

UNIVERSITY OF SOUTH CAROLINA
Regional Campuses Faculty Senate
USC COLUMBIA
Moore School of Business
Daniel Management Center

Friday, February 15, 2008

Coffee 9:30 - 10:00 AM
Daniel Management Center

Morning Session 10:00 - 10:30 AM
Room 801-A

Welcome

Guest Speaker.....Dr. Helen Doeringhaus
Associate Provost and Dean for Undergraduate Studies

Standing Committees 10:30 - 12:30 PM

I. Rights and Responsibilities
Room 801-H

II. Welfare
Room 853

III. System Affairs
Room 860

Executive Committee 10:30 - 12:30 PM
Room 801-A

Deans Meeting 10:30 - 12:30 PM
Room 801-J/K

Luncheon.....12:30 - 1:30 PM
Dining Area behind Lumpkin Auditorium

Afternoon Session.....1:30 - 4:00 PM
Room 801-A

AGENDA

- I. Call To Order
- II. Correction/Approval of Minutes: November 16, 2007
 USC Sumter, Sumter, SC
- III. Reports from University Officers
 - A. Dr. Chris P. Plyler, Vice Provost and Executive Dean
 - B. Regional Campus Deans
 - C. Assistant Vice Provost for Continuing Education Credit Programs
- IV. Reports from Standing Committees
 - A. Rights and Responsibilities – Professor Nancy Macdonald
 - B. Welfare - Professor Walt Collins
 - C. System Affairs - Professor Patrick Saucier
- V. Executive Committee - Professor Mary Hjelm
- VI. Reports from Special Committees
 - A. Committee on Libraries - Professor Bruce Nims
 - B. Committee on Curricula and Courses - Professor Robert Castleberry
 - C. Committee on Faculty Welfare - Professor Darris Hassell
 - D. Faculty-Board of Trustees Liaison Committee – Professor Teresa Smith
 - E. Regional Campuses Research and Productive Scholarship Committee – Professor Steve Bishoff
 - F. Regional Campuses Academic Advisory Council – Professor Teresa Smith
 - G. Other Committees
 - 1. Conflict of Interest Committee – Professor Noni Bohonak
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

**Regional Campuses Faculty Senate Meeting
February 15, 2008
Columbia, SC**

Meeting called to order at 10:00am

Welcome by Chair Terrie Smith (Sumter)

MORNING SESSION:

Guest Speaker:

Dr Helen Doerpinghaus, Associate Provost and Dean for Undergraduate Studies.

The past has been course driven rather than the outcomes driven that SACS is moving towards now. We now need to think about what and how outcomes are determined and assessed.

My responsibility is to meet 1) SACS responsibility and 2) reevaluation and revision of General Education. Further bulletins will include the outcomes for the gen ed courses as well as the courses that fulfill the requirements. Faculty will need to include them on syllabi as well and include measures for assessment.

Question: Martha McKeelin (Salkehatchie) What is the difference between these learning outcomes and the goals that we have for our students that are included on the syllabus.

Answer: They are different in that there will be only a few outcomes across courses which will be directed towards overarching goals. Goals you use now are fairly specific and concern what they should learn in that class.

Question: Danny Faulkner (Lancaster) Will these be determined by the professor or the department? Learning Outcomes are broad and your individual interests will fall into them. Should not conflict with academic freedom or with individual specialties. There should be some overarching similarities.

Samples of outcomes are students will compose a paper in which they analyze and discuss the elements of the literature.

Question: Robert Castleberry (Lancaster): Why don't courses automatically meet the requirements if the teacher develops course outcomes? What is the issue with "approval" to meet the Assessments? Outcomes are not assessments, and the long term initiative will be to include assessments for those course outcomes or majors outcomes.

Comment: Robert Castleberry (Sumter) Regional Campuses don't have majors

Second initiative is to revise general education as it stands now. Faculty who served on the Provost's Task Forces for six areas of education and recently completed their work last fall and made recommendations. Ten faculty from the regional campuses participated in this process. Those recommendations will go to the newly form Gen Ed Committee for a three year analysis and reconstruction.

Dr. Sorenson called for the formation of a General Education Committee to address current SACS compliance and to revise the Gen Ed curriculum. Robert Castleberry and Mary

Hjelm from the Regional campuses will be on the committee that will begin its work in March. They will review the task force work and formulate a coherent rationale to drive revision. Everyone at the university will have a chance to comment. Then revisions will be made and a curriculum agreed upon. The course selection will be determined and identified, and approved as meeting the requirements. Task Force had great ideas for courses “out of the box” so the Gen Ed Committee will solicit and approve new proposed courses.

It is likely that there may not be many changes but this should result in a “best practices” policy that strengthens the process. Doerp@sc.edu.

Dismissal to Committees

Lunch

AFTERNOON SESSIONS:

I. Call to Order

II. Correction/Approval of the Minutes of November 16, 2007

III. Reports from University Officers

Dr. Chris Plyler Vice Provost and Executive Dean for System Affairs and Extended University

Legislative: No legislation deemed threatening to higher education to date; the budget is forecast to be flat next year with no chance of a bond bill.

University: The Provost has approved our proposal to redefine the 4/4 teaching load for untenured tenure-track faculty and tenured faculty who desire to engage in continuous scholarship or research regimen. Effective fall 2008, the teaching load will be 4/3 or 3/4 or any combination for fall and spring totaling 7 courses; effective fall 2009, the load will be 3/3 for faculty in either of those categories.

I have appointed a faculty task force to for Defining a Measurement for Research and Scholarship Productivity for regional campus faculties. While I don't believe faculty research and scholarship activities can—or should—be quantified in any definitive way, it is important that we identify and articulate commonalities in measuring these efforts among and across disciplines. The committee will be charged with involving all faculties across the regional campuses and Credit Programs in this important conversation.

Recommendations will be given to me by the end of April. In the end, I hope the question of whether a faculty member has achieved “the” expected level of scholarship/research at various stages in their career will become less subjective and clearer. Questions?

See “Redefinition of Workload for Regional Campuses

The committee will be composed of Steve Bishoff (Sumter), Jean Luc Grosso (Sumter), Fran Gardner (Lancaster), Roberto Refinetti (Salkehatchie), Janet Hudson (CE)

Question: Betty Johnson (Lancaster) How will this correlate with science classes with labs? Chris Plyler—You and your dean will need to examine this and will have to “round off” to achieve parity. Chancellors are already working on the problems of cooperative baccalaureates with other institutions, financial considerations, personnel considerations, etc.

Question: Walt Collins (Lancaster): Do you see a connection between what has come from the Provost concerning the redefinition of workload and the quantification of activity? Chris Plyler: There isn't a coincidence in this happening together. We've always questioned the heavy teaching load versus what some people in Columbia think we should be doing. No one is telling us to increase efforts, it's about providing a genuine relief to professors from heavy teaching loads so research can be achieved. The repercussions will be significant, but it has the support of all the Deans. It is something that has to happen and it will be interesting to see what the committee brings forth in terms of a matrix about scholarship. I hope that everyone will remember that this is about presenting a balanced portfolio for the professor seeking advancement.

We have again been investigating the possibility of complete and permanent access for regional campus faculties to all databases through the proxy server in Columbia. The fact that you now have the potential to participate in teaching within Palmetto Programs has given the Dean of Libraries reason to inform affected vendors that our 110+ faculty should be given this important access. I am involved in this effort with Vice Provost for Faculty Development, Christine Curtis and Dean of Libraries, Tom McNally. I hope to report positive movement on this soon.

Presidential Search: A consulting firm has been hired to direct this search. Dr. Val Lumans, Professor of History at USC Aiken is the non-Columbia campus representative on the search committee; there has been one organizational meeting to date.

General Education Committee: As Vice Provost Doerpinghaus pointed out this morning, Drs. Hjelm and Castleberry will represent regional campuses on the General Education Committee.

Blueprints for Quality Improvement are being drafted and are to be submitted in March. The closer we draw to the SACS visit, the more important our planning will be and the more these documents will be scrutinized. Planning will be linked to budget and assessment will need to be highlighted.

Congratulations to Eran Kilpatrick, Assistant Professor of Biology at USC Salkehatchie, and Jeff Steinmetz, Assistant Professor of Biology at USC Sumter, for their respective funding awards through the System Research Opportunity Program.

Welcome back to Ed Merwin and Darris Hassell who have had some health problems recently. We are glad to have you back in one piece.

Bob Best recognized as representative from the Columbia Faculty Senate.

Regional Campus Deans

Dr. John Catalano, Dean of Lancaster

Students: The Spring 2008 enrollment is up over Spring 2007 as expected. Fall 2008 applications are up once again. Anderson Strickler, LLC has conducted a student survey to determine the need for student housing on our campus. The initial estimate is approximately 140 beds. We are meeting with Reggie Barner, CDIC, to continue planning for an opening date of Fall 2009. Our new baseball coach, Mike Prochaska, is busy meeting with current students and recruiting potential players for the 2008/9 season (our first). A coach for the new women's tennis team will be announced soon. Softball is next.

Faculty: We now have approximately 55 fulltime faculty members. Even with retirements the faculty census will exceed 60 in the coming year. We will search for 8 new tenure track faculty this year as well as hire 4 new instructors. Searches are underway.

Facilities: HH will be closed next summer for a \$1,240,000 HVAC and lighting upgrade based upon SC DOE recommendations. We are making progress in legal mediation that should result in substantial Bradley repairs. Unfortunately no repairs, cosmetic or otherwise, may be started until both sides have agreed on a settlement. The new parking lot should have at least 150 spaces and will be ready for Fall 2008. The biggest facilities concern is that we are quickly running out of classroom space, office space, and storage space.

Safety & Security: The security and safety study by Graham Consulting is complete. It is part of an effort to upgrade overall safety and emergency response. Plans are underway to implement Mr. Graham's suggestions.

Planning: We are nearly finished with the long-range strategic plan, the first since 1987, and the facilities master plan, the first since 1978. The next step will be a detailed landscaping plan that includes digital topographical maps of the entire campus. Our 50th anniversary campaign will begin with a major kickoff sometime in March.

Community: Approximately 300 outside events were held on campus last year alone. The second season of Bundy Performing Arts Series is going well. Planning for the 3rd season is already finished. The season will include such acts as Three Dog Night, The Fifth Dimension, John Ford Coley, and Cab Calloway.

Financial: Since I've been Dean, the state of SC has gone from paying 66% of our operations to 43% last year (and that includes \$800,000 one-time money). USCL during that time has gone from total revenues (appropriation, tuition, and LC millage) of \$8300

per student to under \$7500 per student. There are economies of scale that help but remember that technology costs, salaries, utilities, infrastructure & maintenance costs never seem to go down. Until the state returns to a funding structure that rewards campuses for enrollment increases, USCL will be strapped financially. The inequities can be summed up best by comparing our campus to the Sumter campus. We had 144 more FTE last fall than USC Sumter but their appropriation is \$832,000 more than ours. We are funded at \$1.5 million below the Mission Resource Requirement (MRR) and that includes one-time money and does not reflect this year's enrollment increases. The Governor's budget rewards these efforts with a proposed cut of almost \$850,000 for the coming year. Let's hope that the House and Senate treat this campus better.

Dr. Ann Carmichael, Dean of Salkehatchie

Preliminary Spring 2008 enrollment figures indicate that USC Salkehatchie has an increase in both headcount and FTE this term. Headcount increased to 769 students (a 9.86% increase over last spring) and FTE increased to 531 (a 17.06% increase over last spring).

There are currently 204 pre-nursing students participating in the BSN partnership with USC Columbia. Twenty-six students qualify for the professional program. Sixteen of the 26 will be selected to continue and will enroll in upper division courses and begin their clinicals in the fall.

Dr. Eran Kilpatrick, professor of biology, has been awarded \$10,000 through the Research Opportunity Program to continue his research with the North American Amphibian Monitoring Program (NAAMP). Dr. Kilpatrick is one of two state coordinators organizing this program. Salkehatchie would like to thank Dr. Chris Plyler for his support of this project.

USC Salkehatchie received funding for Year 2 of an arts grant from USDA Rural Development to provide support funding for the second year of operation of the Salkehatchie Arts Center. This center features art work for over 80 artisans residing in the region. The grant will also provide funding of a regional tourism study and Salkehatchie's Carolina Theatre, which is located in downtown Allendale.

The faculty advisory board recently met with the athletic department to discuss how they can work together to help student athletes be successful academically. This working meeting yielded several actions which should help these students. The group plans to meet once a semester.

The Salkehatchie Brain Bowl, which is sponsored by the Opportunity Scholars Program, was held this week. Faculty work with student teams to prepare them for this event, which is similar to the TV Jeopardy challenge.

The Honorable Samuel R. Foster, II, has accepted our invitation to address graduates at the May 5th commencement. Mr. Foster is a USC graduate and athlete, member of the USC

Board of Trustees, and successful real estate and construction businessman. Mr. Foster resides in Fort Mill, and his mother is a native of Jasper County.

Dr. Les Carpenter, Dean of Sumter

Since my last report to the Regional Campuses Faculty Senate on November 16, 2007, there have been a number of notable events and activities at USC Sumter.

Human Resources: National searches for two new tenure-track faculty positions, one in Spanish and one in Mathematics, are progressing to the interview stages and will be filled for the 2008-09 year. Searches also are underway for four other new faculty positions, specifically term Instructor positions in Mathematics, English, Economics, and Music. Mr. James Choice, Building and Grounds Evening Supervisor, is retiring on February 29, and a search will soon begin for his replacement. Mr. Giovanni Vlahos has been hired as the Head Coach for both the Men's and Women's Soccer Teams, both of which will begin intercollegiate competition with the 2008 Fall Semester. Ms. Lisa Rosdail has been promoted from Assistant Director to Director of USC Sumter's Opportunity Scholars Program, and Mr. Antonio McFarland has been hired as an Admissions Counselor. Searches are actively underway for a Trades Specialist and a Building Custodian in the Maintenance Department. Also, five other new positions were recently approved, including a tenure-track Assistant Professor of English, term Instructors of Sociology and Mathematics, a Laboratory Instructor in Biology, and a Coordinator of Career Planning, Placement, and PACE Programs. Searches should begin soon for these positions. In total, three positions have recently been filled, and searches are underway or will soon begin for fifteen (15) other positions at USC Sumter. Since the inception of the TERI program, 27 USC Sumter employees have opted into the program. Of those 27, 18 have already retired, two are scheduled to retire before the end of FY 08, four in FY 09, one in FY 11, and two in FY 12.

Student Enrollments: Preliminary official enrollment figures at USC Sumter for the 2008 Spring Semester indicate a 14.29% headcount enrollment increase compared to last year, and a 14.62% FTE enrollment increase compared to last year. This year, USC Sumter was pleased to sign agreements with two additional public high schools (Crestwood High School and Lakewood High School), bringing to seven the number of high schools in which USC Sumter will be offering PACE (Program for Accelerated College Education) dual/concurrent enrollment courses in the 2008 Fall Semester. The other five high schools are Sumter High School, Thomas Sumter Academy, Carolina Academy, Camden Military Academy, and Cardinal Newman High School. USC Sumter faculty and staff continue to work diligently on initiatives intended to increase enrollments through improved recruitment and retention of students.

Student Activities: USC Sumter's new student newspaper, *The Ant Hill*, published its first issue in October 2007 and its second issue in November 2007. The faculty advisor is Mr. James Borton, Instructor of English. Two more issues are planned during the 2008 Spring Semester. Both the Baseball Team and Softball Team began their official intercollegiate seasons on the road on February 2. The Softball Team played their home opener on February 8, and the Baseball Team played their home opener on February 9. The Fire Ants are eagerly

awaiting the start of spirited competitions with teams from USC Salkehatchie and USC Lancaster.

Faculty Workload Adjustments: As planning has progressed on the 2008 Fall Semester class schedule, many faculty at USC Sumter gained their first exposure to plans for adjusting faculty workloads during the next two academic years. A meeting of all faculty at USC Sumter is scheduled for February 22, at which time the several features and implications of this plan will be explained and discussed.

Capital Improvements and Acquisitions: Work continues intermittently on construction of “bare bones” practice fields for the Baseball and Softball Teams, dependent in large part on in-kind gifts of skilled labor and equipment to properly design the fields, level the site, install infrastructure, construct the fields, and plant/install the turf. Two campus buses for use by athletic teams and other student and employee groups were recently acquired, with seating capacities of 30 and 15, inclusive of the driver. Bids have been received and a contractor will soon be selected to pursue a major campus sidewalks and wheelchair ramps improvement project of approximately \$250,000 in scope.

Campus Events: Planning continues for USC Sumter’s Homecoming activities on March 28 and 29. As in past years, broad participation is expected from current faculty, staff, and students, as well as members of the USC Sumter Alumni Association and the community at large. New this year will be home games by the Baseball and Softball Teams, scheduled to coincide with other Homecoming events.

Dr. Hugh Rowland, Dean of Union

Enrollment – We are encouraged by our significant growth in FTE, a 16% increase over last year. Our spring 2007 headcount was the highest in the history of USC Union. This spring, we came within 8 students of matching that headcount record.

New Faculty Hires – We have launched faculty searches in two areas, biology/chemistry and Spanish. We hope to search next year for two additional faculty (math/physics and nursing).

Budget – In anticipation of budget cutbacks, we are taking a hard look at the way we go about our business with an eye towards cutting costs wherever we can; identifying areas that provide the most revenue and areas that are lagging in productivity; and identifying areas where we should consider investing. We will particularly need to take a hard look at how we deploy our human resources.

Strategic Planning and Assessment – Blueprint for Quality Improvement (Strategic Plan) is due at the end of this month. Our plan will reflect the budget considerations noted above, our need to gear up for assessment, and efforts to develop more attractive programs.

Palmetto Program Proctor & Information Technology Assistant – Have completed a search for a new Information Technology staff position to provide a greater degree of coordination and attention to the growing programs using our smart classroom. This is also in anticipation of

creating a second smart classroom next summer and planned retirements of key people in the next few years.

Dr. Sally Boyd, Assistant Vice Provost for Continuing Education Credit Programs

Dr. Mary Hjelm has been hired to fill a new faculty position in Continuing Education beginning August 16. Her primary responsibility will be teaching the three required courses for the BLS degree: Introduction to SC Studies, the internship, and the capstone course. While this position is located in Continuing Education, Dr. Hjelm will be serving students on the regional campuses as they work toward the BLS degree. We look forward to having her join us in a few months.

Dr. Chris Nesmith joined us in January as Director of the Evening Program. Dr. Nesmith has a Ph.D. in English from USC and comes to us from Columbia's TRIO Programs where he was an English instructor and coordinator for McNair Programs. He replaces Dr. Bob Hungerford, who retired at the end of December.

A search is in process for an assistant professor of psychology to replace Dr. Barbara Oswald, who is leaving her position at the end of this semester. She is expecting a baby later this month and, rather than continuing a commuter marriage, will join her husband in Cincinnati.

We are moving BAIS students through the pipeline. There were 23 regional campuses BAIS graduates in December—12 from Sumter, 6 from Lancaster, and 5 from Salkehatchie.

BLS is growing at a strong pace. Fourteen students were enrolled last fall. This semester 25 are enrolled, with an additional 5 pending. There are 9 students from Salkehatchie; 7 from Lancaster with 2 pending; 5 from Sumter with 2 pending; and 4 from Union with 1 pending.

As the BLS grows, so also do enrollments in Palmetto courses. A comparison between Fall 2006 and Fall 2007 shows a huge surge in enrollments, which translates into significantly increased tuition revenue. Sumter's Palmetto revenue for Fall 2007 was almost double its revenue for Fall 2006; Lancaster tripled last year; Salkehatchie more than quadrupled 2006; and Union's was six times the previous fall's.

Reports from Standing Committees

Rights and Responsibilities—Professor Nancy Macdonald (Sumter)

Martha McKelvin (Salkehatchie)

Ed Merwin (Salkehatchie)

Christopher Judge (Lancaster)

Bruce Nims (Lancaster)

Janet Hudson (CE)

Thanks to the committee members for dealing with a great deal of the old and new business this morning

Motions ruled substantive at the last meeting and will be voted on today during Old Business include: 1) termination of tenure for failure to perform duties due to illness; 2) processes of external review for faculty submitting files for promotion and tenure; 3) changes proposed to the policy manual to strengthen 3rd year review process.

The 4th motion involves adding material to policy manual regarding ethical treatment of animal and human subjects had been referred back to committee. These need more clarification and will be brought up for new business.

We will make a motion addressing the status and hiring of librarians as tenure track faculty during New Business.

The System Affairs Committee has graciously accepted the charge of reviewing the timeline for external review and submission of tenure and promotion files.

Welfare—Professor Walt Collins (Lancaster)

Tarsem Purewal (Salkehatchie)

Jean-Luc Grosso (Sumter)

Michael Bacon (Sumter)

Hyunju Oh (Salkehatchie)

Stephen Criswell (Lancaster)

Annette Golonka (Lancaster)

Nancy Washington (Libraries) for Barbara Oswald

The committee worked/finalized details for the T&P workshop. Please communicate the information to your campuses. It will be held May 12th at 10am in Harper College's Gressette Room. Also please encourage submission of questions for the panelists at the morning session. Questions will be kept anonymous. An updated flyer will be sent out shortly.

Faculty Work Load survey will be distributed electronically sometime after Spring Break (roughly around the 18th) and data will be reported at the April meeting. Thank you to Tarsem Purewal (Salkehatchie) for working so hard on summing up the raw data for the salary survey. Results of that survey will also be discussed at the April meeting.

Power Lunch for junior faculty at regional campuses regarding the tenure and promotion process will be held at CTE next Friday. RSVP's for that luncheon is today.

Systems Affairs—Professor Patrick Saucier (Continuing Education)

We have been working on a code of conduct policy for Palmetto Programs but it has come to our attention that we have been superseded by the Office of Academic Integrity, a new office here in Columbia. We recommend that we use them for issues of governance and student behavior since

the Palmetto Programs degree is a Columbia degree. Palmetto Programs instructors will be trained with them and students will be informed of the penalty for misbehavior. Kelly Ebert runs this office and is happy to be working with regional campuses to coordinate efforts regarding code of conduct issues. We are still investigating what should be done with student grievance issues.

We have accepted the charge from Rights and Responsibilities for working on the timeline for submitting files for tenure and/or promotion that takes into account the requirements of external review. This is a timely issue and we will try to work quickly.

We will propose a resolution that the Vice Provost include in his annual report on tenure and promotion activities a summary of the results of the external review.

V. Executive Committee—Professor Mary Hjelm

The Executive Committee met on February 8th to discuss issues that have been brought forward today. The next meeting will be April 4th in Columbia.

VI. Reports from Special Committees

A. Committee on Libraries—Professor Bruce Nims

This committee should have met by now but no notice has been received.

B. Committee on Curricula and Courses—Professor Robert Castleberry

(Report made by Terrie Smith for Castleberry) Committee continues to meet on a monthly basis to consider changes to the curriculum. I get an electronic copy about a week before the meeting and will be happy to add you to my contact list if you want to also receive this copy. Results of actions can be found on their webpage.

C. Committee on Faculty Welfare—Professor Darris Hassell

Darris Hassell will serve as representative next year.

The committee last met on 2/8 to continue discussion on two points of interest: 1) Partial or full tuition waiver possibilities for faculty dependents. The discussion included whether to include professional staff in this opportunity. Reports on numbers of students affected and possible cost of the program will be forthcoming. 2) We are also looking into a health initiative that will look into health care coverage and discussing health care management for faculty. The committee will meet on 2/29

D. Faculty-Board of Trustees Liaison Committee—Professor Terrie Smith

The committee met on 11/9 in executive session to discuss honorary faculty titles, mid year tenure and promotion recommendations, a naming opportunity at USC Upstate, and degrees. In the open session, a motion carried for two department name changes and program changes. The next meeting will be 3/5.

E. Regional Campuses Research and Productive Scholarship Committee—Professor Steve Bishoff—no report

F. Regional Campuses Academic Advisory Council—Professor Terrie Smith

The group met on 11/30 and discussed issues related to faculty work load on regional campuses, courses, numbers of preps, the difficulty of balancing teaching and research opportunities, and need for more funding opportunities. A date for the next committee has not yet been set.

G. Other Committees

1. Conflict of Interest Committee—Professor Noni Bohonak—no report

VII. Unfinished Business

Motions Coming out of Rights and Responsibilities—Nancy Macdonald (Sumter) Chair

1. Adoption of changes to C-17 and C-19 of the RCFS policy manual pertaining to external review, as indicated on the attached documents.

This is regarding termination of tenured faculty due to prolonged inability to perform duties required for the position that exceeds the maximum period of leave available for a disability as defined in the University Sick Leave policy. Limit of 6 months is determined to be too little and request wording to read “prolonged inability to perform the requirements of the position that exceeds one academic year” in place of “maximum period.” (See attached pages from the Regional Campuses Faculty Manual concerning Termination of Tenured Faculty, handout labeled C-19, and Third Year Review.)

Request for change originated from the Legal Office. There is virtually no difference between what was proposed and what exists so no change is really needed. Discussion has resulted in a suspicion that it goes beyond what we can do for people defined as “disabled” and we want to be in compliance with the ADA. Committee decided to leave motion as it stands.

Kate Fritz (Continuing Education) I do not believe we have jurisdiction in the matter of disabilities. State and federal does. Furthermore if this goes to court, no judge would care since both state and federal law trumps our manual.

Patrick Saucier (Continuing Education) Is the release of tenure also the release of employment? What happens to their benefits and their status? Does employment continue? Chris Plyler—Pam Hayes is checking on this.

Bruce Nims (Lancaster): ADA refers to disabilities. But there are a lot of diseases and conditions that do not fall under the ADA.

Kate Fritz (Continuing Education): There are protected classes such as cancer or alcoholism. Situations could result in a controversy between an individual who does not fall into a previously defined category and the university over whether or not that person should come back to work. In some cases the year’s length could apply. These are issues that are out of our competency to judge.

Bruce Nims (Lancaster): There are cases where the year's limit would not apply.

Nancy Macdonald: The committee did not write this or originate this, this is from the Legal department who does determine these issues. They interpret the law for the state of South Carolina. But perhaps we should not put them in charge of writing our manual. We should look at the consequences, etc., but eventually they will determine what happens.

Kate Fritz (CE): If this concerns someone in a protected class it would be moot.

Nancy Macdonald: But it would cover those who do not fall into the protected class?

Vote: motion carries.

2. Adoption of changes to C-8 of the RECFS Policy Manual, pertaining to the termination of tenured faculty, as indicated on the attached documents. Change will cause it to read: "Prolonged inability to perform the duties required for the position that exceeds one academic year of leave available for a disability as defined in the University Sick Leave policy." Adoption of changes to the faculty manual concern procedures for external review and clarify issue of grandfathering in of faculty hired under previous policies:

- A. To insert "evaluations from external peer reviewers" to item 7 on page C-19 of faculty manual" so people know where to place them in their files with regard to other insertions.
- B. To omit the sentence "Each external reviewer should be a higher academic rank than the candidate for promotion" on item 2 on page C-17 to allow for reviewers who are non-academic but of sufficient knowledge to review files.
- C. Guarantee of confidentiality to reviewers.

As this motion is written all faculty applying for promotion after 6/28/07 are subject to this external review requirement and must have the external review in his or her file. Grandfathering applies only to tenure and not promotion.

Question: Chris Plyler: Implication was for those seeking promotion to full professor, but I don't believe it was intended to include tenure and promotion to associate professor.

Nancy Macdonald: In practice people are already doing this so it doesn't change practice but does clarify.

Question: Becky Hillman (Sumter): But there isn't a timeline in place for those going up this year. Is there a timeline in place that applies to external review?

Chris Plyler: Manual states the timeline. Intent was that anyone hired after that date, would be affected by this policy. Anyone coming up for promotion would go by manual they were hired

under. I think the exact wording was left out, but we do have to go with the wording in place. Perhaps we need to amend the language.

Nancy Macdonald: Amend the motion to include change wording to include “applying for promotion to full professor after 6/28/07.”

Vote: amendment passes

Vote on the motion:

Question: Becky Hillman (Sumter): Isn't this still the same problem that a timeline doesn't exist for those going up this summer? Chris Plyler: You apply the manual that is in force at the time of hire. We do have people coming up now who are going through the process, so it is happening.

Vote: motion passes

3. Adoption of changes to C-14 and 15 of the RECFS Policy Manual, pertaining to Third Year Review as indicated on the attached documents.

Many faculty trying to get files evaluated for tenure don't have enough senior faculty on their home campuses or colleagues elsewhere to give good feedback. This concerns the “due to the discretion of the faculty member” concerning whether or not they will send it off campus for evaluation. The intent is to strengthen the feedback to the faculty by changing “may” to “will.” We wish to change notion that reviewers must be of a higher academic rank to create options for non-academically ranked reviewers and to strengthen feedback by adding “At the full discretion of the faculty members, the file may be submitted for additional review by either the Regional Campuses Tenure and Promotion Committee, or by the Vice Provost for System Affairs.” A satisfactory report “will” include a written summary with suggestions for continuing progress toward tenure and promotion. Files that have been reviewed by either the Regional Campuses Tenure and Promotion Committee or by the Vice Provost will received the same form of feedback.” Committee recommends adding stronger wording to keep disciplinary action in cases of unsatisfactory reviews on campus.

Nancy Macdonald: The thrust of this motion was to give options to faculty without mandating the options. It does add the requirement that those seeking review be given feedback for successful as well and unsuccessful results.

(Some discussion unable to distinguish.)

Question: Terrie Smith (Sumter): Does this specify who provides the feedback?

Nancy Macdonald: Yes, the local T&P committee.

(Some discussion unable to distinguish.)

Vote: Motion carries.

VIII. New Business

1. Adoption of new material to D-12 of the RCFS Policy manual pertaining to the ethical treatment of animals in teaching and research and to the use of human subjects in research, as indicated on attached documents.

We don't have a policy in our manual and the Legal Office wishes us to be in compliance with the greater University. If the policy is updated, it would be updated in our manual as well.

Motion is a new one and changes the manual. Ruled substantive and will be discussed at the next meeting.

2. New motion: "It is the view of the regional campuses that successful candidates for positions of librarians on the regional campuses be hired as faculty."

Rights and Responsibilities has been considering a charge from the body to consider the recent trend in the university to hire librarians as staff and not faculty. A number of committees have been examining this and a report will be forthcoming at the April meeting. We hope this motion will provide a starting point for the discussion.

(Some discussion unable to distinguish.)

Bob Best (Columbia Faculty Senate Chair): This deserves a lot of attention. I think they should be hired as faculty but maybe this should be vetted with other campuses. They also have extensive rights concerning their positions that other faculty do not have. It's two very different standards and deserves a lot of attention.

Chris Plyler—Tom McNally is drafting a policy for definition of scholarship for librarians but it is not finished. It's a University wide concern and it might be best to wait to see how this works and then add to our discussion.

Nancy Macdonald: Again, this is an opportunity to begin the discussion.

Terrie Smith—this is a resolution, not a motion to change the manual

Vote: resolution passes.

Patrick Saucier—System Affairs

3. We propose a resolution directing the Vice Provost to include in his report on T&P the good and bad of external review.

Vote: resolution passes.

Danny Faulkner—Executive Committee

4. Nominations/Slate of RCFS Officers for 2008-09

- Mary Hjelm (Salkehatchie/Continuing Ed)—Vice Chair/Chair Elect
- Steve Bishoff (Sumter)—Secretary
- Sarah Miller (Salkehatchie)—At Large
- Danny Faulkner (Lancaster)—Chair, elected last year
- Terrie Smith (Sumter)—Past Chair, elected last year

We are renominating Darrus Hassell to serve a second term as chair for Faculty Welfare.

Voting will take place at April meeting.

IX. Announcements

Nancy Washington (Libraries): Thomas Cooper Library currently has a display of illuminated manuscripts on display until March 31

Bob Best (Columbia Faculty Senate): An 11 member search committee has been appointed for the purpose of filling the soon to be vacant USC President position. Members from among the faculty include Val Lumans and Marlene Wilson from School of Medicine and Diane Johnson representing undergraduates. Nothing of substance to report yet except that we do want to use a search firm to facilitate the process. I would like to hear input from anyone on the regional campuses, so please know that I am available to you individually or as a group.

Terrie Smith: SCWHE conference being held 2/29-3/1 at Clemson. A website is available. This is a good opportunity for networking.

Terrie Smith: The next RCFS meeting will be held on 4/18 at Lancaster. The RCFS Executive Committee will meet in Columbia on 4/4.

X. Adjournment at 3:10pm

Attached Documents Below.

6/8/2007

TERMINATION OF TENURED FACULTY

CAUSES

Termination or dismissal of a tenured member of the faculty shall be only for cause. Cause shall mean one or more of the following:

- 1. Failure to perform adequately the duties of the position so as to constitute incompetence and/or habitual neglect of duty including, but not limited to, failure to satisfy the conditions of the remediation process established as the result of a negative post tenure review;
- 2. Misconduct related directly and substantially to the fitness of the faculty member in his or her professional capacity as a teacher, researcher, or librarian;
- 3. Conduct or action not protected by the Constitution or laws and which is a clear interference with the academic functions of the University;
- 4. ~~Prolonged inability for medical reasons to perform the duties required for the position; termination of a tenured member of the faculty for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment;~~
Prolonged inability to perform the duties required for the position that exceeds *one academic year* the maximum period of leave available for a disability as defined in the University Sick Leave policy: <http://www.sc.edu/policies/hr106.html>.
- 5. Lapse or withdrawal of licensure to practice in the State of South Carolina; the loss of licensure in any professional area may also be considered as a cause for termination if the license is necessary for the performance of one's academic duties;
- 6. Bona fide reduction in staff, which may be caused by financial exigency or by discontinuance or reduction in size of a program or instructional unit for reasons not related to financial exigency.

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PROCEDURES

A. Termination For Failure To Perform Duties Due To Incompetence And/Or Habitual Neglect Of Duty; Termination For Conduct As Specified In 2 And 3 Above; Medical Reasons; Termination For Lapse Or Withdrawal of License.

- 1. Discussion with the President.

6/8/2007

before the candidate's file is to be considered by the campus tenure and promotion committee. This provision is to allow time for the compilation of information for the tenure and promotion file.

External Reviews

1. Each tenure track faculty member hired after June 28, 2007 ~~{insert Board of Trustees' ratification date}~~ applying for promotion and/or tenure will include at least three external reviews of their scholarly work, research and/or creative achievements. All faculty applying for promotion after June 28, 2007 are subject to this external review requirement.
2. While peer or peer-aspirant institutions may provide a pool of reviewers who understand the academic environment of the Regional Campuses, reviewers may also come from other academic institutions and appropriate non-academic sources. In order to demonstrate the reviewer's knowledge of the candidate's scholarship area, each review must include the reviewer's curriculum vitae. ~~Each external reviewer should be a higher academic rank than the candidate for promotion.~~ *to full professor*
3. External reviewers must come from beyond any of the campuses of the University of South Carolina and cannot include any employee of the University.
4. While objectivity is a desired trait for reviewers, prior association between the candidate and the reviewer may exist. No candidate should have a prior or present professional collaboration (student/postdoctoral student/advisor) with a reviewer.
5. The candidate working with his/her immediate supervisor (usually the chair) will compile a list of at least five potential reviewers with whom the candidate and chair are mutually satisfied. Two of the five reviewers will be selected by the candidate and one reviewer will be selected by the immediate supervisor (on behalf of the institution). The immediate supervisor will make initial contact with the potential reviewers to assure that they are willing to participate. All further contact with the reviewers will be through the Office of the Vice Provost for System Affairs and Executive Dean for Regional Campuses and Continuing Education. The anonymity of the external reviewers must be upheld and shall not be compromised.
6. Each Regional Campus Faculty Organization will provide the Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education a campus description of that Regional Campus and the following information:
 - a. normal teaching load per semester
 - b. local funding and course relief for research and scholarship
 - c. description of facilities
 - d. availability of mentors or colleagues with similar interests
 - e. availability of students to participate in research and scholarship
7. The Office of the Vice Provost for System Affairs and Executive Dean for Regional Campuses and Continuing Education will send each reviewer a letter requesting an evaluation based on the following enclosures:

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- The candidate bears primary responsibility for preparation of the file on which decisions will be based. Documents mandated by campus policy, such as peer review forms, administrative reviews, etc., will be delivered to the academic dean (by the originating authority) for placement in the candidate's file.
- Files normally should not exceed 25 typed pages excluding documents mandated by campus policy and materials added by the various levels of review. The candidate also may prepare a reference collection of documents (books, other publications, copies of grant proposals, student evaluations, etc.) which will not be duplicated but will accompany the tenure and promotion file through the various levels of review. The reference collection of materials will be returned to the candidate at the end of the review process.
- Each file and/or reference collection should contain the following items when relevant to the criteria and to the candidate under consideration:
 - Evaluations and/or evidence of effective teaching performance and/or service as a librarian (See Appendix VI);
 - Evidence of scholarship (See Appendix VI);
 - As appropriate, evidence of creativity or performance in the arts;
 - Evidence of professional growth and experience which may include workshops, seminars, consulting, additional coursework, participation in professional societies, participation in interdisciplinary education and research activities and the like;
 - Evidence of campus and University activities such as work on department, division, campus and university committees;
 - Evidence of community service especially if it relates to the candidate's discipline and reflects well on the university;
 - Experience at the University of South Carolina;
 - Relevant experience elsewhere;
 - External evaluations of a candidate's scholarly or creative achievements and other professional activities received by the candidate, department, division or campus.
- The file should be arranged in the following order:
(Each section may refer to materials in the reference collection)

- 1) Tenure and Promotion File Form
- 2) Candidate's Personal Statement
- 3) Evidence of Effective Teaching
- 4) Evidence of Scholarship
- 5) Evidence of Service
- 6) Other items
- 7) Addenda, committee ballots, letters from administrators evaluations from external peer reviewers, etc.

In preparing a file for tenure and promotion, it is the responsibility of the candidate to determine where he or she wishes to place an item as evidence, and to provide justification as to how the item constitutes evidence of either scholarship or service.

- Apart from material added by the candidate, only materials from division chairs, associate deans

From C-8

process established as the result of a negative post tenure review;

2 Misconduct related directly and substantially to the fitness of the faculty member in his or her professional capacity as a teacher, researcher, or librarian;

3 Conduct or action not protected by the Constitution or laws and which is a clear interference with the academic functions of the University;

4 (Prolonged inability for medical reasons to perform the duties required for the position; termination of a tenured member of the faculty for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment;)Replace this with: "Prolonged inability to perform the duties required for the position that exceeds the maximum period of leave available for a disability as defined in the University Sick Leave policy: <http://www.sc.edu/policies/hr106.html>.

5 Lapse or withdrawal of licensure to practice in the State of South Carolina; the loss of licensure in any professional area may also be considered as a cause for termination if the license is necessary for the performance of one's academic duties;

6 Bona fide reduction in staff, which may be caused by financial exigency or by discontinuance or reduction in size of a program or instructional unit for reasons not related to financial exigency.

PROCEDURES

A. Termination For Failure To Perform Duties Due To Incompetence And/Or Habitual Neglect Of Duty; Termination For Conduct As Specified In 2 And 3 Above; Medical Reasons; Termination For Lapse Or Withdrawal of License.

- 1. Discussion with the President.
 - After it becomes evident to the President that termination may be desirable, there must be discussion between the faculty member and the President with the intent of arriving at a mutually agreed upon resolution.
 - 2. Re-Assignment.
 - The President may assign the faculty member to new duties if the faculty member's continuance in normal duties threatens immediate harm to that faculty member or to others.
- 2 Regional Campuses Tenure and Promotion Committee Review.

If the President and the faculty member are unable to reach a resolution, the President shall inform the Regional Campuses Tenure and Promotion Committee of his or her desire to terminate a tenured member of the faculty. The President shall give this committee a statement of charges, framed with reasonable particularity, and the factual basis for these charges, also stated with reasonable particularity. The function of the committee shall be to determine whether the facts alleged, if true, would establish the charge and whether the charge is of such a nature as to warrant termination. The discussions, records, and recommendations of the committee shall remain confidential.

The committee shall inform in writing both the President and the faculty member of its recommendations and its reasons. Should the President then wish to pursue termination proceedings he or she shall, by letter, inform the faculty member of the intention to terminate, including a precise statement of specific charges. The letter shall also inform the faculty member of the member's right to request a hearing on this decision by the Regional

From C-14/15

review).

Third Year Review

In the third year of appointment all untenured, tenure-track faculty will prepare a file according to the RCTP guidelines for tenure and promotion in effect at the time the faculty member entered the tenure track. The format for file preparation is found in the Tenure and Promotion Procedures for Regional Campuses:

Files. The file will be submitted to and reviewed by the local tenure and promotion committee. At the full discretion of the faculty member, the file may be submitted for additional review by either the Regional Campuses Tenure and Promotion Committee, or by the Vice Provost for System Affairs. The purpose of the file is to document the tenure-track faculty member's progress toward meeting the requirements for tenure by the penultimate year of the probationary period. The results of this review will be provided to the faculty member and forwarded to the local campus dean who will provide a written comprehensive evaluation of the faculty member's progress toward tenure and promotion. A report of marginal or unsatisfactory progress shall include a written summary of deficiencies and recommendations for correcting the deficiencies. A satisfactory report (may) will include a written summary, with recommendations for continuing progress toward tenure and promotion. Files that have been reviewed by either the Regional Campuses Tenure and Promotion Committee or by the Vice Provost for System Affairs will receive the same form of feedback. A satisfactory report on a third year review shall not be construed as assurance of success in the candidate's penultimate year. A rating of unsatisfactory progress may be cited as evidence in support of non-reappointment.

Post Tenure Review

- 1 Each campus will conduct an annual administrative evaluation of its faculty. The faculty member will be provided a written report of this performance evaluation. The basis for these evaluations is the criteria for tenure and promotion established by the faculty, approved by the administration and Board of Trustees, and published in the *Regional Campuses Faculty Manual*.
- 2 Tenure track faculty (tenured or untenured) will undergo peer evaluation on the local campus at least once every three years: the criteria for tenure and promotion will be used as a basis for this review. Written results of peer evaluation will be provided to the faculty member.
- 3 For full-time administrators with tenure and faculty rank and who report directly to the Dean of the University or directly to the Vice Provost and Executive Dean for Regional Campuses and Continuing Education, participation in the post-tenure review process is suspended throughout the duration of their administrative appointment. Upon return to full-time faculty responsibilities, the post-tenure review policy for these individuals will be in effect.
- 4 Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review which includes peers outside of the faculty member's department or division. (Though post tenure review is based on criteria established for tenure and promotion, the process of evaluation need only establish satisfactory or unsatisfactory levels of performance and NOT the "highly effective" record as required for promotion to higher academic ranks.)
- 5 When a tenured faculty member receives an overall rating of unsatisfactory, the file will be referred to a local campus committee which will work with the faculty member to develop a plan and time table for correcting deficiencies. Within budgetary constraints, the local campus will provide

DRAFT

Motions to add policy regarding research ethics to RCFS Policy Manual

Alternative 1: Return the motion sent back to committee, but add the following language, at the beginning of the new section:

“To the extent any provisions of this policy are inconsistent with the provisions of the following University of South Carolina policies, the provisions of the following policies shall control:

ACAF 5.03 Care and Use of Laboratory Animals

ACAF 5.04 Protocol for Reporting Misuse of Animals

ACAF 5.05 Inspection of USC Animal Facilities By Non-USC Personnel”

Alternative 2: ~~Replace original motion with the following:~~

It is moved that the following insertion be made on current page D-12, prior to the section on consultants:

“V. Animal Care and Use (USC Policy and Procedures)

The university accepts an ethical and scientific responsibility to provide humanely for the welfare of all animals used in education and research at USC. Therefore, all such use of animals must be done in compliance with the following University of South Carolina policies:

ACAF 5.03: Care and Use of Laboratory Animals

ACAF 5.04: Protocol for Reporting Misuse of Animals

ACAF 5.05 Inspection of USC Animal Facilities by Non-USC Personnel”

and to continue with the language from the motion sent back to committee, picking up from “Human Subjects Research Policy”

↑
see attached

6/8/2007

prior to continued use of laboratory animals by the persons involved in animal misuse.

b. Halt all further acquisition and use of laboratory animals by persons involved in animal misuse.

c. Notification of the Associate Vice Provost for of the Institutional Official and the Office of Research Compliance when sponsoring agency funds are involved. This office will file additional reports to relevant sponsoring agencies as required.

d. If misuse is judged as willful and serious and where the intent of the misuse warrants, referral of case for consideration by the USC scientific misconduct process.

e. Rejection of investigation committee's determination that animal misuse has occurred.

2. A final report of committee action in each case will be kept in a permanent, confidential file with the IACUC and in the Office of the Associate Vice Provost for Sponsored Programs and Research with the Institutional Official. The accused and the accuser will be notified of the final IACUC decision.

Human Subjects Research Policy (USC Policy and Procedures)

I. Policy

The University adheres to all laws, regulations and ethical principles applicable to the protection of human subjects in research. All projects involving human subject research must be approved by the University's Institutional Review Board (IRB) or, in the case of exempt research, its designee.

II. Procedure

The principles and procedures guiding this policy are promulgated by the Office of Research Compliance (ORC) and are contained in the Policies and Procedures of the Institutional Review Board and the Investigator's Handbook.

The ORC is responsible for administering the University's program for protecting the rights of human research subjects. It is the responsibility of the principal investigator to submit all required information to the IRB. Requests for information, IRB application materials, and other assistance should be directed to ORC.

CONSULTANT ACTIVITIES