

**THE UNIVERSITY OF SOUTH CAROLINA
Regional Campuses Faculty Senate
USC Union**

Friday, November 20, 1998

Coffee 9:30 - 10:00 AM
Lobby, Main Building

Morning Session 10:00 - 10:30 AM
Auditorium, Main Building

Welcome

Standing Committees 10:30 - 12:30 PM

I. Rights and Responsibilities
Room 202, Main Building

II. Welfare
Room 305, Main Building

III. System Affairs
Room 201, Main Building

Executive Committee
Auditorium, Main Building

Deans Meeting
Room 203, Main Building

Luncheon 12:30 - 1:30 PM
Truluck Activity Center

Afternoon Session 1:30 - 4:00 PM
Auditorium, Main Building

Reception 4:00 PM
Lobby, Main Building

AGENDA

- I. Call To Order
- II. Correction/Approval of Minutes: September 25, 1998
 USC Columbia, Columbia SC
- III. Reports from University Officers
 - A. Regional Campus Deans
 - B. Dr. Carolyn A. West, Interim Vice Provost & Executive Dean
 - C. Associate Vice Provost (Position Vacant)
- IV. Reports from Standing Committees
 - A. Rights and Responsibilities - Professor John Logue
 - B. Welfare - Professor Noni Bohonak
 - C. System Affairs - Professor Steve Bishoff
- V. Executive Committee - Professor Danny Faulkner
- VI. Reports from Special Committees
 - A. Committee on Libraries - Professor John Catalano
 - B. Committee on Curricula and Course - Professor Robert B. Castleberry
 - C. Committee on Faculty Welfare - Professor Bruce Nims
 - D. Faculty-Board of Trustees Liaison Committee - Professor Kay Oldhouser
 - E. Research and Productive Scholarship Committee - Professor Todd Scarlett
 - F. Other Committees
 1. Insurance and Annuities - Professor Bill Bowers
 2. Ad Hoc Committee on Teaching Effectiveness - Professor Roy Darby
 3. Conflict of Interest Committee - Professor Tandy Willis
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

THE UNIVERSITY OF SOUTH CAROLINA
REGIONAL CAMPUSES FACULTY SENATE MINUTES
USC – UNION
NOVEMBER 20, 1998

MORNING SESSION

CALL TO ORDER: Robert Costello, Chair

“There were a few welcoming remarks by Dean Edwards. He commented that he had received several compliments on this very nice new building, but that it is not nearly as new as it appears. The building was renovated 11 years ago. He apologized for the warm temperature inside. Since it is heated and cooled by a water system, it is not possible to turn on the air conditioning, but windows will be opened so that it should be cooler in the afternoon. Lunch will be in the Trulock Center.”

There was no guest speaker in the morning session, so senators dispersed to committee meetings.

AFTERNOON SESSION

- I. CALL TO ORDER: Robert Costello, Chair
- II. CORRECTIONS AND APPROVAL OF MINUTES OF SEPTEMBER 25, 1998.

The minutes were approved as submitted.

III. REPORTS OF UNIVERSITY OFFICERS:

A. Regional Campus Deans

1. Beaufort – Dean Plyler
For the text of Dean Plyler’s report, please see attachment 1.
2. Continuing Education – Associate Vice Provost John May
Sally Boyd read the report. For the text of the oral report, please see attachment 2.
3. Lancaster – Dean Pappin
“Last week we had a visit from Mike Smith and Julie Carullo from the CHE to explain to us the intricacies of performance funding. Professor Nims provided some provocative inquiries. The construction of the Arts and Sciences building is in full swing. Most of the steel frame is in place, and it’s larger than we ever expected. We also had some further fundraising good news—the Lancaster County Natural Gas Company, we

announced this week, made a \$63,000 campaign contribution. We recently had Beldon Wire announce \$62,400 and Guardian Glass \$25,000.

“We hosted on our campus James Malinchak who wrote a book called **From College to the Real World**. It was an outstanding presentation. We concluded our external evaluation of our Title III program which came to a successful conclusion. It was evaluated as “outstanding,” and the external evaluator remarked that he considered it a model program. We’ve submitted a grant proposal for an upward bound grant. I think the Union campus may have done so as well. We’re in the process of having internal grants for research and scholarship.

“One of our recently retired faculty members, John Griffin, has written yet another book, **Moments of Glory**, and there is going to be a book signing on December 5 with several former outstanding athletes from Clemson and USC on hand. I offer congratulations to our own Dr. Peter Barry who was elected to the Lancaster School District Board. Our Honors Seminar class took a trip to the Myrtle Beach area. The seminar focus was on art and literature. That seminar trip was led by Fran Perry and Betty Hodges, AKA, Gov. elect Hodges’ mother. We also had Walter Edgar give a reading from SC history. He managed to have both Jim Hodges and Billy Boan mentioned in his book on page 561.”

4. Salkehatchie – Dean Clayton
For the written report, please see attachment 3.
5. Sumter – Dean Carpenter
Please see attachment 4 for the text of this report.
6. Union – Dean Edwards
Please see attachment 5 for the text of Dean Edwards’s report.

B. Dr. Carolyn West, Interim Vice Provost and Executive Dean

“It’s good to see you and be with you again. Thanks to Dean Edwards and Dean Boles and Mary Barton for the wonderful hospitality and for the faculty hospitality. Thank you for making it a nice visit. Since the last time we were together I’ve appointed associate vice provosts on an interim basis to help me with my position. I’d like you to be aware that Dr. Sally Boyd is serving as Associate Vice Provost and Dr. Mike Schoen is serving as Associate Vice Provost. They are a big help to me and I think that they can help you if you need help from my office.

“There are a couple of things that I wanted to make you aware of in terms of importance relative to the Columbia campus. You may pick these up in

various places. Because of the conditions that exist in Columbia, it's really important that you communicate with your faculty and that you take responsibility for making sure there is on file in your Academic Dean's office a copy of the syllabus for every course for each semester that you teach.

There is in the process of development a policy that will stipulate what one would expect to see in a good syllabus. I know that you all know that, but it needs to be written down someplace. I know how busy you can get when you have a number of courses to teach and when the semester gets underway, but if you can put a special emphasis on making sure that you and your colleagues get your syllabi in, it will facilitate things not only for your Academic Dean, but will help the process because we're having a number of internal audits. This is something that we do and we should shine when we do it.

"The other thing that I would like to mention is the responsibility of the faculty in the evaluation process. I would encourage you to keep doing what you're doing and make sure that it's done in a timely manner. After all, shared governance is something that represents not only the administration but the faculty being involved in a peer review process. So it's important that it's completed in a timely manner. I've set a goal for all of your Academic Deans that they evaluate you before you leave campus after graduation. Therefore to have that done by the middle of May there are some things that you all need to do to help them get done. So to help them meet the goal, would you please do everything that is necessary to get in to them whatever they need for your evaluation process?

"There are a couple of grant opportunities, and I know that most of you are aware of the fact that the Provost has established a grant for faculty development on the regional campuses. This is a fund that currently has \$20,000 in it. I had hoped to pass out the announcement for that today so that you could distribute it to your campuses, but the Provost's office was still reviewing the announcement, and so I think it will be available next week. The application for that grant, as will be stipulated in the announcement, is due on January 15, 1999. That's for research that would be done between July 1, 1999, and June 30, 2000. So I encourage you to apply because there's money there, and if the money doesn't get used it will just be carried over to the next year. Be thinking about what you'd be interested in and encourage your colleagues to do likewise. There's also money available from the Women's Studies Dept. for those of you who have an interest in research that has emphasis on gender, class or race. The Josephine Abney Fellowship is for \$5,000. Applications are available from the Women's Studies Dept. That application is also due on January 15. I think also there's a fellowship for the Carol Jones Carlisle Research Award in Women's Studies, and this is open to full time permanent faculty within the USC system. That's for \$1,000 and the award is for research related expenses: travel, software, books, supplies, equipment. That one also has a deadline of January 15.

"I've set up this office next door to mine—it has a nice computer, three desks, and I'm going to put up a plaque that states the first faculty member that comes to use it, it's ready, available and waiting, but I haven't had anybody use it yet.

"I'd like you to remind your junior faculty in particular that if they're on the Columbia campus and they have a problem to please call us and maybe we can help them. That's what we're there for and I don't think they know we're there for that. So if there's something they're trying to do and somebody is trying to impede their progress, please call us. If I'm not there Mary or Kathy will be happy to help them."

Questions were then entertained:

Professor Macias (Sumter): We've heard rumors on campus about the regional campus faculty being reviewed by the Columbia faculty every three years to continue our approval to teach courses. Could you tell us more about that?

A: This started out because of the Lancaster question in GRS. You may be aware that when the President wrote a note to Education about their lack of oversight of the programs in the GRS program, there were a lot of department chairs in Columbia that got nervous. Mostly those are department chairs in the College of Liberal Arts. I think that at some point their nervousness expressed itself in a meeting with their dean. So their Dean, Don Greiner, and I met, and Don Greiner suggested that we develop a policy for the procedure for the review of faculty. When I left that meeting it was my understanding that that review policy was only for part time faculty. I expressed clearly in that meeting that I felt faculty on the regional campuses were full time faculty with all the privileges of anyone in the USC system. When I returned with a written policy, Don Greiner expressed the feeling that he felt that the review should also apply to full time faculty. But that was at a point that we were still discussing the policy. Since then it's been discussed with the Executive Committee, it's been discussed on your campuses, it's been discussed with the Advisory Committee. It's my reading now is that the Provost does not feel that full time faculty need to be periodically reviewed, that it is only something that is necessary for part time faculty. So unless something changes between now and when the policy is finally complete, I expect it to only be on part time faculty.

Professor Macias: Will we have a chance to respond if this goes through another evolution?

A: Yes you will, and in fact it had been my intention to bring it today, but because there was an uproar in the Advisory Committee it wasn't at a point that I could bring it today. Actually the Provost and I are now writing it, and Don Greiner has withdrawn from the process. I expect that you'll see it at the next meeting.

Unidentified Senator : What's happened to BAIS since we had our meeting last spring in Beaufort?

A: It's sitting on my desk. I expect in the next two weeks I will be sending something to the Provost, and he will then have to act on it.

Professor Catalano (Lancaster): Will you tell us how Blease Graham's position on criminal justice is going to affect our campuses?

A: Those of you who have been involved in criminal justice activities know that Blease Graham recently decided that a four year degree would not be available on our campuses in criminal justice and that there might be courses available over distance ed. We aren't necessarily accepting what he's saying. We're going to see if his word is final, if that's really where it rests, and if it is I think we're going to investigate maybe developing a relationship with Spartanburg for a criminal justice degree. But for people, for instance, in Beaufort, they are quite far along in the process, and so we're going to talk with him and see if it is truly where he stated it is. If he doesn't seem to be flexible on it, then we're going to pursue other options. There are some campuses such as Union and Salkehatchie and probably your campus too where criminal justice is an important degree, and we're going to find a way to offer it if not through Columbia.

Tye Johnson (Salkehatchie): Are parking tickets included on your offer of help?

A: It depends on what the conditions are, but since I was with your deans the other day and I got a ticket for parking backwards in my parking space, periodically I will. But if you get there on time and you know you're going to need to be in a parking space, just go to Parking and say that you're involved with some activity with Regional Campuses and they'll give you a pass for the day. You just have to give yourself ten minutes to get over to the Parking office to be able to do that. We can't help with city tickets.

Associate Vice Provost Sally Boyd:

"Carolyn just asked me if I would report on what's going on with the Search Committee for Vice Provost and Executive Dean for Regional Campuses. I am a member of that Search Committee. Your colleague John Logue is chairing that committee. The committee has met once. To my knowledge at this point there is one candidate for the position, and the Search Committee will continue to accept applications, if there are other candidates. We are making plans to review the credentials of and to interview the candidate who has applied for the position.

"The other thing I wanted to let you know about is the primary thing that Carolyn has asked me to help her with is strengthening the relationship between the faculty of the regional campuses and the Columbia academic departments. The primary concrete goal that I have at this point is to establish

meetings by discipline. This is something that we have done in the past but it's been in hiatus for several years. These meetings would include the faculty from all the regional campuses and the faculty from Columbia to address academic issues involving the curriculum and the courses that you all are teaching. This is a pretty big goal. There are a lot of faculty in a lot of departments, and it's not something we'll be able to take care of even one run through in one year. But I hope we will be able to do at least two of these meetings in the spring. One that is already established will be a meeting of English faculty, and I think that will take place probably in the latter half of March. I will be giving you information as soon as I get it and I will also be asking your assistance in putting these meetings and the programs involved together."

IV. REPORTS FROM STANDING COMMITTEES

A. Rights and Responsibilities – Professor John Logue

"Our Committee discussed three issues today, two of them leading to motions. I will start with the third, which did not lead to a motion. We reviewed the grievance procedure. Proposed changes should have been circulated on your campuses. We received little if any feedback, and this suggests to me little circulation. This is an important matter – ask those who have served on this committee for suggestions. There is some confusion as to when a faculty member should apply and when they should expect a reply. We made some tentative changes to correct some of these deficiencies. I would expect that there would be others. Your help with this would be greatly appreciated. The language of the changes is found in attachment 6.

"The other two issues include a motion that was discussed on the floor in the last senate meeting. That motion is contained in the minutes of the last Senate meeting. This was circulated among faculty for feedback. It was circulated through the office Vice Provost along with a rationale for each part. We received very little feedback. This will be voted on during old business.

"The final issue stems from a report given during the last Senate meeting. We reported that a subcommittee of the Academic Council was presenting a document related to definition of parameters of scholarship as they relate to promotion and tenure. We reported that after a meeting with the Provost and Associate Provost those parameters were accepted after great discussion. However the committee was challenged to provide definitions for the terms "effective" and "distinguished" as they relate to scholarship and for "distinguished" as it relates to teaching. The committee worked this summer to define those terms relative to the ranks of Associate Professor and Full Professor. In our meeting with the Provost and Vice Provost last Friday, there was no great problem with the bulk of the recommendations, but they had problems with the term "distinguished." On February 14, 1997 the Senate voted to change the wording to remove outstanding and replace with

“distinguished.” The Committee now moves to replace “distinguished” with “highly effective” in the document (see attachment 7). This change will require a change in qualification for rank that was amended on February 14, 1997 as well.”

B. System Affairs – Professor Steve Bishoff

“We have no motions for you today. The committee discussed distance education and several aspects of that. We hope to bring a reference list to you at the next meeting. We discussed obtaining a distinguished speaker. The committee’s will was that perhaps we need not emphasize “distinguished.” But not for the same reasons as John’s committee. We might find expertise closer to home and we are suggesting that the chair allow us to approach Susan Bridwell and have her address the Senate at the next meeting to inform us a little bit about distance education and its future.

“We’re compiling a list of courses that are duplicated across the campuses, that is that they have exactly the same content but for one reason or another a second name at a four year campus versus a regional campus and so forth. That’s proceeding well although it seems to have an inordinate amount of detail. There will be a grant writing workshop for any of the campus faculty the 29th of January in Columbia in Burns, and the rest of the information will be forthcoming. We’re still nailing down time, trying to make contact with some people who will be presenting information. We did not proceed very far into the effects of specialized University 101. That will come up at the next meeting. We did discuss oral competency and computer literacy, and we had a motion to change a curriculum, but that motion was sent back to the respective faculty and will come up again next time.

“Please forward any problems with course duplication or transferability from your campuses to the System Affairs Committee. If we can document these problems, we are sure that the Provost’s office will correct this situation. We need to move from anecdotal incidents to specific ones.”

Q: Professor Reisenauer (Sumter): Who is the person you mentioned to speak on distance ed?

A: Susan Bridwell

Q: What specifically is her background and her official title?

A: She’s Director, Distance Education and Instructional Support.

Q: Dr. Carolyn West: Is the date locked down for sure on the 29th of January?

A: We had tried to find a date that everyone was happy with and we went right on through October, November and December and didn’t get anywhere, so we just picked a date when he didn’t have a committee meeting and we’re going to try and make it fit.

Dr. West: The Systems T&P committee usually meets the last Friday in January. It hasn't been set up yet but that is the usual date.

A: We really had a hard time finding any date that didn't have some conflict.

C. Welfare –Professor Noni Bohonak

“By now you should already have copies of pay information on your campuses. We are still collecting data about the methods of calculating pay raises. We will report on that at the next meeting. We have a survey that was conducted last year, and I just got the results of that. We will give that to you at the next meeting. We're still looking at the problems with computers and with computer policies. We're going to send out a survey. We're still concerned about the inadequate computers on one campus. On one campus the faculty members do not have access to the Internet. We're also concerned about the lack of software for some faculty attempting to do research or do scholarly activities.”

D. Executive Committee – Professor Danny Faulkner

See attachment 8 for most of the report. To fill the vacancy in the at-large representative from Salkehatchie created by the resignation of Professor Larry, we consulted the final section of B-5 in the RCFS Faculty Manual. This allows the Chairman of the RCFS to appoint a nominating committee. In the Executive Committee meeting two weeks ago the Chairman appointed the Executive Committee to serve as the nominating committee. This morning we nominated Tye Johnson to fill the vacancy. We will vote on this matter during new business.

At this point Professor Catalano (Lancaster) corrected the Secretary that the intended portion of the Faculty Manual was section B-4, not B-5. He further asked if it was the intention of the Executive Committee to waive the allowance of the nominations from the floor.

Answer: No. As usual, when we vote during new business, we will take nominations from the floor.

Professor Catalano: In the past when we have had a vacancy, we have asked the particular campus for their desire as for who will fill the position. Did we ask the Salkehatchie Campus what they wanted?

A: I'm not aware of a vacancy in mid year before. We've had vacancies that have occurred at the end of a year. You are correct in that not only in filling vacancies but also for full terms we have sought the counsel of the members of the faculty of the respective campuses. That is not a requirement of the Faculty Manual, but it is just a courtesy or custom. We did ask members of the Salkehatchie faculty to somehow ascertain the will of their faculty, and we left it up to them to make that decision.

Professor Catalano: That's why we went to the paragraph that says “in extreme or unusual circumstances...”

A: If you look through the Faculty Manual, there is no provision that explicitly states, "in case of a vacancy..." There is no place that that is addressed. We're not suggesting that this is extreme or unusual as some may interpret. What we are saying is that there is no other provision to cover this.

The proposal requiring the approval of our faculty every three years to teach upper level courses was assigned to the Academic Affairs Committee. That Committee met with the Provost last week, and Professor Catalano will give a report from the committee after my report.

- E. Academic Advisory Committee – The report was given by Professor John Catalano – see attachment 9.

Questions:

Dr. West: One of the things that the Provost mentioned to me was the need for guidance as to who is eligible for the Provost's grant.

A: That should go to the Welfare Committee.

Professor Johnson (Salkehatchie): We did discuss that in Welfare Committee this morning. We decided that we would review this, though we don't know if this will be done in a subcommittee or a committee of the whole.

V. REPORTS FROM SPECIAL COMMITTEES

- A. Committee on Libraries – Professor John Catalano
For the text of the written report please see attachment 10.
- B. Committee on Curricula and Courses – Professor Robert Castleberry
As usual, this was a very entertaining report. For the text of the written report please see attachment 11.
- C. Committee on Faculty Welfare – Professor Nims
For the text of the written report please see attachment 12.
- D. Faculty-Board of Trustees Liaison Committee – Professor Kay Oldhouser
Chairman Costello read the report, because Professor Oldhouser was unable to attend today's meeting. For the text of the written report please see attachment 13.
- E. Research and Productive Scholarship – Professor Todd Scarlett
The committee met two weeks ago, and is divided into two groups – one for productive scholarship and the other for projects that have a chance of additional external funds. I was in the first group. There were 23 proposals for faculty research awards. A total of \$140,000 was requested, and we had \$60,000 for the year. Six projects were funded. I have no idea what the result of the other group was. I would suggest to anyone interested in applying for one of these grants is that they go to one of the faculty grant writing

workshops. One of the biggest problems was that some of the requests were in the wrong category. Some were poorly written. There was a distinct lack of proposals from the Regional Campuses.

F. Other Committees

1. Insurance and Annuities – Professor Bill Bowers.
There was no report. If someone from his campus would inform him that we need a report, it would be greatly appreciated.
2. Conflict of Interest Committee – Professor Tandy Willis
“That Committee has not met.”
3. The ad hoc committee on teaching effectiveness has been disbanded, so there was no report from that committee.

VI. UNFINISHED BUSINESS

One motion from the R&R Committee: text is on attachment 8 (last part) of the minutes of the last Senate meeting. The motion carried unanimously.

VII. NEW BUSINESS

Tye Johnson elected as the at-large representative from the Salkehatchie Campus to the Executive Committee by acclamation.

A second motion from R&R: definition of scholarship and definitions of effective and highly effective scholarship, with the substitution “highly effective” for “distinguished.” For the text of the written report please see attachment 7.

Questions:

Professor Johnson (Salkehatchie): In the meeting with the Provost and Dr. Greiner last week, did we get the sense that they supported these definitions?

A: There was some discussion over some of the elements. They asked for a defense of those, and we supplied that. Perhaps they don't totally agree with them, but that doesn't mean that we shouldn't go forward.

Professor Darby (Beaufort): The Provost said that he was concerned that some this would place a burden upon some faculty who engage in activities that are non-traditional scholarship. It was the sense of the faculty there that this is true, but that it was a fair burden. That is, it is the responsibility of the faculty members to make their case and that there are other ways to exhibit scholarship.

A: The main things that he was concerned about were addressed in the definition of scholarship passes by this body, but still not acted upon by the administration.

Appended to this motion is the fact that we also need to change the wording to the qualifications for rank in C-2 of the Regional Campuses Faculty Manual. The new wording should read "To be eligible for the rank of Professor, a faculty member must have record of highly effective teaching and scholarship (see appendices VI and _____ for parameters of teaching and scholarship)." This is a change from a previously passed motion that said the same thing, except instead of "highly effective" we had "distinguished."

Unidentified voice: What about the term "outstanding?"

A: Several years ago we had a fight about "outstanding." That's the reason we went to "distinguished." Both of those are now extinguished.

Chairman Costello: So the latter is an appendix to the motion and is considered part of the motion?

A: Yes.

The appended motion passed unanimously.

VIII. ANNOUNCEMENTS

Kathy Gue needs system T&P Committee names from each campus

Professor Dabry (Beaufort): Senator John Blair's father died last week. That's why he is not here today.

Salkehatchie faculty must meet to elect a new senator, since an Executive Committee member cannot be a Senator.

IX. ADJOURNMENT

USC Beaufort
Dean's Report
November 20, 1998

ATTACHMENT 1

Program: The Hotel Restaurant Tourism degree program originating from the College of Applied Professions and scheduled to be offered at USC Hilton Head is expected to be approved by the CHE Staff.

The USCB Center for Coastal Ecology is working with administrators and faculty from the Belle Baruch Institute to better facilitate research activity on Pritchards Island.

Facilities: The program/design phase of the USC New River project is coming to an end; we will soon go forward to the seven approving bodies for authorization to develop construction documents.

Bids for restoration/renovation of the old Beaufort College Building will go out after Thanksgiving, and I hope to be underway with that project by late January.

Faculty: Congratulations to Assistant Professor of English, Dr. Carl Eby, on his forthcoming book, *Hemingway's Fetishism, Psychoanalysis and the Mirror of Manhood*, which provides new archival evidence on how fetishism was crucial to the construction and negotiation of identity and gender in both Hemingway's life and his fiction.

Also to Dr. Ron Harshbarger, Professor of Mathematics, on the completion of his manuscript, *Mathematical Applications*, which will be released in 1999 by Houghton/Mifflin.

Cultural: The USC Beaufort 1998-99 Festival Series kicks off this Saturday evening with 13 year old prodigy Shunsuke Sato on violin, cellist Kristina Cooper, and pianist Jeremy Denk. There are some Festival Series announcements available today for those who may be interested.

Forthcoming: And while Charles Wadsworth is busy bringing musicians of international caliber to USC Beaufort, Dr. Jan Nordby Gretlund and our regional campus are planning an event of similar magnitude involving the literary arts. "*The Best Reading the Best*" is scheduled for January 29 and 30 bringing together a group of writers that includes some of the brightest minds in contemporary southern literature.

The two day program will be what it purports to be—some of the greatest authors in southern fiction, poetry and history reading from what they believe to be their best work. Not only will the audience get to hear what these authors read from their own favorites, but they will have the rare opportunity of hearing these writers discuss what they've read, explaining why they've selected it and what it means to them personally.

Among the luminaries coming to USCB's Performing Arts Center **ATTACHMENT 1**
Madison Jones, latest recipient of the TS Eliot Award for Creative Writing and Barry
Hannah, recently named one of the ten most promising writers in the United States.
Other big names include: fiction writers Dori Sanders and Mary Hood; poets Nikki
Finney, Paul Rice and Ruth Moose, and historians, Jim Cobb, Charles Joyner, John
Shelton Reed and Walter Edgar.

Grants: Strategic planning exercises are underway at the Beaufort and Union
campuses, with the help of a CHE improvement grant awarded this fall. A consultant
has been contracted who will work with the campuses to develop measures for all
institutional objectives—including performance indicators and SACS criteria—and also
to develop improvement teams that will advance their campuses toward achieving those
measurable goals.

End of Report

ATTACHMENT 2

CONTINUING EDUCATION REPORT

JOHN P. MAY

ASSOCIATE VICE PROVOST FOR CONTINUING EDUCATION

Academic Credit Programs are progressing fine and preparing for the end of the semester. Noncredit Programs have had a successful fall semester highlighted by the Division coordinating the National EPSCOR Conference. The Continuing Education Faculty has been working on the post tenure review policy.

11/19/98



ATTACHMENT 3

DATE: November 16, 1998

OFFICE OF THE DEAN

TO: Regional Campuses Faculty Senate

FROM: Carl A. Clayton

SUBJECT: Report to Regional Campuses Faculty Senate November 20

1. The annual U.S.C. Salkehatchie Dove Shoot Reception is planned for November 23, 7:00 p.m. at the Hut. The Dove Shoot will be Tuesday, November 24. Please call (803) 584-3446, extension 124 to RSVP.
2. The third annual Western Carolina Higher Education Commission U.S.C. Salkehatchie Legislative Caucus was held November 10 at Red Hill. Discussion included campus needs.
3. It is with regret that I announce Professor Larry West has submitted his resignation effective the end of Fall Semester 1998.
4. Search committees at U.S.C. Salkehatchie have been appointed for the vacancies in Psychology and Business.
5. Ribbon cutting for the new campus Bookstore is planned for January.
6. Discussions regarding "One Stop Capital Shop" are underway.
7. U.S.C. Salkehatchie cultural events this month include: The SkyeLite Jazz Band on November 11; Snow White will be presented November 21; the Estill High School Chorus on November 22. Noteworthy from Hampton SC is scheduled for December 13.
8. U.S.C. Salkehatchie sponsored Business After Hours on November 17.
9. Dr. Gail Gibson, Dr. Susan Moskow, Ms. Melanie Pulaski and Mr. Andy Thomas are exploring avenues to assist high school students in improving their SAT scores.
10. Ms. Sharon Folk and Ms. Jane Brewer presented a proposal to the Allendale-Fairfax High School administration to allow their Spanish II students to complete graduation requirements.

Thank you.

Report to the Regional Campuses Faculty Senate ATTACHMENT 4
By Dr. Les Carpenter
USC Sumter

1. Final enrollment figures for USC Sumter for the 1998 fall semester reflected a 10 % decrease over the 1997 fall semester figures.
2. As a result, we've identified nearly \$200,000 in cuts in order to balance our current year operating budget.
3. Programmatically, we've identified the causes of the enrollment decline and have initiated corrective actions.
4. Our Bicentennial Campaign total recently passed \$1.3 million towards a goal of \$3 million.
5. This month is the conclusion of current year recognition of Dr. Joe Gagne as the 1997 Governor's Professor of the Year. On December 3, 1998, the next two winners of this award will be announced; and though she didn't win, I want to express our campus's pride in Dr. Susan Hendley for being named a finalist in this competition.
6. TRIO Grant Director Mac McLeod was elected to the General Assembly earlier this month.
7. As always, I appreciate the hospitality of our colleagues here at USC Union. And, on behalf of all of the faculty, staff, and students of USC Sumter, I wish all of you Happy Holidays.

USC UNION
Report to Faculty Senate
November 20, 1998

ATTACHMENT 5

The USC Union Campus was the primary site for the 3rd Annual Uniquely Union Festival. This included the art show, which still hangs on the 2nd floor of the Main building. Also, a bar-b-q contest was held and all the downtown stores had sidewalk sales and promotions. Continuous entertainment was presented in our Gazebo. A tour of historic homes was a big success. Visitors came from all over the state and region.

USC Union at Laurens

The plans to construct a Laurens County Higher Education Center are underway. The request for \$5,000,000 from capital improvement funds has been submitted to the CHE and the Laurens legislative delegation has agreed to support the plan. USC Union has joined forces with Piedmont Tech, Laurens County Adult Education, the two Laurens County School Districts, the County Council, and Presbyterian College to make this project possible.

Our Continuing Education Department, under the leadership of Jean Denman, is planning an educational trip in December 1999 to the Galapagos Islands. This is an outstanding opportunity for faculty, staff, students and friends.

The planning process for the renovation of the Truluck Activities Center has been placed on hold until the request for capital improvement funds is acted upon. We still hope to let bids just after the first of the year.

1998-99 Community Arts Series

January 28, 1999	Andrew M. Brown, Pianist	7:00 p.m. (Auditorium)
February 9, 1999	Orisirisi - African Folklore	12:30 p.m. (Auditorium)
March 18, 1999	John Tudor, Magician	7:00 p.m. (Auditorium)

Other events still in the planning

USC Beaufort and USC Union received performance improvement funding from the CHE. Each campus contributed additional funds to hire a consultant to help each campus tie strategic planning to performance indicators. The consultant will also assist in developing a Title III grant proposal.

USC Lancaster and USC Union collaborated to produce a proposal for an additional TRIO program, Upward Bound. Upward Bound funds are used to encourage completion of secondary education, entrance into college and completion of college.

Appendix III. Grievance Procedure for the Regional Campuses ATTACHMENT 6

Regional Campuses Grievance Committee.

Membership

Change the second sentence to read: Members cannot be persons who are serving on the local or *Regional Campuses* Tenure and Promotion Committees or on . . .

Purpose

Definition of Faculty

full and part-time or temporary faculty, lecturers, visiting professors, professional librarians . . .

Actions Subject to Grievance

Procedures for General Grievance

1. Grievant formally requests oral and written explanation from immediate supervisor. The supervisor has 15 days in which to respond.
2. Within 30 days of receiving response from supervisor, the faculty member may file a grievance with the next administrative official (Dean or Vice Provost). The official has 15 days to respond.
3. Within 15 days of receiving response from the Dean, or Vice Provost, the grievant may request a review by the Provost. A response is due within 15 days.
4. Within 10 days of receiving response from the Provost, the grievant may submit the case to the Grievance Committee. *The request for a hearing by the Grievance Committee should be sent to the Vice Provost and Executive Dean of Regional Campuses who will forward it to the Chair of the Regional Campuses Grievance Committee.*
5. *The Grievance Committee will make its recommendation to the Vice Provost and Executive Dean for Regional Campuses and Continuing Education within a 30-day period. A response from the Vice Provost to the grievant relative to the Grievance Committee's recommendation is due in 15 days.*
6. Within 15 days of receiving response from the Vice Provost, the grievant may request a review by the President. *The President has 20 days to respond.*



7. Final appeals to the Academic Affairs and Faculty Liaison Committee of the Board of Trustees must be filed within 15 days after receiving the President's decision. The Committee has 30 days to respond.

ATTACHMENT 6

Procedure for Grievance Related to Denial of Promotion or Tenure

1. Grievant files a written request for the vote and justifications of all levels of review. This request is filed with the Vice Provost and Executive Dean for Regional Campuses and should not be submitted before the letter of notification from the President is received. Upon receipt of the President's letter, the faculty member has 15 days within which to submit a written request for justification to the Vice Provost.
2. The Vice Provost has 20 days within which to respond. The response should include a written summary of the vote and justifications of each level of review.
3. Within 15 days of receiving response from the Vice Provost, the grievant may request a review by the Provost. A response is due in 15 days.
4. Within 10 days of receiving response from the Provost, the grievant may submit the case to the Grievance Committee. The request for a hearing by the Grievance Committee should be sent to the Chair of the Regional Campuses Grievance Committee in care of the Vice Provost and Executive Dean of Regional Campuses.
5. At the conclusion of deliberations, the Grievance Committee may recommend that the case be remanded to one or more faculty committees or administrative levels for reconsideration. The Grievance Committee will make its recommendation to the Vice Provost and Executive Dean for Regional Campuses and Continuing Education within a 30-day period. A response from the Vice Provost to the grievant relative to the Grievance Committee's recommendation is due in 15 days. In the event the case is remanded to a faculty committee or administrative level for reconsideration, the results of that reconsideration should be communicated in writing to the Vice Provost within 15 days. Results of any referral for reconsideration will be communicated to the grievant within 10 days of the date response is received by the Vice Provost.
6. Within 15 days of receiving a response from the Vice Provost, the grievant may request a review by the President. The President has 20 days to respond.
7. Final appeals to the Academic Affairs and Faculty Liaison Committee of the Board of Trustees must be filed within 15 days after receiving the President's decision. The Academic Affairs and Faculty Liaison Committee has 30 days to respond.

Notes:

Add the following to the end of second paragraph: Since dates are critical to these procedures, requests and responses should be sent by registered/certified mail.

Change the last sentence in paragraph three, last line to: to petition the Regional Campuses Faculty Grievance Committee or next higher level in the Grievance Procedure.



Scholarship should be documented by activities clearly identified as scholarly **ATTACHMENT 7** definition, description and checklist located in Appendix _____ of the Regional Campuses Faculty Manual (RCFM). Activities submitted to fulfill this category of the qualifications for promotion should be appropriate to the individual and of demonstrable value to the local community, campus or general educational community. Each activity should be judged meritorious in proportion to the degree it matches the categories of scholarship and is consistent with the checklist provided in Appendix ___, RCFM.

Since pertinence of scholarly activities is influenced by the expertise and interests of the candidate, mission and needs of the local campus, and availability of opportunity and support (all of which change over time), the candidate is obligated to justify the nature, extent and value of his or her scholarship. This justification should be in the form of a listing and narrative description of activities. The description should explain scholarly aspects and present a case for the importance of each activity. The candidate's tenure and promotion file must contain documentation supporting both the fact and value of activities referenced in the narrative.

Effective scholarship

To meet the qualification of effective, a faculty member must demonstrate an ongoing interest and effort to continue learning on a formal and/or non-formal basis. The faculty member must present evidence of the outcomes of his or her scholarship, if not publication of research or creative/artistic work, then evidence of activities, other than classroom teaching, associated with the development, dissemination or application of knowledge. These activities should exhibit high concordance with the mission of the local campus and the aspects of scholarship established by the checklist for determining scholarship (Appendix ___, p. __ RCFM). In total effect the faculty member should be viewed, by peers on the local and regional campuses tenure and promotion committees, as an individual actively and continuously engaged in the pursuit, application and dissemination of knowledge.

Highly effective **Distinguished Scholarship**

To meet the qualification of *highly effective* ~~distinguished~~, a faculty member must establish that her or his scholarly efforts are widely recognized as valuable to the campus, community or general educational community. In effect, the faculty member should be easily and widely recognized as an individual who is active and has been continuously engaged (documented at least to the last promotion) in the pursuit, application and dissemination of knowledge. This recognition may be due to a long and consistent record of effective scholarship but can be more easily established through the relative merit and scholarly nature of activities. Documentation must be provided in the T&P file that testifies to the quality and recognition of scholarship.

Effective Teaching

ATTACHMENT 7

Effective teaching is justified using the criteria outlined in the Regional Campuses Faculty Manual (RCFM), Appendix VI. The faculty member seeking to establish a record of effective teaching should provide a narrative description outlining his or her case. The faculty member's tenure and promotion file must contain documentation sufficient to convince local and regional campuses tenure and promotion committees that the criteria for effective teaching have been satisfied.

Highly Effective
Distinguished Teaching

highly effective
A ~~distinguished~~ record of teaching shall be established by a clear, consistent, and longstanding record of effective teaching. The faculty member seeking to establish a record of ~~distinguished~~ *highly effective* teaching is expected to provide evidence sufficient to convince local and regional campuses tenure and promotion committees that he or she has a long and consistent record (at least spanning the interval since the last promotion) of effective teaching that is clearly recognized by peers and students alike.

EXECUTIVE COMMITTEE MEETING
MINUTES
November 6, 1998

ATTACHMENT 8

Reports from each campus were heard. For the February meeting the Lancaster campus would like to invite Governor-elect Jim Hodges. The committee decided that this would be very desirable. Carolyn West reminded us that permission from USC-Columbia should be sought before extending an invitation.

The agenda for the November 20 meeting in Union was approved.

We discussed the vacancy that will result from Larry West's impending resignation as an at large member of the Executive Committee. It was decided that the last rule on page B5 of the Faculty Manual allows for the Chairman to appoint a nominating committee. The chairman appointed the Executive Committee to do this in its meeting in Union on November 20. Other rules require that new at large member come from the current delegation from Salkehatchie. That delegation consists of Bette Levine, Melanie Pulaski, Ron Cox, Tye Johnson, and Wayne Chilcote. It was suggested that since this is a replacement of an at large member elected last year, we could consider a member of last year's Senate from that campus.

Interim Vice Provost and Executive Dean for the Regional Campuses and Continuing Education Carolyn West's report:

Opinion on campus is that the result of the election will bring much change. The deans are very optimistic.

She wanted input on two things:

- 1) Develop a fund to support instructional development activities on our campuses. We have \$20,000 this year announced by the Provost (see minutes of last meeting). She circulated a proposal for awarding the grants. We should circulate this on our campuses.
- 2) A draft of the approval process for teaching upper level courses by Regional Campuses faculty was circulated to the committee. We are faculty of USC, not adjunct. This will be discussed in the Academic Advisory Committee meeting with the Provost and Associate Provost Don Greiner next Friday. The RCFS should monitor developments on this topic.

The criminal justice degree is bogged down in administration. There is a changing landscape with distance education, but we will be limited in the number of degrees that we can do this way.

ATTACHMENT 8

The Following standing committee reports came from the committee chairmen:

R&R: (John Logue): Next week we will submit definitions of outstanding and distinguished scholarship to the Provost for his comments. The Committee will continue to work on the grievance procedure.

SA (Steve Bishoff): He emphasized that the committee will add to its charge oral competency and computer literacy.

Welfare (Noni Bohonak): The committee made no change in the charge, though it did reject the charge of developing a disciplinary procedure. The rationale was that faculty members don't want to be their own executioner and that if such a procedure were written, it should be the purview of R&R. The Executive committee considered this last reason unacceptable, because the R&R Committee already has much to do, while the Welfare Committee does not. It was asked what the committee is doing now. The answer was that it was collecting computer policy procedure and picking up loose ends from last year.

Other business:

John Logue reported that the Vice Provost search committee has one applicant at this time. One other nomination and one unofficial application were made, but those two were not deemed to meet stated qualifications.

ATTACHMENT 9

Report from the Provost's Academic Advisory Committee
Prepared by John Catalano
November 13, 1998

The Committee met on Friday, November 13th at noon in Columbia. The following issues were discussed.

A draft of a proposed policy for changes to the faculty approval process that would have required regional campus faculty to be recertified to teach any 300 or higher level course every three years was roundly criticized. Provost Odom withdrew that particular proposal, but it is clear that there will be changes to the adjunct approval process.

The draft of the proposed descriptions of *effective scholarship*, *distinguished scholarship*, *effective teaching*, and *distinguished teaching* was criticized by the Provost with the result that *distinguished* is likely to be replaced by *highly effective*.

The Provost verified that there would be a mid-year cut of GRS monies to the regional campuses, but indicated that the Columbia operation would suffer a similar cut.

Other less contentious issues were also discussed.

Report from the Committee on Libraries
Submitted by John Catalano

ATTACHMENT 10

A meeting was held on Friday, October 23 at 11 A.M. in the Thomas Cooper Library. Vice Provost Terry chaired the meeting in Dr. Baughman's absence. The budget report reflected continued high level of financial support for the library. New monies were found for some rewiring (\$150,000) and a second multimedia lab (\$200,000). The electronic resources guide (found on the home page) catalogs various levels of access to over 61,000 serials. There has also been great progress in the area of endowment development.

Vice Provost Terry reported that the South Caroliniana Library repair is ongoing, and that the remote storage facility will not be ready until next year (shelving may be in place by February). A new preservation librarian and assistant have been hired.

Vice Provost Terry recognized that there are problems at Sumter with Tech library cooperation, and expressed his opinion that an administrative solution was eminent.

Agenda items for the year include further South Caroliniana renovation, a major Thomas Cooper Library facelift, conservation/preservation of the collection, and new policies relating to remote storage.

NEXT MTG -
DEC 4

Report on Courses & Curriculum Committee
Regional Campuses Faculty Senate: November, 1998
Robert Castleberry (Sumter) *TRC*

ATTACHMENT 11

First let me say that I appreciate the fact that some of you have visited my homepage with the information on the actions of the Courses & Curriculum Committee. I do want to thank those of you who sent me the nice notes about this page. Actually, nobody sent me any nice notes....I just thought you should know that you should be ashamed of yourselves for your cold, heartless response to all my hard work. That aside, I was somewhat flabbergasted that there were so many "hits" on this page, over 3,000 since our last meeting. But then I remembered that the keywords "free sex pics" and "wild monkey love" somehow got imbedded in the HTML code. Oh, well. Maybe that explains the lack of supporting comments.

The Courses and Curriculum Committee met on October 9 and November 6, 1998. While I didn't think we dealt with much which would be of interest to the Regional Campuses:

- 1) a new course, ENGL 270, **World Literature**, was proposed.
 - 2) a new course, GINT 357: **Film, Politics, and Social Change**, was also proposed.
 - 3) it looks like the new changes to the PHYS curriculum (the creation of an Applied Physics track with three options in Computer, Electrical, and Mechanical applications) may finally go before the Senate.
 - 4) some rather extensive changes to the MUSIC curriculum are being considered.
- Other changes were acted on; let me remind you that you should peruse the minutes of the Columbia Senate to find out which proposed changes have become official.

Remember, you can keep posted about the actions of the Committee by visiting

even if those pictures aren't included.

The idea is that I will post the proposed agenda to this site as soon as I can (within a day or so of receiving it in the mail ... usually a week before the scheduled meeting). If you see anything worth getting excited about, you can call or e-mail me about it. Then after the meeting (usually the following Monday?), I will annotate the agenda with all the exciting details.

ATTACHMENT 12

TO: Regional Campuses Faculty Senate

FROM: Bruce G. Nims, USC-Lancaster

SUBJECT: USC-Columbia Faculty Welfare Committee Report

DATE: November 20, 1998

The Faculty Welfare Committee met on October 21, 1998, in the Provost's conference room at USC-Columbia. The primary item of business was clarification of the special raise package distributed to some USC-Columbia faculty this past summer. Many faculty members on the Columbia campus had not understood the rationale for the special raises. Provost Odom discussed procedures he followed in providing guidelines to the deans on the distribution of the 2.5 percent pay raise granted by the Legislature and the 2 percent increase allocated for additional merit raises. He acknowledged that this two-part allocation may have been confusing to some faculty, but he left it to the deans to both allocate the funds to departments and inform the faculty. The Provost indicated that he obtained explanation of the raises granted that differed by one standard deviation from the mean: this could include expression of the deficiencies causing a low award or particular merit connected with the award; the explanation might also state the relevance of the award to problems of pay compression. He indicated that it was up to the Deans to share information on the awards with their faculties as they saw fit.

The Chair raised the possibility of the Provost explaining the matter concerning the allocation and awards to the Faculty at the next Senate meeting, and the Provost agreed. He also agreed to notify the Faculty of the progress made by the Salary Equity Committee and its incipient report.

The committee also met on October 28, 1998, in the Faculty House.

The Chair distributed the proposed computer policies numbered DLIS 1.07 and 1.08 for information, and welcomed Don Wedlock.

The Chair reported that there is nothing new on the parking issues, while the parking survey has not yet been distributed to the Faculty for completion.

The promised meeting of the Child Care Committee is yet to take place. Comments were made on the opening of the temporary facilities, and a discussion followed on the importance of such facilities to the Faculty. Judy was charged to bring back a report and recommendations to the Committee following the promised meeting.

Don Wedlock, chair of the USC Columbia Senate, was ATTACHMENT 12 attendance, and he discussed some of the legal issues attending the sexual harassment policies of the University pertaining to the reimbursement of legal expenses incurred by persons exonerated of any charges under the policy. The possibility of establishing a fund to accomplish such reimbursement without any legal entanglements was suggested. The Chair and Don will work on a draft of such a proposal to be brought before the Committee at its next meeting, with the mind to bringing this forward to the Senate.

Don Wedlock identified the section in the Faculty Manual speaking to inappropriate relationship between faculty and students and suggested it be given a more prominent position in the Manual to insure Faculty awareness. This will be made a matter for future Committee consideration.

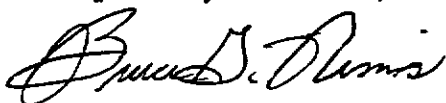
The distributed computer policies were discussed. The Chair will draft suggested changes and bring these to the next meeting of the Committee, after which the changes will be submitted to George Terry.

The Chair raised the issue of the composition of the Budget Committee after reporting on the last meeting of that committee. Don Wedlock offered that the Chairs of the Welfare, Faculty Advisory, and Faculty Steering committees serve ex officio on this Committee; he believes the committee should be reconstituted to provide greater continuity. The Faculty Advisory Committee will be charged with this reorganization.

The Committee has been petitioned to consider making teaching awards available to non-tenured faculty. This issue has been discussed by the Committee in the past, but the matter remains unresolved and it was the consensus that this should be addressed.

The Chair reported that Marcia Welch will report the findings of the Salary Equity Committee in the near future.

Respectfully submitted,



Bruce G. Nims
USC-Lancaster

From: Kay Oldhouser
To: Costello, Robert
Date: Thu, Nov 19, 1998 8:37 PM
Subject: Academic Affairs & Faculty Liaison Committee Report

ATTACHMENT 13

The Academic Affairs and Faculty Liaison Committee met November 19 for more than four hours. The majority of the meeting was spent in executive session dealing with personnel issues.

One item of potential interest to the Regional Campuses concerned the change in the approval process for program modifications. The Provost reported that the S.C. Commission on Higher Education had adopted a set of procedures that would dramatically reduce the variety of academic program modifications that require approval by the Commission. In keeping with the changes adopted by the Commission, the Academic Affairs and Faculty Liaison Committee approved a recommended change in the types of academic program modifications that would continue to require Board approval. The Academic Affairs and Faculty Liaison Committee would be informed of the following types of program modifications that have received institutional approvals but would not be asked to formally approve them:

1. Programs that have received prior approval and that are to be offered through distance education or through traditional instructional formats either out-of-state or out-of-country.
2. Programs that are being amended to include additional options, program modifications, or certificate programs of eighteen credit hours or less.
3. New centers, bureaus, or institutes that require no new state appropriations.

Respectfully submitted,

Kay Oldhouser