Further, The Regional Campuses Faculty Senate wishes to go on record encouraging those who participate in the administrative review of applicants for tenure and/or promotion to exercise the same care and understanding.

Resolution passed unanimously

Motion, Roy Darby

Move the acceptance of the report of the Ad Hoc Committee on Teaching Effectiveness as a Regional Campuses statement of definition, suggested criteria and documentation of teaching effectiveness.

Ruled substantive by the Chair and moved to Unfinished business in the February, 1994 meeting.

Motion - Ben Robertson

The Chair should communicate to the President and the Provost sentiments by letter:

DRAFT

The RCFS applauds the resurrection of the System Academic Advisory Committee. We have been waiting for a year and a half while the Administration considered it. However, without our input the number of Regional Campuses representatives was decreased in the Provost's office while we were told by the President's office that we were to have five.

The Executive Committee of the RCFS was asked to on November 5 for five names, or one name in case they changed their mind. We were given one lunch period to decide on those names. The RCFS asks the Administration to give us appropriate representation and to give us reasonable time to have faculty considerf and vote on possible representation.