UNIVERSITY OF SOUTH CAROLINA
Regional Campuses Faculty Senate
USC LANCASTER
James Bradley Arts & Sciences Building

Friday, April 18, 2008

AGENDA

I.   Call To Order

II.   Correction/Approval of Minutes: February 15, 2008
                                                  USC Columbia, Columbia, 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.   Special Orders & Elections

VIII.   Unfinished Business

IX.   New Business

X.   Announcements

XI.   Adjournment

REGIONAL CAMPUSES FACULTY SENATE MEETING
April 18, 2008
USC Lancaster

MORNING SESSION

Meeting called to order at 10:00am by Terrie Smith

Members dismissed to committee meetings.

AFTERNOON SESSIONS

I. Call to Order
Thanks to Dean John Catalano and his staff at Lancaster for the use of the facilities and the
wonderful lunch.

Slate of nominations for next year's Faculty Senate Executive Committee was announced and
will be voted on later in the meeting.

II. Approval of the Minutes

III. Reports from University Officers

**Dr. Chris Plyler, Vice Provost and Executive Dean, System Affairs and Extended
University**
   Legislative: Today, all USC campuses are targeted for budget cuts at a minimum of
   2.68% for 2008-09. It is a combination of a base cut, travel cut, and a cut for services
   provided by the state CIO office. Both the travel and CIO cuts were from the GEAR
   report (review of Budget and Control Board) and from the Governor's budget. Of the
   Regionals, only Lancaster receives additional non-recurring state dollars - only $100K in
   the Senate. The USC Salkehatchie Leadership Center is in at the current amount -
   $100,460. On Wednesday night, the Senate put the 1% pay package back in. At this
   time, the health insurance increase in January 2009 should be covered - except that the
   campuses will have to cover their portions. We don't know the percentage increase yet -
   but this year was 9.7%.

   University: **(A)** In our last Senate meeting I spoke with you about a faculty task force
   for developing a measurement index for research and scholarship productivity for
   regional campus faculties. The committee was charged with involving all faculties across
   the regional campuses and Credit Programs in this important conversation.
   Recommendations were to be given to me by the end of April. The chair of the
   committee, Fran Gardner reports that the April deadline will not be feasible and wishes to
   hold a series of discussion forums over the coming year. They will invite all faculty
   interested in being a part of the process to attend in Columbia and via two-way video for
   those who can't or don't want to attend the face-to-face discussions. Each forum would be

themed around one primary issue. So for example, there may be 5 forums throughout the year featuring such topics as:

- Research expectations, we know they've changed but how much is enough?
- Can we improve the ways we assess scholarship across the disciplines?
- Career plans - where should a faculty member be at 1st yr, 3rd yr, penultimate year, promotion and post tenure review?
- Given the present transition towards reduced course load (which won't actually happen for another 2 years) how much research scholarly work can one expect to produce?
- Faculty and administration/understanding our common purpose in tenure and promotion

Professor Gardner indicates that the committee will refine and perhaps change the topics; these are simply suggestions of possible forum topics. The committee's purpose is to gather a variety of ideas and input from faculty and encourage their involvement in this important process.

(B) We have again been investigating the possibility of complete and permanent access for regional campus faculties to all data bases through the **proxy server** in Columbia. We are making rapid progress in this area. You may recall that the dean of libraries appealed to over 300 vendors on behalf of access by regional campus faculties and, to date, the vendors are responding affirmatively to the appeal. By our fall meeting, I should have a complete list of newly accessible databases to report.

BLS enrollments are up and we are looking for space to accommodate. We are also considering a second degree possibly being added to Palmetto Programs.

P**residential Search:** No further update.

Blueprints for Quality Improvement were submitted in March and budget presentations took place with the Provost. There were no major objections to what was presented, and all campuses project healthy fund balances at the end of this year.

IV. REGIONAL CAMPUS DEANS

Dr. John Catalano, Dean of the Lancaster Campus

Students: The Spring 2008 enrollment is up over Spring 2007 as expected. Fall 2008 applications are up once again. Our new baseball coach, Mike Prochaska, is busy meeting with current students and recruiting potential players for the 2008/09 season (our first). Brian Clark has been named as the coach for the new tennis teams. 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 are close to finishing searches for 8 new tenure track faculty this year as well as 4 new instructors.

Facilities: Hubbard Hall will be closed this 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 finally 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 Native American Studies Week begins next week. 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 Lancaster County 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 was $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. The House cut us $354,000. The Senate Finance Committee cut us by $754,000. We are hoping to do well in Conference. At every level I hear the same answer, "Why don't you serve fewer students?"

Dr. Ann Carmichael, Dean of the Salkehatchie Campus
Salkehatchie experienced a significant increase in enrollment for the 2008 spring semester, with an 11.22% increase in student headcount and 17.48% in FTE.

The Retention Committee recently held a very successful Career Fair for students. It was so successful that we hope to hold it every year. Thanks to Dr. Carmela Gottesman for directing this program.

Award Ceremony held last night in Allendale. 200 people attended to honor the academic achievements of scholarship and awards of our students.

The administration recently met with the Student Government Association on the East Campus (Walterboro) to gather input and suggestions from them on ways to improve the student experience at Salkehatchie. A similar forum will be conducted with the West Campus (Allendale) SGA on April 21st.

Congratulations are extended to Dr. Sarah Miller, Assistant Professor of History, for being selected by the Salkehatchie students as Outstanding Professor of the Year. Dr. Miller was also awarded the same honor for the 2006-2007 academic year, her first year at Salkehatchie.

The Salkehatchie Leadership Institute has been notified that they received another grant from the Donnelly Foundation for $55,000 to continue offering the summer program for area youth.

The Salkehatchie Indians basketball team finished the season with a 12-game winning streak and advanced to the Region X semi-finals.

Salkehatchie welcomed Mr. Bill Glass to campus as the new Head Soccer Coach. Most recently, Mr. Glass was the Head Soccer Coach at Brewton-Parker College. He has extensive background working with the YMCA and public relations in sports information. Coach Glass has a Bachelor of Science Degree in Business Administration from the University of Maryland.

The athletic department is hosting a golf tournament on Monday, May 12 at Northwoods Country Club in Columbia, SC. It will be a four-member captain's choice tournament, with a 1:00 shotgun start. You are cordially invited to participate.

Dr. Les Carpenter, Dean of the Sumter Campus
Since my last report to the Regional Campuses Faculty Senate on February 15, 2008, there have been a number of notable events and activities at USC Sumter.

Human Resources: Faculty positions recently filled for the 2008-09 year include Dr. Blane DaSilva as a tenure-track Assistant Professor of Sociology, and Ms. Jane Luther Smith as a term Instructor of Music. The search for a Building Custodian position was recently filled by Mr. Earl Green. Upcoming retirements, effective June 30, 2008, include Dr. J. T. Myers from his position as Professor of Anthropology and Ms. Linda Myers from her position as Academic Advisor. National searches for three new tenure-track faculty positions, in Spanish, Mathematics, and English, are progressing and will be filled for the 2008-09 year. Searches also are underway for nine other new faculty positions, specifically term Instructor positions in English, Economics, Mathematics (2), Music, Sociology, Spanish, Computer Science, and Biology Laboratory. Regional searches are underway for five staff positions, specifically a Building and Grounds

Evening Supervisor, a Trades Specialist, an Opportunity Scholars Program Assistant Director, an Academic Advisor, and a Coordinator of Career Planning, Placement, and PACE Programs. 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 at the end of FY 08, four in FY 09, one in FY 11, and two in FY 12.

Student Enrollments: Final official enrollment figures at USC Sumter for the 2008 Spring Semester indicate a 7.89% headcount enrollment increase compared to last year, and an 11.87% FTE enrollment increase compared to last year. The first report of pre-registration figures for both sessions of the 2008 Summer term and the 2008 Fall Semester shows increases over the comparable 2007 figures. For the 2008-09 academic year, USC Sumter will be offering PACE (Program for Accelerated College Education) dual/concurrent enrollment courses in seven high schools. 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 four issues during the 2007-08 year, and is planning a special issue to be distributed throughout the summer to students attending orientation sessions. Recently, *The Ant Hill*, in competitions sponsored by the South Carolina Press Association, received third place as the "Best Overall Monthly" college newspaper. The faculty advisor is Mr. James Borton, Instructor of English. Both the baseball team and softball team will soon be wrapping up their official 2008 intercollegiate seasons. The Baseball Fire Ants team recently split four games with USC Salkehatchie in Allendale. Fire Ants Soccer for both men and women will begin intercollegiate play during the 2008 Fall semester. Fire Ants teams in all sports are eagerly anticipating additional spirited competitions with teams from USC Salkehatchie and USC Lancaster. The Student Government Association recently held elections for new SGA officers for the 2008-09 year. And, the final Make-A-Difference (MAD) Friday Community Service Project for students is scheduled for April 18, 2008.

Faculty Workload Adjustments: A meeting of all faculty at USC Sumter was held on February 22, 2008, at which time the Dean presented and explained the several features and implications of the plan for adjusting faculty workloads during the next two academic years. Subsequent meetings by the USC Sumter Faculty Organization included extensive additional discussion about this plan. Since the February meeting, several senior tenured faculty have been officially identified as "productive scholars." All junior tenure track faculty, as well as the senior tenured "productive scholars," have been notified about their adjusted teaching loads for the 2008-09 academic year. Also, many of the searches for new faculty listed above are the direct result of the near elimination of above-load instruction by tenure track and tenured faculty.

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. 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. It is expected that the sidewalks and ramps work will be completed over the summer. A new Instructional Laboratories Building for USC Sumter is ranked #13 on the state-wide list of capital projects for higher education.

Marketing and Public Relations: At the recent meeting of the Council for Advancement and Support of Education (CASE), the USC Sumter Viewbook, entitled *The Sky's the Limit*, received the top award from among 2,000 entries in the "Improvement in Design" category. Also, during a recent competition sponsored by the Admissions Marketing Report, USC Sumter's magazine, entitled *On Course*, won a Merit Award from among the 2,000 entries received from over 1,000 institutions. Ms. Misty Hatfield is the Director of Marketing and Public Relations at USC Sumter.

Campus Events: A Scholar's Tea honoring Dr. Michele Reese, Assistant Professor of English, is scheduled for April 18, 2008. The final concert of the year by USC Sumter's Gospel Choir is scheduled for May 3, 2008. USC Sumter's Commencement is scheduled for May 7, 2008. USC Sumter will be the site for the South Carolina Home Schooling Association annual meeting on June 20, 2008. And, summer camps for baseball, softball, and soccer are being scheduled for middle school and high school students.

Dr. Hugh Rowland, Dean of the Union Campus

Budget – We must anticipate major budget cutbacks; reliable sources are predicting substantial cutbacks for next budget year. We will need to step up our efforts to take 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.

Campus Safety – Will soon be putting together a task force to work on improving campus security, particularly with respect to issues of active shooters.

Campus Wireless Capability and Security Cameras – Have begun talks with Wildfire Wireless, the company that provides the wireless capability for downtown Union. Wildfire proposes to provide wireless capability. Our primary interest is the wireless security camera system that can work off of same network and can be interfaced with the Union City police; Wildfire would maintain the system.

Palmetto Program Proctor & Information Technology Assistant – We're continuing to gear up for growth in Palmetto Programs. Recently, we have hired another information technology person. This summer, we plan to install our second smart classroom.

New Faculty Hires – We conducting searches in biology/chemistry (tenure track) and Spanish (non-tenure track). We're optimistic that we will have new faculty on board for fall 2008.

Biology/Chemistry Needs – Beginning to work with biology/chemistry professors to address several pressing needs: (1) ability to offer more courses; (2) managing labs, lab storage, procurement, and maintenance; (3) compliance with governmental policies; and (4) space for a second "wet" lab.

Nursing Project – Slow but steady progress in our negotiations with USC Upstate to extend their 4 year nursing program to Union.

Robotics Project – Waiting to hear about the results of additional grant proposals.

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

Welcome to Chris Nesmith who has been hired to run the evening program and will be serving on the faculty senate in the future.

Enrollments in the evening and weekend programs are up but enrollment at Ft Jackson is down.

Induction for Alpha Sigma Lambda was held last week; this is an honor society for older students. Dr. Janet Hudson was inducted as were about 15 students. BLS student Janet Lagler from Lancaster was also inducted.

BLS enrollment is continuing and several applications are currently under consideration. The deadline for application is one week before the beginning of the term, in order for the program to be effective for that term.

Next week we are honoring good teaching in the Ft. Jackson program by awarding the Steve Dalton Award to John Abdulla, who receives this honor for the second time.

Two new faculty members: Mary Hjelm for the BLS program and assistant professor Matt Rashotte in Psychology will be replacing Barbara Oswald. Joe Pappin has been awarded a sabbatical and will spend the time completing a book.

IV. Reports from Standing Committees

A. Rights and Responsibilities—Nancy Macdonald (Sumter)

No items of new business will be coming out of committee today.

Nancy Macdonald has been re-elected as chair for next year.

A motion to amend the faculty manual concerning the language of animal and human experiments will take place later today during old business.

Discussion regarding motions passed by the Sumter faculty regarding reduction in teaching load. Faculty Organization at Sumter charged us to discuss some concerns

related to the reduction in teaching load and the implications they feel have not adequately been aired. They reaffirmed the teaching mission of USC Sumter with regards to the centrality of teaching and excellence of instruction, scholarship, public and professional, which contribute to the quality of experience. Some discussion pertained to definition of scholarship and their wish to make certain that it reflects the current policy manual. Charge from Sumter Faculty Organization was to remind RCFS the motion that we affirm that publication of scholarship, peer reviewed journals, text, provide clear examples of scholarship but we reject the motion that scholarship is solely defined as publication. There was also a discussion concerning the teaching load and how this anticipated reduction figures into external review for those seeking tenure. How will this ratchet up expectations of those reviewers?

We had a discussion concerning librarians hired as faculty not staff. Lori Harris is visiting today to bring some details to the discussion. The current status of the issue is that Tom McNally in Columbia is working very hard with university deans to develop policies concerning this issue. The document he has produced is currently under review in the Provost's Office. We should wait to see what happens with this for Columbia librarians and then use the outcome to craft our own policies.

Met in joint session with Welfare Committee to look at issue of 25 page limitation in tenure and promotions files.

B. Welfare—Walt Collins (Lancaster)

We met in joint session with R&R to discuss the recommended 25 page limit making up the tenure file. These are the pages that are created by the candidate and do not include pages required by others (letters, etc) as part of the campus process.

Faculty Welfare Survey of Work Load Issues 2007-2008 was issued. This is raw data and discussion today concerned what to do with it and how to interpret it. Dr. Van Bollock (USC Sumter) from Columbia has volunteered to help interpret this data, connect the work load survey, etc., for the past years with the other surveys. (See attached document.)

Faculty Salary survey is also out. Raw data is located in each campus until and available for the public. Thanks to Tarsem Purewal (USC Salkehatchie) for his work in setting this up and compiling data.

The annual Tenure and Promotion Workshop will be held on May 12 in the Gressette Room of Harper College on the Columbia Campus. Please help get the word out and encourage RSVP's by May 1. (See attached document.) Terrie Smith will be emceeing that meeting in my absence.

Jean-Luc Grosso (Sumter) and Steve Criswell (Lancaster) were elected as co-chairs for the next year.

C. System Affairs—Patrick Saucier (Continuing Education)

Patrick Saucier has been re-elected for next year

Continued discussion about code of conduct for Palmetto Program students. Hope to make a motion at the next meeting that faculty complaining about students will go to the Office of Academic Integrity and students will be encouraged either to go to local campus or to the Palmetto Programs administrator. This will be using existing programs rather than creating a new procedure.

Motion for New Business will come out of committee today to the Vice Provost, in connection with external review to inform candidates for tenure and promotion that files are returned and that letters are placed in packets saying so.

Also worked on schedule for submitting files for tenure and promotion to reflect the new requirements. Tentatively we are considering certain dates: to declare intent by 8/15 (possibly 7/15); to have file completed and turned in by 10/1 (possibly 9/15); the requirement that it gets to desk of local chair or authority by 10/1 (possibly pushed to 10/15). Committee members will consult faculty at local campuses and return with information for resolution of this by next fall's meetings.

V. Executive Committee: Mary Hjelm (Salkehatchie)

The Executive Committee met on April 4. Reports were given by Dr. Plyler and committee chairs that have been repeated here.

We have tentatively established dates for meeting schedules for next year, based on availability of campuses and deans, to be 9/19 in Columbia, 11/21 at Union, 2/21 in Columbia, and 4/17 Salkehatchie West.

VI. Reports from Special Committees

A. Committee on Libraries—Bruce Nims (Lancaster)

Committee has not met since our last meeting.

B. Committee on Curricula and Courses—Robert Castleberry (Sumter)

The agenda for this committee is submitted to all campuses prior to the meeting and the annotated agenda is resubmitted after the meeting. After the committee's meeting, the actions are taken to the Columbia campus where decisions are made and recorded.

Committee met last month. All requests for Palmetto Programs were approved. This does raise a point of interest: Aileen Trainer has a group working on the University's policy concerning internet courses and telecommunication distance courses. I have been asked to represent the Regional Campuses on that committee where clear policies will be established. A report will be forthcoming.

One item to be discussed is that for internet courses, statements in syllabus concerning expected minutes per week spent on course is required by SACS. Telecommunications Office has resource people who should be consulted if you have questions.

C. Committee on Faculty Welfare—Darris Hassell (Lancaster)

The committee will meet May 1 at 3pm. No report.

D. Faculty—Board of Trustees Liaison Committee—Terrie Smith (Sumter)

The committee met March 5. The Board approved several honorary degree titles and discussed the process of nominating honorary degree recipients. The Board also listened to a presentation about the new Academic Success Center for athletes

E. Regional Campuses Research and Productive Scholarship Committee—Steve Bishoff (Sumter)

No report.

F. Regional Campuses Academic Advisory Council—Terrie Smith (Sumter)

The Council met on April 4 in Columbia. In addition to campus representatives, Provost Becker, Vice Provosts Curtis and Doerpinghaus attended. Discussed the many positive outcomes occurring on campuses as a result of the athletics programs, including increasing diversity of students. Committee also discussed the anticipated reduced teaching load for tenure track or tenured faculty and the need to find ways to assist those who want to restart research programs.

G. Other Committees

1. Conflict of Interest Committee—Noni Bohonak (Lancaster)—No Report.

VII.   Special Orders and Elections

Terrie Smith (Sumter): 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 also re-nominating Darris Hassell (Lancaster) to serve a second term for Faculty Welfare.

No other nominations were made. No discussion.

Motion: slate approve by unanimous vote.

VIII. Old Business

Motion from R&R: It is moved that the following insertion be made on current page D-12 prior to the section on ethical treatment of animals in teaching and research and to the use of human subjects in research, as indicated on attached documents. (See attached documents)

Motion: carries

IX. New Business

Patrick Saucier (Continuing Ed), Chair of System Affairs to make a motion that:

The RCFS directs the Vice Provost of System Affairs to inform each candidate for Tenure or Promotion of the number of external reviews letters received, and included in the candidate's file, and whether each are positive or negative. This notification will take place at the time the letters are added to the file.

Terrie Smith (Sumter): Is this change to the manual? Addition?

Patrick Saucier (Continuing Education): Addition, yes.

Terrie Smith (Sumter): Because it will be a substantive change to the manual, it will be carried forward to the next meeting.

Danny Faulkner (Lancaster): This will need to be specifically identified as to where it will go in the manual and be clearly stated.

X. Announcements

Chris Plyler (System Affairs):   Please remember that the Active Shooter seminar will be held on April 25 at 1pm. This will also be streamed through CTE to the regional campuses or you can attend in person.

Thanks extended to Terrie Smith for her good work, leadership, and service in leading the senate and acting as liaison on your behalf with several committees at the University level. She has done a tremendous job. Please accept this plaque: In thanks to Teresa L. Smith for distinguished service to the Regional Campuses Faculty Senate at the University of South Carolina. This is a token of our appreciation for your service.

Terrie Smith (Sumter): Thank you all, it's been great fun and I encourage your continued service. It is my pleasure now to turn the gavel over to Danny Faulkner (Lancaster) as the new Chair of the RCFS.

XI. Adjournment

Survey Key: ZS74728
This is an anonymous survey.
The number of people who took this survey by 5/27/2008 10:26:13 AM is: 52

Faculty Welfare Survey of Work Load Issues 2007-2008

The Faculty Welfare Committee of the Regional Campuses Faculty Senate is conducting a survey of faculty workload issues. Please answer the following questions. Results will be compiled and reported to the RCFS this Spring. Thank you for your cooperation! *Adapted from the 1999 U.S. Dept. of Education National Study of Postsecondary Faculty.

For each credit class or section that you taught at this institution during the 2007 Fall Term, please answer the following questions. Include lab sections and overload courses.				
Was this class team taught?		Please choose yes or no.		
		Yes	No	N/A
1. Class 1	-	☐ [2]	☐ [49]	☐ [0]
2. Class 2	-	☐ [2]	☐ [47]	☐ [0]
3. Class 3	-	☐ [1]	☐ [47]	☐ [0]
4. Class 4	-	☐ [1]	☐ [38]	☐ [1]
5. Class 5	-	☐ [1]	☐ [14]	☐ [4]
6. Class 6	-	☐ [1]	☐ [8]	☐ [5]

Was this class taught through a distance education program?		Please choose yes or no.		
		Yes	No	N/A
7. Class 1	-	☐ [2]	☐ [49]	☐ [0]
8. Class 2	-	☐ [1]	☐ [48]	☐ [0]
9. Class 3	.	☐ [0]	☐ [48]	☐ [0]
10. Class 4	-	☐ [2]	☐ [37]	☐ [1]

11.	Class 5	-	[1]	[14]	[4]
12.	Class 6	-	[1]	[7]	[5]

For each credit class or section that you taught at this institution during the 2007 Fall Term, please indicate the primary medium used. Include lab sections and overload courses.				
		Please select one.		
		Face-to-face	Online	Distance
13.	Class 1	..	[49]	[0]	[2]
14.	Class 2	..	[48]	[0]	[1]
15.	Class 3	..	[47]	[0]	[1]
16.	Class 4	-	[38]	[1]	[1]
17.	Class 5		[14]	[0]	[3]
18.	Class 6		[8]	[0]	[3]

During the 2007 Fall Term at this institution:		Please Select One.					
		One	Two	Three	Four	Five	Six
19.	What was the total number of classes/sections/labs(i.e. credit and non-credit you taught?	[2]	[1]	[8]	[25]	[6]	[9]
20.	How many different courses (preparations) do these classes/sections represent?	[8]	[11]	[16]	[11]	[2]	[3]
21.	How many courses were overload? If none, leave blank.	[11]	[8]	[0]	[0]	[0]	[0]
22.	How many Independent Studies did you teach? If none, leave blank.	[5]	[1]	[0]	[1]	[0]	[0]

During the 2007 Fall Term at this institution:		Please Select One.					
		1-3	4-6	7-9	10-12	13-15	16-18
23. How many credit hours did you teach?		[3]	[0]	[3]	[27]	[9]	[9]
24. Of those, how many were overload hours? If none, leave blank.		[11]	[8]	[0]	[0]	[0]	[0]

25. What was the total number of students you taught during the 2007 Fall Term?

[74]
[Around 70]
[53]
[120]
[80-100]
[80]
[200 plus]
[88]
[78]
[35]
[100]
[58]
[90]
[77]
[18]
[84]
[85]
[21]
[46]
[approximately 100]
[120]
[82]
[90]
[31]
[85]
[42]
[57]
[Approximately 100]
[around 100]
[42]
[33]
[about 55 at the start of the semester]
[Eight-five.]

[47]
[Between 100-115]
[103]
[60]
[67]
[72]
[80]
[90]
[115]
[65]
[71]
[96]
[59]
[67]
[50]
[101]
[approx 85]

26. Of the total number of students you taught during the 2007 Fall Term, how many were overload?

[0]
[0]
[18]
[none]
[0]
[thirty]
[0]
[10]
[0]
[0]
[0]
[12]
[0]
[16]
[none]
[0]
[None]
[none]
[0]
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[16]
[7]

For each credit class or section that you taught at this institution during the 2007 Fall Term, please indicate the primary instructional method used. Include lab sections and overload courses.

		Select one.			
		Lecture/Discussion	Seminar	Lab, clinic, studio, or problem session	Apprenticeship, internship, field work, or field trips
27.	Class 1	☐ [51]	☐ [0]	☐ [0]	☐ [0]
28.	Class 2	☐ [44]	☐ [0]	☐ [3]	☐ [0]
29.	Class 3	☐ [44]	☐ [1]	☐ [2]	☐ [0]
30.	Class 4	☐ [32]	☐ [0]	☐ [6]	☐ [0]
31.	Class 5	☐ [12]	☐ [0]	☐ [4]	☐ [0]
32.	Class 6	☐ [4]	☐ [1]	☐ [4]	☐ [2]

		Please choose yes or no.		
		Yes	No	
33.	During the 2007 Fall Term, were you engaged in any professional research, proposal writing, creative writing, or creative works (either funded or non-funded)?	☐ [40]	☐ [11]	☐ [0]
34.	During the 2007 Fall Term were you engaged in any funded research or funded creative work? Include any grants, contracts, or institutional awards. Do not include consulting services.	☐ [9]	☐ [42]	☐ [0]
35.	During the 2007 Fall Term, were you a principal investigator (PI) or co-principal investigator (Co-PI) for any grants or contracts?	☐ [8]	☐ [43]	☐ [0]

		Please choose one.				
		Basic research	Applied or policy-oriented research or analysis	Literary, performance, or exhibitions	Program/Curriculum design and development	Other
36.	During the 2007 Fall Term, if you were engaged in any professional research, proposal writing, creative writing, or creative works (either funded or non-funded), how would you describe your work?	☐ [24]	☐ [2]	☐ [7]	☐ [6]	☐ [3]

37. During the 2007 Fall Term, if you were engaged in funded research, from which of the following sources did you receive funding? Choose all that apply.

☐ [8] This institution

☐ [4] Foundation or other nonprofit organization

☐ [3] For profit business or industry in the private sector

☐ [2] State or local government

☐ [3] Federal Government

☐ [0] Other

38. On average, how many hours per week did you spend in all paid activities at this institution(e.g., teaching, clinical service, class preparation, research, administration) during the 2007 Fall Term? Please choose one.

○ [2] 0-10

○ [0] 11-20

○ [0] 21-30

○ [10] 31-40

○ [14] 41-50

○ [14] 51-60

○ [10] 61-70

○ [1] 71+

39. On average, how many hours per week did you spend in any other paid activities outside this institution (e.g., consulting, working on other jobs) during the 2007 Fall Term? Please choose one.

○ [45] 0-5

○ [6] 6-10

○ [0] 11-15

○ [0] 16-20

○ [0] 21-25

○ [0] 26-30

○ [0] 31-35

○ [0] 36+

40. On average, how many hours per week did you spend in unpaid (pro bono) professional service activities outside this institution during the 2007 Fall Term? Please choose one.

○ [32] 0-5

- [15] 6-10
- [2] 11-15
- [1] 16-20
- [0] 21-25
- [0] 26-30
- [0] 31-35
- [0] 36+

41. Approximately how many hours per week did you spend communicating with students using e-mail during the 2007 Fall Term? Please choose one.

- [25] 0-5
- [19] 6-10
- [5] 11-15
- [1] 16-20
- [1] 21-25
- [0] 26-30
- [0] 31-35
- [0] 36+

42. On average, how many contact hours per week did you spend with the students you were assigned to advise? If you have no advisees, leave blank.

- [14] 0-5
- [10] 6-10
- [2] 11-15
- [1] 16-20
- [1] 21-25
- [0] 26-30
- [0] 31-35
- [0] 36+

43. On average, how many hours per week did you spend on committee work?

- ⊙ [35] 0-5
- ⊙ [10] 6-10
- ⊙ [4] 11-15
- ⊙ [1] 16-20
- ⊙ [0] 21-25
- ⊙ [0] 26-30
- ⊙ [0] 31-35
- ⊙ [0] 36+

44. During the 2007 Fall Term, how many regularly scheduled office hours did you have per week?

- ⊙ [0] 1
- ⊙ [0] 2
- ⊙ [4] 3
- ⊙ [10] 4
- ⊙ [6] 5
- ⊙ [10] 6
- ⊙ [1] 7
- ⊙ [18] 8+

45. During the Fall 2007 Term, what did you use Blackboard for? Choose all that apply.

- ☐ [34] To post general class information (e.g., syllabus and office hours)
- ☐ [30] To post information on homework assignments or readings
- ☐ [9] To post practice exams/exercises that provide immediate scoring
- ☐ [17] To post exams or exam results
- ☐ [19] To provide links to other information

During the 2007 Fall Term, how many of each of the following types of administrative committees did you serve on at this institution?		Please select one.						
		0	1	2	3	4	5	6
46. Curriculum Committees		[24]	[8]	[2]	[0]	[0]	[0]	[0]
47. Personnel Committees (e.g., search or recruitment)		[14]	[16]	[3]	[3]	[0]	[1]	[0]
48. Governance Committees (e.g., faculty senate, student retention, budget, or admissions)		[12]	[15]	[9]	[5]	[0]	[1]	[0]
49. Institutional Committee		[8]	[18]	[9]	[7]	[3]	[1]	[1]

Please allocate your total actual work time in the 2007 Fall Term into several categories. We realize the categories are not mutually exclusive (e.g., research may include teaching; preparing a course may be part of professional growth). We ask, however, that you allocate as best you can the percentage of your time spent in activities whose primary focus falls within the indicated categories. Please be sure that the total of the percentages you provide across the five categories below add up to approximately 100%.

		% of Work Time Spent. Please select one for each category.						
		0-15%	16-30%	31-45%	46-60%	61-75%	76-90%	91-100%
50. Teaching Undergraduate Students (including teaching; grading papers; preparing courses; developing new curricula; advising or supervising students; supervising student teachers and interns; working with student organizations or		[2]	[1]	[2]	[10]	[17]	[16]	[3]

	intramural athletics).													
51.	Research/Scholarship (including research; reviewing or preparing articles or books; attending or preparing for professional meetings or conferences; reviewing proposals; seeking outside funding; giving performances or exhibitions in the fine or applied arts; or giving speeches).		[26]	[14]	[5]	[2]	[1]	[0]	[0]
52.	Professional Growth (including taking courses; pursuing an advanced degree; other professional development activities; such as practice or activities to remain current in your field).		[36]	[6]	[2]	[0]	[0]	[0]	[0]
53.	Administration (including departmental or institution-wide meetings or committee work).		[30]	[12]	[1]	[2]	[2]	[0]	[0]
54.	Service (including providing legal or medical services or psychological counseling to clients or patients; paid or unpaid community or public service; service to professional societies/associations).		[38]	[7]	[0]	[1]	[0]	[0]	[0]

Please allocate your total preferred work time in the 2007 Fall Term into several categories. We

realize the categories are not mutually exclusive (e.g., research may include teaching; preparing a course may be part of professional growth). We ask, however, that you allocate as best you can the percentage of your time spent in activities whose primary focus falls within the indicated categories. Please be sure that the total of the percentages you provide across the five categories below add up to approximately 100%.

	% of Work Time Preferred. Please select one for each category.						
	0-15%	16-30%	31-45%	46-60%	61-75%	76-90%	91-100%
55. Teaching Undergraduate Students (including teaching; grading papers; preparing courses; developing new curricula; advising or supervising students; supervising student teachers and interns; working with student organizations or intramural athletics).	▣ [1]	▣ [3]	▣ [8]	▣ [10]	▣ [18]	▣ [7]	▣ [2]
56. Research/Scholarship (including research; reviewing or preparing articles or books; attending or preparing for professional meetings or conferences; reviewing proposals; seeking outside funding; giving performances or exhibitions in the fine or applied arts; or giving speeches).	▣ [12]	▣ [16]	▣ [14]	▣ [4]	▣ [0]	▣ [0]	▣ [0]
57. Professional Growth (including taking courses; pursuing an advanced degree; other professional development activities; such as	▣ [30]	▣ [9]	▣ [4]	▣ [1]	▣ [0]	▣ [0]	▣ [0]

	practice or activities to remain current in your field).								
58.	Administration (including departmental or institution-wide meetings or committee work).		[38]	[6]	[0]	[1]	[0]	[1]	[0]
59.	Service (including providing legal or medical services or psychological counseling to clients or patients; paid or unpaid community or public service; service to professional societies/associations).		[36]	[8]	[2]	[0]	[0]	[0]	[0]

How would you rate each of the following facilities or resources that were available for your own use during the 2007 Fall Term?

			Please select one.					
			Poor	Fair	Good	Excellent	Not Available	Not Applicable
60.	Basic research equipment/instruments		[7]	[6]	[13]	[6]	[1]	[17]
61.	Laboratory/research space and supplies		[8]	[6]	[7]	[3]	[0]	[27]
62.	Personal computers and local networks		[2]	[4]	[21]	[24]	[0]	[0]
63.	Centralized (main frame) computer facilities		[4]	[5]	[16]	[11]	[0]	[15]
64.	Internet connections		[0]	[5]	[24]	[22]	[0]	[0]
65.	Technical support for computer-related activities		[2]	[10]	[24]	[13]	[0]	[2]
66.	Audio-visual equipment		[1]	[9]	[24]	[14]	[0]	[3]

67.	Smart classrooms		[1]	[9]	[18]	[16]	[1]	[6]
68.	Classroom space		[3]	[15]	[19]	[14]	[0]	[0]
69.	Office space		[3]	[14]	[19]	[15]	[0]	[0]
70.	Studio/performance space		[1]	[1]	[5]	[2]	[0]	[39]
71.	Secretarial support		[4]	[4]	[13]	[16]	[4]	[10]
72.	Library holdings		[12]	[15]	[11]	[11]	[0]	[2]
73.	Blackboard technical support		[1]	[8]	[15]	[12]	[1]	[14]

During the past two years, did you use institutional funds for any of the purposes specified below?

			Please select one.			
			Yes	No, although funds were available	No, no funds were available	No, don't know if funds were available
74.	Professional association memberships and/or registration fees		[21]	[9]	[11]	[10]
75.	Professional travel		[31]	[14]	[2]	[4]
76.	Training to improve research or teaching skills		[13]	[13]	[5]	[19]
77.	Release time from teaching		[2]	[13]	[18]	[16]
78.	Sabbatical leave		[0]	[16]	[13]	[19]

79. Comments:

[In regards to number 78, though sabbaticals are available at my institution, I was a junior faculty member at the time, so one wasn't available for me. I am currently the chair of the faculty on my campus, and that activity takes up a considerable portion of my time during the week--at least 30%. I received no course release for this position during the fall semester.]

[Question 52: My records show some activities which once would have counted as professional growth, but when the University stopped using that category of evaluation, these activities were counted under other headings.]
[I am part-time so much of the above does not apply.]
[My teaching load is one-half time because I serve as director of a campus program.]
[From your examples, I couldn't tell if the committees I serve on are governance or institutional.]
[Teaching during the Fall and Spring semesters takes an overwhelming majority of my time (>85%). Service activities (community service, local committees, advising students, training lab assistants, etc.) fill the remaining time. I am finding it impossible to make time for laboratory research during the regular school year. Having the summer off will allow me to "catch up" on research.]
[How about a general question as to whether we feel the mandated change in mission emphasis is a welcome change?]
[Thank you for the survey. It is set up in a clear, understandable manner.]
[not at this time]
[All results submitted are in regard to the fall of 2007 only. Not that it matters, but spring 2008 results for the same questions would in general, be much different.]

80. About how long (in minutes) did the completion of this survey take?

[5 minutes]
[15]
[15 min]
[ten]
[12]
[10 minutes]
[20 minutes]
[15]
[20 minutes]
[10]
[10]
[10]
[10]
[15]
[20 min.]
[10 minutes]
[10]
[I think about 5 minutes - but I had a student come in and talk to me in the middle.]
[5-8]
[I can not say due to the fact that I was interrupted several times.]
[10 minutes]
[15]
[Less than 10 minutes]
[15 minutes]
[15]

[15-20]
[10]
[I didn't really pay attention to when I started.]
[Ten.]
[20]
[10]
[20]
[20 minutes]
[15 Minutes]
[15]
[10]
[45]
[25 min]
[5 minutes?]
[15 minutes]
[30]
[15]
[10]
[12]
[20]
[8 minutes]

		Continuing Ed.	Lancaster	Salkehatchie	Sumter	Union
81.	Which location best describes where you perform your professional duties?	[3]	[25]	[10]	[9]	[3]

End of Survey

THE ANNUAL REGIONAL CAMPUSES TENURE AND PROMOTION WORKSHOP

Monday, May 12, 2008

Gressette Room of Harper College
on the Historic Horseshoe
University of South Carolina

AGENDA

10:00	**Coffee & Refreshments**
10:15	**Welcome & Panel Discussion**

Panelists

Dr. Christine Curtis, Vice-Provost for Faculty Development
Dr. Rosemarie Booze, Associate Vice President for Research
Dr. Chris Plyler, Vice-Provost for System Affairs
Dr. Ron Cox, Associate Dean for Academic and Student Affairs (Lancaster)
Dr. Roberto Refinetti, Professor and Academic Dean (Salkehatchie)
Professor Fran Gardner, Associate Professor of Art (Lancaster)

12:15	**Lunch (please RSVP by May 1)**
1:15	**Afternoon session: "Narrative Writing and Building your Case for T and P"**

Facilitators

Dr. Lisa Hammond (Lancaster)
Dr. Teresa Smith (Sumter)
Dr. Pearl Fernandes (Sumter)

3:00	**Adjournment**

Please plan to attend if:
▪ you are preparing a tenure and/or promotion file
▪ you are preparing a third-year review file
▪ you are preparing a post-tenure review file
▪ you review tenure and promotion files

Please contact Dr. Walter Collins at USC, Lancaster for questions or to RSVP by May 1, 2008 <collinsw@sc.edu>

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

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