



Palmetto College Campuses Faculty Senate

UNIVERSITY OF SOUTH CAROLINA USC COLUMBIA

New Moore School of Business Friday, February 12, 2016

Coffee .....9:00 - 9:30 AM Room 334, New Moore School of Business

Morning Session .....9:30 - 10:30 AM Room 334

Welcome, Dr. Hennie van Bulck

Report from the Chancellor, Dr. Susan Elkins

Report from the Dean of Extended University and Associate Provost, Dr. Chris Nesmith

- Reports from Palmetto College Campus Deans: Dean Walt Collins, USC Lancaster; Dean Ann Carmichael, USC Salkehatchie; Dean Michael Sonntag, USC Sumter; Acting Dean John Catalano, USC Union

Standing Committees .....10:30 - 12:00 PM

I. Rights and Responsibilities Room 368

II. Welfare Room 367

III. System Affairs Room 366

Executive Committee .....10:30 - 12:00 PM Room 365

Deans Meeting .....10:30 - 12:00 PM Room 363

Luncheon .....12:00 - 1:00 PM Rooftop Pavilion, Room 511

Afternoon Session .....1:00 - 2:45 PM Room 334

## AGENDA

- I. Call to Order
- II. Correction/Approval of Minutes: November 6, 2015  
USC Columbia – New Moore School of Business
- III. Reports from Standing Committees
  - A. Rights and Responsibilities – TBA
  - B. Welfare – Professor Ray McManus
  - C. System Affairs – Professor Kajal Ghoshroy
- IV. Executive Committee
  - A. Chair - Professor Hennie van Bulck
  - B. *Palmetto College Campuses Faculty Manual* Liaison Officer – Professor Andy Yingst
- V. Reports from Special Committees
  - A. Committee on Libraries - Professor Rebecca Freeman
  - B. Committee on Curricula and Courses - Professor Robert Castleberry
  - C. Committee on Faculty Welfare – Professor Shelley Jones
  - D. Faculty-Board of Trustees Liaison Committee – Professor Hennie van Bulck
  - E. PCC Research and Productive Scholarship Committee – Professor R. Mac Jones
  - F. Palmetto College Campuses Academic Advisory Council – Professor Chris Nesmith
  - G. Other Committees
    - Conflict of Interest Committee – Professor Noni Bohonak
- VI. Unfinished Business
  - A. Executive Committee Motions
    - 1. Timely Publication of Substantive Motions II
    - 2. Clarification of Election Process
- VII. New Business
- VIII. Announcements
- IX. Adjournment

**Palmetto College Campuses Faculty Senate Minutes  
February 12, 2016**

**AGENDA**

I. Call to Order

II. Correction/Approval of Minutes: November 6, 2015, USC Sumter

III. Reports from Standing Committees

- A. Rights and Responsibilities – Jason Holt
- B. Welfare – Professor Ray McManus
- C. System Affairs – Professor Kajal Ghoshroy

IV. Executive Committee

- A. Chair - Professor Hennie van Bulck
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- A. Executive Committee Motions 1. Timely Publication of Substantive Motions II
- 2. Clarification of Election Process

VII. New Business

VIII. Announcements

IX. Adjournment

## MORNING SESSION

### Welcome

**Chair, Dr. Hennie van Bulck (Sumter)** called the session to order at 9:34 a.m. He introduced the members of the Palmetto College Campuses Faculty Senate Executive Committee and reminded senators to pick up cards for the parking garage.

**Chancellor, Dr. Susan Elkins** thanked Jean Carrano, Chris Nesmith, the PCCFS Executive Committee, and the senators. After an update on enrollment, she reported progress on the items from the 2015 PCCFS Summer Retreat: she noted a stipend will fund a faculty member updating the senate handbook over the summer; she noted that the Welfare Committee and other senators continue to pursue tasks that will improve communication across the campuses, including the new Palmetto College website and the Faculty/Staff Newsletter; she announced that the Chancellor's Innovation Grant applications were due in January 2016; she thanked Chris Bundrick for work on the SACS Common Core; and she noted Steve Lowe's new appointment and emphasized the importance of collaboration in the process of scheduling and teaching BOL and BLS classes. A copy of Dr. Elkins' report is included in the Appendix to these minutes.

**Robert Castleberry (Sumter)** noted that at the previous senate meeting, the senate passed a motion asking about whether all campuses can offer degrees. He asked if there was any progress on this issue.

**Susan Elkins** explained that a team was put together with Chris Nesmith, Elliot Vittes, and David Hunter, and that Chris Nesmith would report more on this item later.

**Hennie van Bulck** thanked Jean Carrano for her work behind-the-scenes, and thanked Susan Elkins and her team.

### Reports from the Regional Campus Deans

**Dean of Extended University and Associate Provost, Dr. Chris Nesmith.** A copy of Dr. Nesmith's report is included in the Appendix to these minutes.

**Dean Walt Collins, USC Lancaster.** A copy of Dr. Collins's report is included in the Appendix to these minutes.

**Dean Ann Carmichael, USC Salkehatchie.** A copy of Dr. Carmichael's report is included in the Appendix to these minutes.

**Dean Michael Sonntag, USC Sumter.** A copy of Dr. Sonntag's report is included in the Appendix to these minutes.

**Dean John Catalano, USC Union.** A copy of Dr. Catalano's report is included in the Appendix to these minutes.

## **AFTERNOON SESSION**

### Call to Order

**Hennie van Bulck** called the afternoon session to order at 1:05 p.m. He reminded senators to state their name and campus for the minutes.

### Correction/Approval of Minutes from November 6, 2015 at USC Sumter

The minutes were approved.

### Reports from the Standing Committees

**Rights and Responsibilities Committee Chair, Jason Holt (Lancaster)** reported that he was elected the new chair of the Rights and Responsibilities Committee. He also reported that the committee was working on a draft of a Tenure and Promotion timeline for mid-year faculty hires. The committee expected to present a motion on this at the next senate meeting. He then discussed the Columbia campus's progress on adjusting the +/- grading system, and stated that feedback from local campuses was solicited on this issue.

**Welfare Committee Chair, Ray McManus (Sumter)** reported on the Tenure and Promotion Workshop, the faculty welfare survey, and the status of the faculty awards. A copy of Dr. McManus's report is included in the Appendix to these minutes.

**System Affairs Committee Chair, Dr. Kajal Ghoshroy (Sumter)** reported on the Associates degree in Business, the +/- grading system, PALM 495, and RCAM courses. A copy of Dr. Ghoshroy's report is included in the Appendix to these minutes.

### Executive Committee Reports

**Executive Committee At Large Member, Chris Bundrick (Lancaster)** reported that the committee discussed the two pending motions that would be presented later. The committee also discussed issues surrounding the Nominating Committee, including the fact that Nominating Committee members were being sought from Lancaster, Salkehatchie, and Sumter. He then clarified the purpose of the Nominating Committee, according to the Faculty Manual. Next, he discussed the provost's request to look at language in the Manual regarding summer compensation. He then announced a new Faculty Senator Orientation for Fall 2016, and noted that Provost Joan Gabel would be invited to the next Executive Committee meeting.

**Faculty Manual Liaison Officer, Dr. Andy Yingst (Lancaster)** noted the two upcoming motions originating from the Executive Committee.

### Reports from Special Committees

**Committee on Libraries, Dr. Rebecca Freeman (Lancaster)** had no report.

**Committee on Curricula and Courses, Dr. Robert Castleberry (Sumter)** reported that the Provost's webpage contains information regarding program proposals and suggested changes to the curriculum. He also recommended faculty check the USC Faculty webpage for updates on the Senate's actions regarding the committee's recommendations. A copy of Dr. Castleberry's report is included in the Appendix to these minutes.

**Committee on Faculty Welfare, Shelley Jones (Extended University)** reported that the committee is focused on efforts to foster collegiality among faculty. She also announced the new Information Technology Committee, which will help faculty navigate technology-related issues in the classroom. Finally, she reported that the committee met with Provost Joan Gabel to discuss increased funds for the Faculty/Staff Dependent Scholarship Fund. A copy of Dr. Jones's report is included in the Appendix to these minutes.

**Faculty-Board of Trustees Liaison Committee, Dr. Hennie van Bulck (Sumter)** had no report.

**PCC Research and Productive Scholarship Committee, Dr. Dawson Jones (Extended University)** reported that the Shaw Research Award would be implemented next year. He then showed senators the process for creating webpages on the new Faculty Research website.

**Palmetto College Campuses Academic Advisory Council, Dr. Chris Nesmith (Extended University)** reported that the committee will meet again soon and that PALM 495 should soon be a major course option alongside PALM 494. A copy of Dr. Nesmith's report is included in the Appendix to these minutes.

**Conflict of Interest Committee, Dr. Noni Bohonak (Lancaster)** had no report.

**Provost's Advisory Committee, Dr. Sarah Miller (Salkehatchie)** had no report.

#### Unfinished Business

**Chris Bundrick** presented the Executive Committee Motion on the Timely Publication of Substantive Motions II and explained the rationale for the motion. A copy of this motion is included in the Appendix to these minutes.

**Hennie van Bulck** asked for discussion. There was no discussion, and the motion passed.

**Chris Bundrick** and **Andy Yingst** presented the Executive Committee Motion on the Clarification of Election Process. A copy of this motion is included in the Appendix to these minutes.

**Chris Bundrick** noted that the motion seeks to do three things: clarify the procedure for nominating the slate for the Executive Committee, offer an alternative version of how to balance the representation of campuses on the committee, and change wording that is confusing or ambiguous.

**Andy Yingst** noted that he had been asked to clarify the motion. He noted that the current rule says we elect people to positions, but also that we have to have equal representation, which presents a conflict.

**Hennie van Bulck** asked for discussion. No discussion, a vote was taken, and the motion was defeated.

#### New Business

No new business.

#### Announcements

No announcements.

**Robert Castleberry** made a point of order regarding the proposed change to the curriculum on PALM 495, noting that we need to vote on this.

**Hennie van Bulck** asked if there was a motion.

**Robert Castleberry** stated that we need to act on the proposed changes to the curriculum that would allow for PALM 495 to be a substitute for PALM 494 before the proposal moves forward to the Columbia senate.

**Hennie van Bulck** stated it was not presented as a motion. He asked who will make that motion.

**Robert Castleberry** made it a motion. A copy of this motion is in the Appendix to these minutes.

**Tom Bragg** seconded.

**Hennie van Bulck** asked for discussion.

**Chris Bundrick** asked for the proposal to be put back up on the screen so everyone knows what we are talking about.

**Patrick Saucier (Extended University)** summarized that the proposal establishes that service-learning counts similarly to an internship, and that students would have the option to choose either service-learning or an internship.

**Kajal Ghoshroy** thanked Saucier, and underscored that the proposal was not arguing for a substitution, but rather an equivalency between PALM 494 and PALM 495.

**Patrick Saucier** noted that PALM 494 is the current requirement, and that the proposal seeks to make a service-learning option available. He argued that the service-learning option is as rigorous as the internship.

**Hennie van Bulck** asked for further discussion or clarification.

**Chris Bundrick** asked if there was a reason why the System Affairs committee did not present this proposal as a motion earlier.

**Kajal Ghoshroy** responded that it was not considered as a motion.

**Patrick Saucier** responded that it was not brought forward as a motion because it got confused.

**Chris Bundrick** clarified that it was being brought forward as a motion now.

**Hennie van Bulck** asked for further discussion, there was none, a vote was taken, and the motion passed.

**Robert Castleberry** asked that the body agree to recommend the registrar reserve for us the “PCOL” course designator.

**Hennie van Bulck** asked if Castleberry was making that motion.

**Patrick Saucier** said no, that it comes from committee.

**Kajal Ghoshroy** stated that the System Affairs committee presents a motion that requests that “RCAM” and “PCAM” courses now be considered under a common designation of “PCOL.”

**Robert Castleberry** noted that what we had agreed to was to try to reserve the designator first, and next time, make all the substitutions.

**Kajal Ghoshroy** stated that System Affairs committee is requesting that the “PCOL” designator become a Palmetto College exclusive designator, that it be reserved for us, and that this will be communicated to the registrar.

**Hennie van Bulck** noted that this comes from committee and does not require a second. He then asked for discussion. A vote was taken and the motion passed. A copy of this motion is in the Appendix to these minutes.

### Adjournment

Motion to adjourn. Adjourned at 1:48 p.m.

Respectfully submitted,

Melody Lehn, Secretary

## **APPENDIX**

### **Palmetto College Campuses**

#### **Faculty Senate Meeting**

**USC Columbia**

**Friday, February 12, 2016**

#### ***Remarks***

**Dr. Susan Elkins, Chancellor, Palmetto College**

Thank you, Chair van Bulck. Good morning! It's great to be with you here at USC Columbia this morning. Thanks to Ms. Jean Currano and Dean Chris Nesmith, along with our Faculty Senate Chair and the Executive Committee, for all of the many efforts that have gone in to hosting this meeting today!

As always, I want to first thank you for your outstanding leadership and service in your work on the Palmetto College Campuses Faculty Senate. It is such a privilege to work with you as we continue to develop the new and innovative Palmetto College concept and organization, creating additional opportunities for our faculty, staff, and the students we serve through pathways that greater access, affordability, and flexibility in completing their degrees.

My report this morning includes 3 brief items.

1. First, let me give you an update on Palmetto College overall enrollment to date:
  - a. Total Palmetto College headcount enrollment as of yesterday was 4,596, compared to 4,272 last spring, for an increase of 324.
  - b. The Palmetto College Online Degree Completion Programs are at 735 compared to 705 same day last year.
  - c. I'm sure the Deans will share specific campus enrollment information, so I'll leave that to them to report.
  - d. And, as we all realize, we are still recruiting heavily for Spring II that will begin in early March, so we look forward to continuing to see growth at all levels.....and hopefully a semester where enrollment is up at each institution and online. We're headed in that direction, and I'm sure we'll meet that outstanding goal of having headcount enrollment up all across Palmetto College!
  
2. Second, I'm delighted to report on progress for several of the priorities that were identified during our excellent Summer Planning Retreat with the Senate Executive Committee. You'll find a one page document that summarizes the priorities identified at that meeting on your tables, with priority items for each subcommittee, as well as the

group as a whole. I'll briefly share the items you see in garnet on that document that have been achieved to date. (Document attached)

3. Finally, in closing, again, thank you for the opportunity to work with all of you, as well as for all you continually do for Palmetto College and our students!

**USC Palmetto College Faculty Senate  
2015-2016 Priorities  
Identified at Summer Planning Retreat  
Chancellor/Committee Chair Meetings**

**Elkins Report to Faculty Senate (Garnet Font)  
2/12/16**

- I. PC Faculty Senate Chair – Dr. Hennie Van Bulck
  - a. Columbia Senate Collaboration
  - b. Faculty Senate Handbook - PC will provide Summer 2016 stipend (amount to be determined)
  - c. Working Together as “One” Palmetto College
  
- II. Palmetto College Faculty Senate Standing Committees
  - a. Rights and Responsibilities – Dr. Randy Lowell
    - i. External Review Process for T & P
    - ii. Revision of Timeline for T & P File Review
    - iii. Mid-Year Hire T & P Process
    - iv. Executive Committee Requirements and Campus Representation
    - v. Plus/minus Grading System
  
  - b. System Affairs – Dr. Kajal Ghoshroy
    - i. Approval of New Bachelor’s Degree Proposals/Cognates
    - ii. Clarify Process for Changes to AA/AS Degrees
    - iii. Role of System Affairs in Informing Campuses on Carolina Core Approval
  
  - c. Welfare – Dr. Ray McManus
    - i. Faculty Survey Results
    - ii. Faculty Awards
    - iii. T & P Workshop
    - iv. Improving Communication in Palmetto College
      - 1. New PC Website Launched November 2015
      - 2. New PC Newsletter Launched December 2015
  
- III. Campus Faculty Organizations
  - a. Leadership Development
  - b. Training for Administrators Involved in T & P Process
  - c. Improving Retention/Academic Advising
  - d. Annual Student Success Conference
  
- IV. Unfinished Business
  - a. Chancellor’s Innovations Grants - Call for Proposals Distributed January 2016
  
- V. Other Issues
  - a. SACSCOC Common Carolina Core Requirements - Discussion Fall 2015/Decision January 2016
  - b. BOL/BLS Scheduling of Courses - Dr. Steve Lowe hired as BOL/BLS Director January 2016

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February 12, 2016

**Report to the PCC Faculty Senate**

Chris Nesmith

Dean, Extended University and Assoc. Provost

The PCC T&P committee met Jan. 29<sup>th</sup>. Letters are on the way to candidates. Currently the **t&p files** are being read in the Chancellor's office, and will go from there to the Provost and then on the President and the BOT for their June meeting and vote.

**PCC Course Grants** have been decided and I believe letters are going out. I believe the CTE instructional designers have some recommendations for the award letter and stipulations for the grants, so not quite ready to announce them yet. I believe that we have xx awarded. Thanks to Sarah Miller, chair, to Sherry Grosso and to Helene Maire-Aifele for serving on the committee.

The **University Advisors Conference** is next week, Feb. 19. A **Carolina Core Faculty Forum** will be March 16 in Columbia, and will be streamed to the campuses.

Reminders for the t&p cycle cycle for next year: campuses should notify eligible candidates by April 1, and candidates must respond in writing by May 1 of intent to file. Campus descriptions are due April 15. A reminder to all candidates for next year that your list of External Reviewers is due to Jean and/or me by **June 1**, but I strongly recommend you and your campus supervisor—whether that's your division chair or academic dean, begin working on this list much earlier than that.

**Announcements:** David Hunter is and has been heading up the selection of an online tutoring service. Starting with a small pilot section for online courses in spring 2. Rolling it out this fall. Completely optional for faculty; training available soon.

**Enrollment numbers for BLS/BOL:** We currently have 312 students -- BLS 204 and BOL 108--enrolled in the Liberal Studies and Organizational Leadership programs for the spring. A total of 53 students-- 19 BOL students and 34 BLS--have applied for May graduation.

**Extended University News:**

As you all know Dr. Steve Lowe has taken on a new role within Palmetto College, as Director of the Liberal Studies and Organizational Leadership degree programs. In that role Steve will oversee the day-to-day operations of the central academic administration of the programs, as well as help chart the course and lead the efforts for improvements, new initiatives, and new programs. So I and the other faculty at Extended University are thrilled to have Steve as part of our team.

All of our many wonderful faculty accomplishments since November will be presented in my year-end report at our April meeting. Thank you.



# UNIVERSITY OF SOUTH CAROLINA LANCASTER

Dr. Walter P. Collins, III  
Regional Campus Dean  
Report to the Palmetto College Campuses Faculty Senate  
meeting at USC Columbia  
February 12, 2016

## People

### Enrollment

As of February 1, 2016, 1429 students (headcount) are registered for Spring 2016. Final enrollment in Spring 2015 was 1289. There will be additional second 8 weeks enrollment numbers to be added. We are serving approximately 115 BOL/BLS students at USCL as well this semester.

### Athletics

Student-athletes' average GPA for Fall 2015 was 2.767 with the baseball team averaging 2.923. One student-athlete earned a 4.0 GPA while 40 student-athletes (out of 82) earned a GPA between 3.0 and 3.9. Volleyball has signed 2 recruits for next year as of the end of January.

**Mrs. Thelathia B. Bailey** was recognized posthumously on January 12 with the **Social Justice Award for Professional Staff** at the MLK Breakfast in Columbia. Prof. Adam Biggs and Dean Cox nominated Mrs. Bailey with Prof. Biggs accepting the award on behalf of the family.

**Congratulations to Dr. Kate Holland and her student mentees, Cristina Blanco and Alana Rosa, for their award of Magellan Voyager Grants** for two presentations, *The Association Between Exposure to a Traumatic Event and Compromised Functional Cerebral Systems in the Left and Right Frontal Lobes* and *Reductions in Design Fluency and Cardiovascular Regulation Vary Selectively as a Function of Trait Hostility Level* at the International Neuropsychology Society's 44th annual conference in Boston, Massachusetts.

## Facilities

Science lab exhaust hoods were refurbished in Bradley over the recent break.  
Medford elevator (near front door) work has been completed.  
Isolated roof patches in Bradley and Gregory were completed over the recent break.  
Work on renovations to Starr Hall should begin later this Spring and continue into the Summer.  
This work will allow for a newly renovated space (currently rooms 123 and 124) for the Office of

Admissions and Records and a second renovated space (currently the Admissions Office) for the relocation of the Office of Academic and Student Affairs.

### **Other items...**

- Fourteen USC Lancaster students, Dr. Bonner, Shana Dry, Sarah Katherine DeVenny and I attended **Carolina Day at the Statehouse** on Wednesday, February 3, 2015. We met with the legislative delegation from USC Lancaster's service area to thank them for their support and to ask for their continued support of USC Lancaster and higher education in South Carolina.
- Our **2016 commencement speaker** will be Mr. Nathaniel (Nate) Barber, USCL alumnus and former Lancer basketball player from the 1970s. A native of Rock Hill, he is currently Senior Vice President and Community Development Officer at South State Bank in Columbia. Commencement is April 30 at 2:30.
- The **Educational Foundation of USC Lancaster** has set the date for a 5K, 10K and 1-mile Fun Run—**Laps for Lancers**—as a fundraising activity on Saturday, March 19 here on campus. Events planned that morning include the races, a pancake breakfast, and activities for families with children to enjoy. A USCL baseball game and events associated with Native American Studies Week are also scheduled later that day. Please come out and join us for this event.
- **Congratulations to the BSN nursing faculty** on receiving a \$20,000 grant from the Lutz Foundation to purchase additional equipment for the Nursing Simulation Laboratory.
- **Congratulations to the NASC program** for a recent grant of \$1000 from Comporium Communications for upgrades to the Center's AV equipment, and for a gift of 6 Samsung Galaxy Tab 4 devices (mini-tablets) for use in the Center.
- Next **Lunch and Learn at the NASC**, Feb. 19<sup>th</sup> at noon with **Dr. Ernest Jenkins**. Topic: "A History of African-American Churches in Lancaster County"



UNIVERSITY OF  
**SOUTH CAROLINA**  
SALKEHATCHIE

**Faculty Senate**  
**February 12, 2016**  
**Dean's Report**

- A dozen individuals representing investment companies, foundations and economic development entities throughout the country met on the weekend of January 28-29 to discuss Promise Zone opportunities. They toured the five counties and concluded with a dinner Saturday evening on the USC Salkehatchie Allendale campus. This weekend was coordinated by The Center for a Better South and Southern Carolina Alliance, and was funded by Blue Cross/Blue Shield of SC.
- Colleton Medical Center Night at USC Salkehatchie basketball game was held on January 28. Members of the WCHEC also attended the game after their board meeting. February 10 was "Colleton Gamecock Club Night" at the basketball game.
- Congratulations:
  - Dr. Tom Bragg-publication of his book-*Space and Narrative in the Nineteenth-Century British Historical Novel*.
  - April Cone- has been selected as one of the 2016-17 Amy V. Cockcroft Leadership Fellows at USC. April has also been accepted into the Columbia doctoral program in nursing.
- Commencement exercises for USC Salkehatchie are scheduled for Friday, April 29, 2016 at 12:00 noon at the Salkehatchie Commons. Our commencement speaker will be Ms. Vernita Dore, Deputy Under Secretary of USDA Rural Development, who has been a great supporter of USC Salkehatchie.
- This month, we recognize Black History month with quite a few events, including "Memorable Music Moments in Black History" and "A Taste of History" featuring low country cuisine as well as a play at The Carolina Theatre on Harriett Tubman.
- We are pleased to announce that Ms. Amanda Jones has been hired as our new volleyball coach and will start next month. Amanda was an All-America at Armstrong State University.
- Savannah River Nucleur Solutions has provided a grant of \$30,000 to sponsor the creation of a performing arts series for the Carolina Theatre as well as other outreach activities through our Leadership Institute.

Respectfully submitted,  
Ann Carmichael  
Regional Campus Dean

Regional Campuses Faculty Senate Report  
February 12, 2016  
Michael E. Sonntag, Ph.D.

Students and Athletics

- Fire Ant baseball program raised \$7241.80 for the Salvation Army by manning the kettles, wearing the aprons and ringing the bells. For the second consecutive year the Fire Ants have earned the title as the number one fundraiser for the Salvation Army in Sumter.
- Fire Ants baseball players waited tables and served dinner for the Sumter Chapter of the Federation for the Blind's annual Christmas dinner. Dinner was served to over 260 honored guests at the annual event on December 8th at Trinity Baptist Church.
- The Fire Ants contributed over 150 hours (chain crew, counting minutes played, and concessions) during the fall, to the Pop Warner football program of the YAS (Youth Athletics of Sumter).
- Fire Ants Softball, Baseball, eSports, and student body volunteered with the Fire Dept. and the Red Cross to assist in installing smoke detectors in the Pinewood community.
- New Biology Club started fall 2015: trip to Melbourne Beach, FL to largest sea turtle nesting population in the US with professor Mark Roberts, a published expert in sea turtle biology; collected food, clothes, other items for flood victim relief; sponsored Halloween and Star Wars "movie nights;" organized educational hike to Forty Acre Rock
- Raquise Leneau was selected as our "Fire Ant of the Month" for the month of January.
  - Raquise is a second year student at USC Sumter majoring in Science. He is an active officer and adviser with the Game Club on campus and spends a lot of time outside of class talking with students and participating in activities. Raquise is still not sure where he plans to attend college in the future but is having fun at USC Sumter right now!
- November blood drive: we collected 41 units which will help save 123 lives. 41 units was also the second best USC Sumter has collected at a drive. We once had 43 units.
- November 18 we held our Big Wednesday event, with golf tournament and tailgating in the evening—was well attended and much fun
- November 19 held campus Thanksgiving feast, where campus faculty and staff prepare food and serve to students and employees
- November 20 held our annual Scholarship banquet, celebrating over \$80,000 in scholarships awarded and 16 new endowed scholarships for the year (average is 2 per year)

Faculty and Staff

- Accomplishments:
  - Dr. Hui-Yiing Chang presented: A Modified Exponential Potential for Quintessence, at the GR 100 years in Lisbon conference, held at Instituto Superior Técnico in Lisbon, Portugal in December 19, 2015. That conference celebrated the centennial of Albert Einstein's General Theory of Relativity.
  - Jean-Luc Grosso, Sherry Grosso, and Terrie Smith:
    - "Essential skills for employee professional development: Teaching negotiation online," *International Journal of Business Research and Information Technology*, Vol. 2, (1), Winter 2015.
    - "Consumerism and the portrayal of cars in Russian media: Marketing implications," *International Journal of Business, Marketing, and Decision Sciences*, Vol. 8, (1), Winter 2015.
  - Sherry Grosso was recently selected as a recipient of the Oxford Journal Global Top 50 Educators Award.

- The Oxford Journal Global Top 50 Educators Award recognizes outstanding educators dedicated to the success of their students both inside and outside of the classroom setting.
  - Drs. Dan Kiernan and Hui-Yiing Chang served as guest scientists at neighboring Alice Drive Elementary school, conducting experiments and promoting USC Sumter with students at the school
  - Dr. Sal Macias was elected to the American Psychological Association's Committee on Associate and Baccalaureate Education for 2016.
  - Dr. Ray McManus
    - Has new poems forthcoming in *Prairie Schooner*, *The Dead Mule School of Southern Literature*, and *The Good Men Project*.
    - He has poetry appearing in the anthology *Hard Lines: Rough South Poetry* forthcoming from USC Press this spring.
    - The USC Sumter Center for Oral Narrative hosted the Midlands Regional Poetry Out Loud Competition on January 30. Ray coordinated the competition and emceed the event and Drs. Park Bucker and Hayes Hampton served as judges. The finalists compete in the state competition some time in March.
    - Finally, two opportunities to hear Ray read: The Deckle Edge Literary Festival will be held February 19-21 where he will be reading with George Singleton, David Joy, and Mark Powell, and there will be Found Anew reading at Thomas Cooper Library in the Hollings room. Readers will include: Nikky Finney, George Singleton, Marjory Wentworth, Julia Liz Elliott, Sam Amadon, and Ray.
  - Tim Medlin, Fire Ants Baseball Coach, received 3<sup>rd</sup> Quarter Staff Employee of the Quarter Award
  - Kent Oliver, Groundskeeper, received 4<sup>th</sup> Quarter Staff Employee of the Quarter Award
  - Mark Roberts was an invited participant at the Gulf of Mexico Sea Turtle Workshop 2015, Harte Research Institute for Gulf of Mexico Studies, Corpus Christi, Texas.
  - Hennie van Bulck
    - "Strategic Business Planning for Small Primary Care Practices in the Affordable Care Era: a Heuristic Model" accepted for publication in *the International Journal of Business, and Public Administration*, International Academy of Business and Public Administration Disciplines (IABPAD), Vol. 12, Number 2, ISSN 1547-4836, 109-121.
    - "Medical Practice Management: Winning Strategies Post 2015" accepted for publication in *the Academy of Business Research Journal*, Academy of Business Research (ABR).
    - "Meaningful Use: An Examination of 2015 CMS Proposed and Final Rules," accepted for presentation at the Academy of Business Research (ABR) Spring 2016 International Conference, New Orleans, Louisiana, March 23-25, 2016. The Abstract will be published in the *ABR Conference Proceedings*.
    - "Attitudes Toward Electronic Message Boards: A Consumer Perspective" presented at the International Academy of Business and Public Administration Disciplines Conference (IABPAD), Orlando, Florida, January 2-5, 2016. The Abstract was published in the *Conference Proceedings*, ISSN 1547-4836, p. 572.
- Staff Christmas Luncheon held December 14, great time of fellowship with music, fun, and games along with an impressive spread of food.
- Staff searches/hires: Successfully concluded search in Financial Aid, hiring Lisa Jeffords. Currently have searches underway for staff in Student Disabilities Services/Student Records/Advising and in Student Activities.

- Faculty searches/hires: Currently have a tenure track search underway in History.

#### Campus/Physical Plant

- Completed major deep cleaning of high traffic/high impact areas of campus; planning additional campus beautification efforts in coming months

#### Budget

- Enrollment: headcount is on par with last year this time; budget is balanced at this time.

# USC Union, Dean's Report

## PCFS, February 12, 2016

### Students

Enrollment is up for the Spring Semester (Headcount 742, + 16.3%, FTE 433, +18.63%, Palmetto College Headcount 36, FTE 25). That is mainly due to concurrent enrollment. While concurrent enrollment is important from a recruiting and financial standpoint, full time regular freshman enrollment will be our emphasis. Several initiatives are underway, including:

1. Union County Scholarships and Laurens County Future Scholarships should be big boost. Both programs begin in the Fall Semester.
2. Sports – baseball and softball clubs are back. Activities have been added to the Student Activities Center.
3. Increase retention through expanding the Academic Success Center including counseling.
4. Increase disabilities enrollment through new office of Disabilities Services.
5. Applications for the Fall Semester are up over 50% from last year and recruiting trips to area schools are increasing.
6. Increase Palmetto College students with new Palmetto College Coordinator.

The consultants (Ed Manage) have assured us that the student default issue from last year is now resolved. There is a plan in place to make sure that this issue does not recur.

### Faculty

1. Dr. Randy Lowell is serving as the Acting Associate Dean for Academic Affairs.
2. A Tenure track English search to replace Dr. Shaw has begun. The position would begin in August, '16.
3. Dr. Allen Charles will return to full time teaching on a year to year contract.
4. New incentives have been offered to faculty willing to move to Union.

### Staff

1. Ms. Michelle Lee is serving as the Business Manager and Budget Director on a temporary contract.
2. We are in the process of hiring a Mental Health Counselor/ Disabilities Services Director / Psychology instructor on a one year contract.
3. Mr. Michael Sumner, a USC Union graduate, has been hired as the new Palmetto Program Coordinator.

### Facilities

1. Mr. Glen Jackson has returned to Union to help with facilities planning and project implementation.
2. A team from Columbia Facilities including Jim Demarest and Emily Jones met on campus to discuss all ongoing facilities projects and to develop a new plan for an immediate campus appearance update.
3. The roof on the Main Building is now leak free.
4. Commencement will return to the auditorium this April.

### Budget

The budget is in very good shape. Ms. Lee and I have been going through the annual budget review process in Columbia. Last year's actual carryover was over \$1.28 million and will be very close to that this year despite a Fall Semester enrollment decrease.

Palmetto College Campuses Faculty Welfare Committee Report  
February 9, 2016

**T&P Workshop**

The T&P workshop was held on January 15, 2016, in Capstone on the Columbia campus.

On behalf of the PCC Faculty Welfare Committee, I would like to thank the administrators and faculty for participating and lending invaluable expertise.

The next T&P Workshop will be held some time in January 2017.

**Faculty Survey**

The survey is out there. It will only take a minute. It won't hurt.

The link to the survey: [https://acsurvey.qualtrics.com/SE/?SID=SV\\_0UICkYoUHqUreJv](https://acsurvey.qualtrics.com/SE/?SID=SV_0UICkYoUHqUreJv)

Please encourage faculty to participate. The survey will close February 26, 2016

**Awards**

Plyler and Duffy Awards are well on their way. The announcement will be made at the next senate meeting. The Denise Shaw Excellence in Scholarship Award guidelines will be announced at the next senate meeting as well.

With the addition of the Plyler and Shaw Awards, if my math is correct, we will have a total of three awards. The procedures and applications differ with each award, but the end result is the same: the Welfare Committee will read a lot of files. In an effort to promote a reasonable and ethical procedure for selecting the "winner" of the award, as well as to maintain the sanity of PCC Faculty Welfare Committee members, we will be creating two ad-hoc sub-committees to assist.

## **Report from System Affairs Committee**

**February 12, 2016**

Four items were considered by the committee:

1. AS Degree in Business proposed for USC Sumter
2. Minus Grading
3. PALM 495- Service learning course
4. RCAM courses

### **1. AS Degree in Business:**

A proposal to extend the existing AS degree in Business at Lancaster, as a new degree at Sumter was submitted to SA Committee.

At the Nov. 6, 2015 meeting of the Palmetto College Campuses Faculty Senate, System Affairs had stated that “All associate degrees currently on Palmetto College campuses are PC campus degrees and as such may be offered by all PC campuses.” The senate charges administration of PC campuses to pursue the necessary approval to ensure the ability of any PC campus to offer such degrees.”

System Affairs committee received a memo from Dr. Nesmith’s (See Appendix 1) that stated that they are still pursuing what options may be available to us to allow for offering any approved degree programs on all campuses, and will work on this effort in coordination with the Faculty Senate Chair, Hennie Van Bulck.

The committee discussed the situation and is requesting clarification on the time length for which no new degrees or extension of degrees will be allowed on PC campuses.

### **2. Minus Grading**

Committee discussed the Minus grading proposal. We reviewed survey results from USC Columbia faculty, and realized that we needed to know the details of the GPA equivalents for each letter grade.

We have decided to submit a survey to PC campuses based on the Columbia faculty survey but with additional questions included on it for our own clarification.

Survey will be coming to you shortly. Please respond to it, when it does.

### **3. PALM 495- Service learning course**

System Affairs Committee received a memo from Dr. Nesmith (see Appendix 2) requesting that

we consider the proposal to make PALM 495 a permanent alternative to PALM 494. These changes would be reflected in the respective programs of study as follows:

The BOL PoS would include, in Professional Foundations:

PALM 494 Internship  
(Grade of C or better required)

**or**

PALM 495 Service-Learning  
(Grade of C or better required)

Similarly, the BLS PoS would include, under Required Courses in the MAJOR REQUIREMENTS section:

PALM 494 Internship

**or**

PALM 495 Service-Learning”

Please see Appendix 3 for Service-Learning steps for PALM 495.

Please see Appendix 4 for course syllabus for PALM 495: Service Learning.

System Affairs approved this proposal. The following motion was presented to the senate by Robert Castleberry.

**Motion 1:**

**Make PALM 495 an alternative course to PALM 494 in the BOL and BLS curricula.**

**1. RCAM courses**

In response to a request from System Affairs committee for information regarding a possible designation change for RCAM courses, we received a memo from Dr. Chris Nesmith (Please see Appendix 5) stating that RCAM (and UCAM) courses are under the oversight of the Palmetto College Faculty Senate, and that we could change the designator to something that would reflect our new name—such as “PCAM.” However, the “PALM” designator is under the oversight of the Columbia Faculty Senate, and any changes to that designator (or new courses added under it, etc.) would have to be approved through the Columbia Faculty Senate. He also provided the committee with a list of existing courses with RCAM, UCAM, and PALM designation. He also provided us with a list of RCAM courses that were no longer offered at PCCs.

System Affairs committee is requesting that the PCOL designator become a PC designator,

so it can be exclusively reserved for us. We request that this be communicated to the Registrar. This will thus become a curriculum change.

We are also asking senators to discuss at their campus level if it will be useful to keep or discard the following unused courses from our books:

4. RCAM 104, RCAM 106, RCAM 201

Please take proposal to your campuses and respond back to your SA rep with responses about this proposal. We will consider updating these courses at our next meeting.

This was brought to the senate as a motion:

**Motion 2:**

**We request that the PCOL designator become a Palmetto College exclusive designator and it be reserved for us, and so be communicated to the Registrar.**

Respectfully submitted,

Kajal Ghoshroy

Chair, System Affairs Committee

**Appendix 1:**



February 9, 2016

To: Kajal Ghoshroy  
From: Chris Nesmith  
Re: System Affairs Motion re: PC associate degrees

At the Nov. 6, 2015 meeting of the Palmetto College Campuses Faculty Senate, the following motion was passed:

All associate degrees currently on Palmetto College campuses are PC campus degrees and as such may be offered by all PC campuses. The senate charges administration of PC campuses to pursue the necessary approval to ensure the ability of any PC campus to offer such degrees.

On Jan. 13<sup>th</sup>, representatives from the Palmetto College administration (David Hunter, Chris Nesmith, and Elliot Vittes) met with representatives from the Provost's office (Helen Doerpinghaus, Kris Finnigan, and Donald Miles) to discuss the motion and possible ways forward to implement it.

There was a frank and in-depth discussion about the issue and about the various governing bodies that are involved—both within the university and beyond it (CHE and SACS, most particularly). We are still pursuing what options may be available to us to allow for offering any approved degree programs on all campuses, and will work on this effort in coordination with the Faculty Senate Chair, Hennie Van Bulck.

## Appendix 2



Date: Jan. 29, 2016

To: Kajal Ghoshroy

From: Chris Nesmith

RE: Addition of PALM 495 (Service-Learning) Option for BOL and BLS requirements

The Palmetto College Faculty Advisory Committee held an electronic vote on January 27 and 28, 2016 on the matter of approving PALM 495 as an alternative course to PALM 494 in the BOL and BLS curricula. All members of the committee voted aye to the proposal. As such, we request that the System Affairs committee consider the proposal to make PALM 495 a permanent alternative to PALM 494. These changes would be reflected in the respective programs of study as follows:

The BOL PoS would include, in Professional Foundations:

PALM 494 Internship  
(Grade of C or better required)

**or**

PALM 495 Service-Learning  
(Grade of C or better required)

Similarly, the BLS PoS would include, under Required Courses in the MAJOR REQUIREMENTS section:

PALM 494 Internship

**or**

PALM 495 Service-Learning

## Appendix 3

### **Service-Learning Steps for PALM 495**

*Deadline for submission of the paperwork for the Service-Learning course the first day of class.*

- Successfully complete PALM P493 with a C or better.
- Discuss with your Academic Advisor whether the course would be beneficial for you given your academic and/or career goals.
- Complete the **service-learning agreement** with your advisor acknowledging the in-class and onsite hours required for the course.
- Have your advisor forward the signed agreement to Kim Ferrell in the Palmetto College, Extended University program office, who will forward the form to the instructor of record.
- Note whether you have enrolled in an online, two-way video, or hybrid course, and be aware of the schedule for class attendance or module completion on the course syllabus.
- Complete all required academic work for the course (included on the syllabus), and attend your service hours, in keeping with the schedule outlined on the syllabus.

## Appendix 4



### **PALM 495: Service-Learning Fall 2015 Instructor: Dr. Shelley Jones**

Office: 619 Byrnes Building, USC Columbia

Office Hours: TBD by class survey

Virtual Office Hours: TBD by class survey

Office Phone: (803) 576-5781

Email: [sajohns6@mailbox.sc.edu](mailto:sajohns6@mailbox.sc.edu)

### **I. Course Overview**

#### **Bulletin Description**

Theories of service-learning and application of practical solutions to meet community needs.

#### **Course Description**

This interdisciplinary, three-hour course designed for students in the BOL and BLS degree programs integrates practical application of coursework with community engagement. Through independent research, collaborative learning, and a supervised immersion experience, students will explore and apply theories of service-learning to meet an identified community need.

This is a hybrid course that meets weekly via two-way video (Mondays, 5:30-6:45pm) and requires the completion of online modules throughout the semester as assigned on the course calendar. The course will take as its focus a theme related to a statewide community need. The instructor will secure a partnership with an agency helping to remedy this need that has satellite sites throughout the state. Students will take their learning onsite for 40 hours at one of these locations as assigned by the instructor. Successful completion of the course requires a minimum of 40 hours onsite. There will be assigned sites near each Palmetto College campus. Details of the theme and site assignments are explained fully on Blackboard.

## Learning Outcomes

The student will, through written assignments, class discussions, direct supervised experience at an assigned service-learning site, and articulated reflection on that experience:

- Identify and analyze the diverse needs of community populations and partners
- Generate independent and collaborative research
- Demonstrate critical thinking and problem-solving skills
- Compare approaches to meeting a community need based upon scholarly research and onsite experience
- Create, design, develop, and implement a collaborative site project to meet an identified community need
- Reflect on the intersections between academic and experiential learning

## Textbooks and Readings

Required Text:

Cress, Christine M., Peter J. Collier, Vicki L. Reitenaur, et al. *Learning through Serving: A Student Guidebook for Service-Learning and Civic Engagement across Academic Disciplines and Cultural Communities*. 2<sup>nd</sup> ed. Sterling, VA: Stylus, 2013.

## Other Required Readings and Materials:

Other required readings will be assigned by the instructor and your fellow classmates throughout the semester. These will be made available via Blackboard as a course reader.

## Style Manual:

*MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009.

Using MLA style for all formatting and citations is required, but purchasing the handbook is not. MLA resources are available on our class's Blackboard site.

## II. Course Policies

### Classroom Expectations

Students will be expected to participate actively in learning in class, onsite, and in our virtual classroom via Blackboard. The traditional work of the classroom—lectures and readings—will be completed asynchronously via our virtual classroom. In-class time will be spent sharing and synthesizing ideas and information, experiences and insights, gained from our onsite work, independent research, shared readings, and viewings of lectures, interviews, and videos. Our virtual classroom will be housed on Blackboard; all assignments and virtual engagement will use technologies available through Blackboard.

Expect to work on average 9 hours per week for a minimum total of 120 semester hours. We will work together with difficult and sometimes controversial issues. Civil and respectful dialogue is required to meet the course objectives. When onsite, remember that you represent the University; your actions should meet the code of behavior outlined in the Carolinian Creed (available for review at [http://www.sa.sc.edu/creed/.](http://www.sa.sc.edu/creed/))

The semester consists of three sections, outlined in more detail on the course calendar:

1. Preparation (Weeks 1-9): a period at the beginning of the semester understanding and researching the community need that is the focus of the semester's work and the agency with which we have partnered, ultimately leading to the development and planning of a multi-part site project.
2. Implementation (Weeks 10-13): a sustained period of onsite hours spent implementing a project, devised as a class, based on students' independent and collaborative research and reading.
3. Reflection (Weeks 14-15): a period of regrouping and reflection through class discussion and formal student presentations to close the semester.

In addition to class discussions and office hours, I will communicate to the class throughout the semester via email and Blackboard. Please check your University email account regularly, if you have not set up emails to be mirrored to another account. Failure to do so will lead to missing important course information.

I endeavor to respond to email queries within 48 hours, if sent during the normal workweek (8:00am to 5:00pm Monday through Friday). Any emails sent over the weekend (Saturday and Sunday) will be responded to on the following Monday (although, occasionally, I may have time to respond over the weekend).

### **Attendance**

A minimum of 40 onsite hours is required to pass the course. Verification of onsite hours is required; weekly time sheets with detailed instructions are available on our Blackboard site. Any deviations from the weekly hours assigned on the course calendar must be approved in writing, via the instructions on Blackboard, by the instructor and the agency.

Students are expected to attend all class meetings, to be on time, and to come prepared to participate in discussion. Engagement in online modules is also expected. Absences, tardiness, and a lack of preparedness and engagement will figure into students' participation grade, as explained below.

### **Technology**

In addition to our virtual classroom space via Blackboard, our in-class meetings rely on technology, and sometimes this technology can fail. In the event that there is an interruption in our class's broadcast, please do the following:

1. If you cannot communicate with me directly, then contact the IT person on your campus or call (803) 777-0123 to report your issue to the Columbia campus.
2. Stay in the classroom until the broadcast becomes available again or the IT person on your campus tells you to leave.
3. Check Blackboard as soon as possible for instructions on how to make up the material missed in class.
  - Note that if your campus loses the broadcast but others do not, you can access the streaming video to view what was missed. See below.

### **Streaming Video**

All classes are recorded, and the streaming video is available 24 hours after class. In the event of a technical difficulty or an absence, you can watch a recording of class at this website: <https://saeu.sc.edu/apps/palmettovideos/>, which is also linked on our Blackboard site. Enter the username and password you use for Blackboard to access the video. (You can also review classes if you wish.)

- Please note that viewing the streaming video does not excuse absences. Refer to the policy above for attendance requirements.
- Note, as well, that all conversations before, during, and after class are recorded. Any communication that is private in nature should not be discussed during class.

### **Academic Honesty**

Plagiarism is defined as borrowing and using someone else's words or ideas without giving credit to the originator. This is usually done in two ways: first, by unintentionally leaving off or inadequately citing sources of your material, or second, by deliberately concealing your sources. All documented cases of plagiarism will be reported to the Office of Academic Integrity and penalties may include being assigned an F as the semester grade. Recycling papers is also an honor code violation. All work completed for this class must be original unless an exception is agreed upon by the instructor before an assignment is due.

Consult *Carolina Community* for what constitutes plagiarism and other honor code violations. You are responsible for reading and abiding by these rules. Below are some websites for you to visit to learn more about the University policies.

- Carolina Community: <http://www.sa.sc.edu/carolinacommunity/>
- Carolinian Creed: <http://www.sa.sc.edu/creed>
- Academic Responsibility: <http://www.sc.edu/policies/staf625.pdf>
- Honor Code Violations: <http://www.housing.sc.edu/academicintegrity/violations.html>
- Guidelines for Responsible Computing: <http://www.uts.sc.edu/network/guidelines.shtml>

### **Accommodations**

Reasonable accommodations are available, both onsite and in class, for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, contact the Office of Student Disability Services (see contact information below). All accommodations must be approved through the Office of Student Disability Services. Additionally, students with disabilities should discuss accommodations with me before or during the first week of the course.

Office of Student Disability Services

1523 Greene Street

LeConte Room 112A

Columbia, SC 29208

Phone: (803) 777-6142

TDD: (803) 777-6744

Fax: (803) 777-6741

Email: [sasds@mailbox.sc.edu](mailto:sasds@mailbox.sc.edu)

Web: <http://www.sa.sc.edu/sds/>

### **III. Course Requirements and Assignments**

#### **Grade Scale**

Final letter grades are awarded as follows:

90 – 100 = A

85 – 89 = B+

80 – 84 = B

75 – 79 = C+

70 – 74 = C

65 – 69 = D+

60 – 64 = D

55 or 0 = F

<b>Assignment</b>	<b>Percent</b>
Short Writings	20
Course Reader	20
Site Project	20
Final Reflective Paper	20
Participation	20

A detailed assignment sheet will be available on Blackboard for all assignments.

*Short Writings (20%)*

Students will submit frequent, short writings to include responses to textbook exercises, journal reflections, and progress reports. Short writings are listed under “Assignments” on the course calendar. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Course Reader (20%)*

Students will develop a course reader by submitting texts of scholarly articles, newspaper reports, links to pertinent websites, and selections from print resources on the class theme to the designated point on Blackboard. Students will supplement their reading choices with a short synthesis and/or report for each. The course reader assignments have their own section on the course calendar. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Site Project (20%)*

The collaborative site project will be created, developed, and designed as a class to be implemented at students’ assigned sites. The project will consist of four components, graded equally: a proposal and schedule, deliverables, individual participation, and individual final presentations. Students will be expected to contribute to discussions over the design of the project, actively take part in the decision-making process, work collegially and collaboratively to produce written and other tangible products, and present formally on their observations and experiences to the class. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Final Reflective Paper (20%)*

Final papers will provide evidence from onsite, online, and in-class learning to reflect on individual growth over the course of the semester as regards understanding community need, engagement, and integrated learning. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Participation (20%)*

The participation grade consists of presence at two-way video meetings, in-class engagement (not including site project discussions, graded separately under the “Site Project”), and regular involvement in and contributions to our virtual classroom via Blackboard. Students can earn up to 4 points for each class meeting (1 point for attending and up to 3 points for substantive participation) for a total of 56 points. Online attendance will be determined by weekly discussion board posts worth up to 3 points each (1 point for completion and up to 2 points for substantive content), totaling 45 points. The total participation points possible are 101, with 1 point for extra credit.

The University’s attendance policy requires automatic failure of a course if 25% or more classes are missed. In accordance with this policy, students can earn a zero for their participation grade if 25% or more classes or discussion board posts are missed. Missing 4 classes (25% of total class meetings) will result in losing the full 56 points available; failing to submit 4 discussion board posts (25% of total online module “meetings”) will result in losing the full 45 points available. Coming late to or leaving early from class meetings will result in losing that day’s point for attendance, though students can still earn up to 3 points for substantive participation.

Discussion board posts are listed under “Assignments” on the course calendar. An assignment sheet and rubric detailing expectations for content and grading, including examples of substantive and insightful comments/posts, are available on Blackboard. Below is a breakdown of how to earn full points for participation.

<i>Two-Way Video</i>		
Attendance	1 point x 14 meetings	14 points
Substantive comment	1 point x 14 meetings	14 points
Insightful comment	2 points x 14 meetings	28 points
		56 total possible points
<i>* missing 4 classes (25% of total class meetings)</i>		<i>- 56 total points</i>
<i>Online Modules</i>		
Attendance	1 point x 15 modules	15 points
Substantive post	1 point x 15 modules	15 points
Insightful post	1 point x 15 modules	15 points

	45 total possible points
* missing 4 classes (25% of total online modules)	- 45 total points
<b>Total Possible Participation Points 101</b>	

### **Due Dates and Submission**

Further, detailed explanations of the assignments listed above will be available in assignment sheets on Blackboard and discussed in class. All assignments must be submitted as Word documents through their proper drop point on Blackboard by 11:59pm on their due date as listed on the course calendar. General due dates are as follows:

- Readings must be completed for that week's Monday class meeting.
- Course Reader postings are due Thursdays by 11:59pm.
- Short Writings are due Sundays by 11:59pm.
- Site Project Presentations will be during weeks 14 and 15.
- Final Reflective Papers are due on the final exam date.

### **Late Work and Grading Response Times**

Late work will not be accepted after the due date. Exceptions will only be made in extenuating circumstances and at the discretion of the instructor. Requests for extensions must be made through email at least 24 hours before the due date.

I provide comments for most assignments. Please check the comments section, as well as the grade column, in Gradebook. All assignments will be graded within fourteen days of their due date (although, usually much sooner). Any late work (even if given extensions) will not conform to this stated grading schedule. Late work, if accepted at all, will be graded by the last week of the semester. Work submitted with extensions will generally be graded within twenty-one days, dependent upon scheduling conflicts.

*Note:* It is the student's responsibility to make certain that I have received your documents. If you do not see a green exclamation point in Blackboard's Gradebook after having submitted an assignment, then I have not received your document. Students who do not check to see that their papers have uploaded properly risk having their documents not count towards their final grades. This is your responsibility.

If you cannot, for some reason, get the file to upload to Blackboard, you may send it to my email. However, this is not a substitute for submitting through Blackboard, and you will not receive a grade for the assignment until submitting through Blackboard. Do not routinely send your files to my email.

## Appendix 5



February 9, 2016

To: Kajal Ghoshroy  
From: Chris Nesmith  
Re: System Affairs request re: RCAM and PALM courses

In response to a request from the System Affairs committee for information regarding a possible designation change for RCAM courses, I am providing the following information. Because RCAM (and UCAM) courses are under the oversight of the Palmetto College Faculty Senate, we could change the designator to something that would reflect our new name—such as “PCAM.” However, the “PALM” designator is under the oversight of the Columbia Faculty Senate, and any changes to that designator (or new courses added under it, etc.) would have to be approved through the Columbia Faculty Senate.

The following courses with “RCAM,” “UCAM,” and “PALM” designators are currently listed in the Academic Bulletin (2015-16):

- RCAM 104 - Foundations of Composition
- RCAM 105 - Contemporary College Mathematics
- RCAM 106 - Foundations of College Algebra
- RCAM 141 - Introduction to Computer Keyboarding
- RCAM 151 - Computer Literacy and Application
- RCAM 201 - Introduction to Internet Research
- RCAM 205 - Foundations of Leadership

- UCAM 110 - Careers in Education
- UCAM 120 - Effective Reading

- PALM 493 - South Carolina Studies
- PALM 494 - Internship
- PALM 495 - Service-Learning

“UCAM” was a designator in use before the “RCAM” designator was created. These courses have not been offered in a while.

Of the “RCAM” courses, the Academic Deans have confirmed that their campuses do not offer the following courses:

Lancaster: RCAM 104, RCAM 106, RCAM 201

Salkehatchie: Does not offer any of these courses.

Sumter: RCAM 104, RCAM 106, RCAM 141, RCAM 201.

Union: RCAM 104, RCAM 106, RCAM 141, RCAM 201.

**Courses & Curriculum Report to the  
Palmetto Campuses Faculty Senate (February, 2016)**  
Robert B. Castleberry

The Courses & Curriculum Committee has met twice since my last report to you. Because proposals are now exclusively processed electronically, the Committee currently does most of its work by email. Suggested changes to the curriculum should be available for general inspection on the Provost's webpage on Program Proposals. In addition, I remind you that interested individuals should check the USC Faculty webpage for reports on the Senate's actions on the committee's recommendations.

Because of some weather events, final Senate action on some of the curriculum proposals I have already reported on were delayed from the last meeting to the upcoming one. Since proposals are now processed electronically, I no longer get paper copies to peruse nor do I get an written agenda listing proposals requiring review.... basically I just periodically go to the Provost's webpage and respond to the proposals listed there. The committee only meets face to face when a committee member requests extended discussion on a proposal (with a representative of the College or School), or (as we did earlier this week) to discuss policy matters. What this meanings is that I now seldom send out general reports to campus contact people. I will however continue to send out a "heads-up" if I believe that a proposal might need to be addressed by our campuses.

For what it is worth, we approved a few more new courses for Senate consideration in our last virtual meeting. Among those courses were two 200-level ANTH courses (one on "Drinking in Culture" and another on "Forbidden Archaeology").

Palmetto College Campuses Faculty Senate  
February 12, 2016 Faculty Senate Meeting  
USC-Columbia

Report from USC-Columbia Faculty Welfare Committee

To: Palmetto College Campuses Faculty Senate

From: Shelley AJ Jones, Extended University  
PCC Representative to USC-Columbia Faculty Welfare Committee—2015-2018

Meeting Dates: November 16, 2015 and January 25, 2016 (no meeting in December)

In its November meeting, the Columbia Faculty Welfare Committee explored new ways to foster collegiality among faculty on Columbia's campus, including hosting monthly lunches at Preston, and perhaps most pertinent to Palmetto College faculty discussed the recent formation of a Columbia Faculty Senate standing subcommittee, the Information Technology Committee, to navigate faculty issues with technology services, including but not limited to Banner, WiFi upgrades, classroom enhancements, and data storage. CFWC reconvened in January to meet with newly hired Provost Joan Gabel. Topics discussed include the increase in the Faculty/Staff Dependent Scholarship Fund and ways to improve faculty morale, including support from the provost's office in organizing events or activities in the coming year that bring together faculty. CFWC has confirmed that the Faculty/Staff Dependent Scholarship Fund has increased from \$1500 to \$2000 per year and is set to increase to \$2500 next year and \$3000 the following year.

Please refer to the following for further details on the formation of the Columbia Faculty Senate Information Technology Standing Committee:

[http://www.sc.edu/faculty/senate/15/annual/Annual\\_Report\\_Information\\_Technology\\_Ad\\_hoc\\_Committee\\_2014-2014.pdf](http://www.sc.edu/faculty/senate/15/annual/Annual_Report_Information_Technology_Ad_hoc_Committee_2014-2014.pdf)



February 12, 2016

**Associate Provost**

**Report to the PCC Faculty Senate**

Chris Nesmith

Dean, Extended University and Assoc. Provost

**Palmetto College Faculty Advisory Committee**

THE PCC FAC voted via email to allow PALM 495, Service-Learning, as a major course option in place of PALM 494, Internship. This proposal has been submitted to System Affairs for consideration.

The committee anticipates some additional recommended changes for the SA committee to consider, which will be submitted in the near future.

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*  
Palmetto College Campuses Faculty Senate  
University of South Carolina

Brief Title of Proposed Change	Timely Publication of Substantive Motions II (Lawrence Rule)
Committee Proposing Revision	Executive Committee
Date of Presentation to Senate	
Senate Approval Date	

Rationale for Proposed Revisions

- This motion clarifies the implementation of the previous Timely Publication of Substantive Motions rule. Under the current bylaws, the only requirement for substantive matters to be voted on is that they appear in the current bylaws. This motion further additionally requires that substantive motions not be voted on unless presented at a prior meeting (making explicit what has been only traditional up till now) and that they be published on the PCCFS website within 10 business days of that.

Summary of Proposed Revisions

- Moves the requirement that any substantive motion to be published in the agenda to the section on voting, and combines its language with the previous motion.

Current:

Pg 89

### Rule V - Agenda

**Section 1.** Agenda shall be circulated to each member of the Palmetto College Campuses Faculty Senate at least three working days prior to each regular meeting. Individual members of the Senate or other members of the faculty may submit proposed items for the agenda by notifying the Secretary of the Senate at least four weeks prior to the meeting. The Executive Committee shall prepare the agenda.

**Section 2.** The Senate shall not give final consideration to any substantive legislative matters not included on the published agenda, unless by a two-thirds vote, the Senate shall agree to consider such matters.

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### Rule III – Voting

Only voting members of the Senate have the right to present motions and to vote. Any motion ruled substantive by the Chair of the Palmetto College Campuses Faculty Senate must be published on the Palmetto College Campuses Faculty Senate web page within ten business days of its introduction, or else it shall expire. Elections will be conducted by secret ballot, and other voting will be by voice or by show of hands, unless a voting member of the Senate makes a request to the Chair for a secret ballot. A motion for a secret

Proposed:

Pg 89

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Pg 88

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ballot can be so ordered by a majority vote, or by general consent. The Executive Committee members are non-voting; however, motions originating within the Executive Committee may be presented to the Senate.

website within ten business days of its presentation, and then included in the current agenda. The person or committee making the motion shall be responsible for its publication on the website.

Elections will be conducted by secret ballot, and other voting will be by voice or by show of hands, unless a voting member of the Senate makes a request to the Chair for a secret ballot. A motion for a secret ballot can be so ordered by a majority vote, or by general consent. The Executive Committee members are non-voting; however, motions originating within the Executive Committee may be presented to the Senate.

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*  
 Palmetto College Campuses Faculty Senate  
 University of South Carolina

Brief Title of Proposed Change	Clarification of Election Process
Committee Proposing Revision	Executive
Date of Presentation to Senate	11/6/15
Senate Approval Date	

**Rationale for Proposed Revisions**

- Reconcile the attempts to balance representation on executive committee with individual election of candidates.
- Make more clear that a candidate elected as Vice Chair will become Chair the following year.
- Specify the election of the Faculty Manual Liaison Officer
- Move rules of election from the description of the nominating committee to the ‘election’ section of the bylaws.

**Summary of Proposed Revisions**

- Allowed the Secretary/Vice-Chair/Chair/Immediate-Past-Chair to repeat campuses, and changing from one ‘at-large’ executive committee member to as many as needed (each campus not already represented on the executive committee may elect one.)
- Renaming ‘vice-chair’ to ‘chair-elect’.
- Moving the nominating committee’s nominees up to the penultimate meeting of the year, adding another chance to nominate from the floor.
- Moved the more specific balloting instructions from the Nominating Committee to the election rules section.
- Add the election of the manual liaison officer to the list of people elected at the end of the year on page 4

**Section and page numbers of the current *Manual* for proposed revisions**

Pages 4 (senate officers and executive committee), 5-6 (nominating committee), 85-86 (officers)

Current	Proposed
<p>Page 4</p> <p>At its final meeting of the academic year, the Senate will elect from among its members the Vice Chair, the Secretary, and one Member-at-Large to the Executive Committee. The Senate may also elect other officers.</p>	<p>Page 4:</p> <p>At its final meeting of the academic year, the Senate will elect the Chair Elect, the Secretary, and the Faculty Manual Liaison. The Senate may also elect other officers. <u>Any campus not already represented on the executive committee (as Secretary, Chair Elect, Chair, or as Immediate Past Chair) may also elect a member of their campus who is eligible to serve on senate as an At-Large member of the Executive Committee.</u></p>

The Vice Chair of the Senate automatically becomes the Chair for the following year or upon vacancy in the office of Chair. The Vice Chair will serve at least one full term as Chair.

The Executive Committee serves as a planning body for issues which confront both the Palmetto College Campuses and the University at large. It is composed of the Chair, Vice Chair (Chair Elect), Secretary, Immediate Past Chair, and one Member-at-Large nominated and elected by the Senate from among the appropriate campus delegations. Normally, no campus shall have more than one member on the Executive Committee. However, if one campus chooses not to have a representative on the Executive Committee, then the Executive Committee may have at most two members from one campus. The Committee makes recommendations for actions to be taken by the Senate.

Pg 5-6:

**Nominating Committee.** This committee, chaired by the Vice Chair of the Senate, shall present, at the Senate's final meeting of each academic year, a slate of nominees for positions to be elected by the Senate. The Senatorial Delegation from each Palmetto College Campus shall choose from among its members one representative to serve on the Nominating Committee.

The Chair of the Nominating Committee shall notify each committee member by the end of February of the positions to be filled. Committee

The Chair Elect of the Senate automatically becomes the Chair for the following year or upon vacancy in the office of Chair. The Chair Elect will serve for at least one full year as Chair, or until a successor is elected..

The Executive Committee serves as a planning body for issues which confront both the Palmetto College Campuses and the University at large. It is composed of the Chair, Chair Elect, Secretary, Immediate Past Chair, and possibly one or more Member-at-Large.

Pg 5-6:

**Nominating Committee.** At the beginning of the academic year, the Senatorial Delegation from each Palmetto College Campus shall choose from among its members one representative to serve on the Nominating Committee. This committee, chaired by the Chair Elect of the Senate, shall present, at the Senate's penultimate meeting of each academic year, a slate of nominees for positions to be elected by the Senate

Committee members should solicit the applications of prospective nominees from their respective campuses. Prospective nominees should exhibit a high degree of interest and a willingness to fulfill the duties required by the position. Executive Committee nominees shall be current members of the Palmetto College Campuses Faculty Senate.

Prior to the penultimate meeting of the Palmetto College Campuses Faculty Senate for the academic year, the Chair of the Nominating Committee shall submit in writing, to the executive committee, the names of the nominees the committee has chosen.

In highly unusual or extenuating circumstances, the Chair of the Senate may waive these

members should solicit the applications of prospective nominees from their respective campuses. Prospective nominees should exhibit a high degree of interest and a willingness to fulfill the duties required by the position. Executive Committee nominees shall be current members of the Palmetto College Campuses Faculty Senate.

The Chair of the Nominating Committee shall call a meeting of the committee by March 15, at which time the committee will select, by a method of its own choosing, nominees for available positions.

At the beginning of the last meeting of the Palmetto College Campuses Faculty Senate for the academic year, the Chair of the Nominating Committee shall submit in writing, to the full Senate, the names of the nominees the committee has chosen.

procedures and form a Nominating Committee in any manner appropriate to the temporary situation.

**Pg. 86:**

**Article V - Elections**

**Section 1.** At the beginning of the business session of the penultimate Senate meeting, having received a list of nominees from the Nominating committee, the Executive Committee shall report these nominees and call for additional nominations from the floor.

At the end of the final Senate meeting, the Chair of the Senate shall again call for nominees from the floor, and then conduct a vote by secret ballot for each of the positions.

Voting shall be by secret ballot, and a majority is required for election.

**Section 2.** A candidate receiving a majority on the first ballot shall be declared elected. If no candidate receives a majority, the candidates receiving the highest and the next highest number of votes shall be the nominees for a second vote.

**Pg. 85:**

**Article III - Officers**

**Section 1.** The officers of the Senate shall be a Chair, a Vice Chair, a Secretary, an Immediate Past Chair, a Member-at-Large, and a Faculty

At the beginning of the business session of the Senate meeting, the Chair of the Palmetto College Campuses Faculty Senate shall call for nominations from the floor.

At the end of the Senate meeting, the Chair of the Senate shall conduct a vote by secret ballot for each of the positions.

In highly unusual or extenuating circumstances, the Chair of the Senate may waive these procedures and form a Nominating Committee in any manner appropriate to the temporary situation.

**Pg. 85:**  
**Article III - Officers**

**Section 1.** The officers of the Senate shall be a Chair, a Vice Chair, a Secretary, an Immediate Past Chair, a Member-at-Large, and a *Palmetto College Campuses Faculty Manual Liaison Officer*, as well as such other officers as the Senate may from time to time establish. These officers shall perform the duties prescribed by the parliamentary authority and rules adopted by the Senate. The Secretary shall serve for a term of one year. The person designated to serve as Chair will serve for a total of three years on the Senate Executive Committee, the first year as Vice Chair, the second as Chair, and the third as Immediate Past Chair. The *Manual Liaison Officer* shall be nominated and elected for a one-year term at the last Senate meeting of the year. The Liaison

Manual Liaison Officer, as well as such other officers as the Senate may from time to time establish. These officers shall perform the duties prescribed by the parliamentary authority and rules adopted by the Senate. The Secretary shall serve for a term of one year or until a successor is elected. The person designated to serve as Chair will serve for a total of three years on the Senate Executive Committee, the first year as Chair Elect, the second as Chair, and the third as Immediate Past Chair. Executive Committee Members assume office immediately upon election. The Liaison Officer need not be a currently serving Senator and is eligible for election for up to three successive terms. Although usually elected at the end of the fall semester, the Manual Liaison Officer begins office following the summer meeting of the Board of Trustees.

**Section 2.** The Chair Elect, the Secretary and the Faculty Manual Liaison Officer shall be nominated and elected at the last Senate meeting of the year preceding the one during which they are to serve. They shall be nominated by the Nominating Committee or from the floor. Any voting member of the faculty may offer a nomination for these positions from the floor; however, only members of the Senate may vote in the election of these officers. Only voting members of the Senate and members of the Executive Committee shall be eligible for the offices of Chair Elect and Secretary. The Chair Elect shall assume the office of Chair at the close of the last meeting of the academic year.

**Section 3.** The Chair shall vote only to break a tie. Other members of the Executive Committee shall not be voting members of the Senate. Each campus is entitled to its quota of voting members in addition to any Executive Committee members.

**Section 4.** If the Chair becomes unable to serve during the course of the year, the Chair Elect shall assume the office and serve the remainder of that term plus the term to which regularly elected.

Officer need not be a currently serving Senator and is eligible for election for up to three successive terms.

**Section 2.** The Vice Chair and the Secretary shall be nominated and elected at the last Senate meeting of the year preceding the one during which they are to serve. They shall be nominated by the Nominating Committee or from the floor. Any voting member of the faculty may offer a nomination for Vice Chair and Secretary from the floor; however, only members of the Senate may vote in the election of these officers. Only voting members of the Senate and members of the Executive Committee shall be eligible for these offices. The Vice Chair shall assume the office of Chair at the close of the last meeting of the academic year.

**Section 3.** The Chair shall vote only to break a tie. Other members of the Executive Committee shall not be voting members of the Senate. Each campus is entitled to its quota of voting members in addition to its Executive Committee members.

**Section 4.** If the Chair becomes unable to serve during the course of the year, the Vice Chair shall assume the office and serve the remainder of that term plus the term to which regularly elected.

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*  
 Palmetto College Campuses Faculty Senate  
 University of South Carolina

Brief Title of Proposed Change	PALM 495 is to be an alternative course to PALM 494 in the BOL and BLS curricula
Committee Proposing Revision	System Affairs
Date of Presentation to Senate	February 12, 2016
Senate Approval Date	February 12, 2016

**Rationale for Proposed Revisions**

The Palmetto College Faculty Advisory Committee held an electronic vote on January 27 and 28, 2016 on the matter of approving PALM 495 as an alternative course to PALM 494 in the BOL and BLS curricula. All members of the committee voted aye to the proposal. As such, they requested that the System Affairs committee consider the proposal to make PALM 495 a permanent alternative to PALM 494. These changes would be reflected in the respective programs of study as follows:

The BOL PoS would include, in Professional Foundations:

PALM 494 Internship  
 (Grade of C or better required)

**or**

PALM 495 Service-Learning  
 (Grade of C or better required)

Similarly, the BLS PoS would include, under Required Courses in the MAJOR REQUIREMENTS section:

PALM 494 Internship

**or**

PALM 495 Service-Learning

The System Affairs Committee approved this proposal, and Robert Castleberry presented the above motion to the senate. The motion passed.

**Summary of Proposed Revisions**

PALM 495 Course syllabus

**PALM 495: Service-Learning**

**Fall 2015**

**Instructor: Dr. Shelley Jones**

Office: 619 Byrnes Building, USC Columbia

Office Hours: TBD by class survey

Virtual Office Hours: TBD by class survey

Office Phone: (803) 576-5781

Email: [sajohns6@mailbox.sc.edu](mailto:sajohns6@mailbox.sc.edu)

## I. Course Overview

### Bulletin Description

Theories of service-learning and application of practical solutions to meet community needs.

### Course Description

This interdisciplinary, three-hour course designed for students in the BOL and BLS degree programs integrates practical application of coursework with community engagement. Through independent research, collaborative learning, and a supervised immersion experience, students will explore and apply theories of service-learning to meet an identified community need.

This is a hybrid course that meets weekly via two-way video (Mondays, 5:30-6:45pm) and requires the completion of online modules throughout the semester as assigned on the course calendar. The course will take as its focus a theme related to a statewide community need. The instructor will secure a partnership with an agency helping to remedy this need that has satellite sites throughout the state. Students will take their learning onsite for 40 hours at one of these locations as assigned by the instructor. Successful completion of the course requires a minimum of 40 hours onsite. There will be assigned sites near each Palmetto College campus. Details of the theme and site assignments are explained fully on Blackboard.

### Learning Outcomes

The student will, through written assignments, class discussions, direct supervised experience at an assigned service-learning site, and articulated reflection on that experience:

- Identify and analyze the diverse needs of community populations and partners
- Generate independent and collaborative research
- Demonstrate critical thinking and problem-solving skills
- Compare approaches to meeting a community need based upon scholarly research and onsite experience
- Create, design, develop, and implement a collaborative site project to meet an identified community need
- Reflect on the intersections between academic and experiential learning

### Textbooks and Readings

Required Text:

Cress, Christine M., Peter J. Collier, Vicki L. Reitenaur, et al. *Learning through Serving: A Student Guidebook for Service-Learning and Civic Engagement across Academic Disciplines and Cultural Communities*. 2<sup>nd</sup> ed. Sterling, VA: Stylus, 2013.

### Other Required Readings and Materials:

Other required readings will be assigned by the instructor and your fellow classmates throughout the semester. These will be made available via Blackboard as a course reader.

### Style Manual:

*MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009.

Using MLA style for all formatting and citations is required, but purchasing the handbook is not. MLA resources are available on our class's Blackboard site.

## II. Course Policies

### Classroom Expectations

Students will be expected to participate actively in learning in class, onsite, and in our virtual classroom via Blackboard. The traditional work of the classroom—lectures and readings—will be completed asynchronously via our virtual classroom. In-class time will be spent sharing and synthesizing ideas and information, experiences and insights, gained from our onsite work, independent research, shared readings, and viewings of lectures, interviews, and videos. Our virtual classroom will be housed on Blackboard; all assignments and virtual engagement will use technologies available through Blackboard.

Expect to work on average 9 hours per week for a minimum total of 120 semester hours. We will work together with difficult and sometimes controversial issues. Civil and respectful dialogue is required to meet the course objectives. When onsite, remember that you represent the University; your actions should meet the code of behavior outlined in the Carolinian Creed (available for review at [http://www.sa.sc.edu/creed/.](http://www.sa.sc.edu/creed/))

The semester consists of three sections, outlined in more detail on the course calendar:

4. Preparation (Weeks 1-9): a period at the beginning of the semester understanding and researching the community need that is the focus of the semester's work and the agency with which we have partnered, ultimately leading to the development and planning of a multi-part site project.
5. Implementation (Weeks 10-13): a sustained period of onsite hours spent implementing a project, devised as a class, based on students' independent and collaborative research and reading.
6. Reflection (Weeks 14-15): a period of regrouping and reflection through class discussion and formal student presentations to close the semester.

In addition to class discussions and office hours, I will communicate to the class throughout the semester via email and Blackboard. Please check your University email account regularly, if you have not set up emails to be mirrored to another account. Failure to do so will lead to missing important course information.

I endeavor to respond to email queries within 48 hours, if sent during the normal workweek (8:00am to 5:00pm Monday through Friday). Any emails sent over the weekend (Saturday and Sunday) will be responded to on the following Monday (although, occasionally, I may have time to respond over the weekend).

### Attendance

A minimum of 40 onsite hours is required to pass the course. Verification of onsite hours is required; weekly time sheets with detailed instructions are available on our Blackboard site. Any deviations from the weekly hours assigned on the course calendar must be approved in writing, via the instructions on Blackboard, by the instructor and the agency.

Students are expected to attend all class meetings, to be on time, and to come prepared to participate in discussion. Engagement in online modules is also expected. Absences, tardiness, and a lack of preparedness and engagement will figure into students' participation grade, as explained below.

## Technology

In addition to our virtual classroom space via Blackboard, our in-class meetings rely on technology, and sometimes this technology can fail. In the event that there is an interruption in our class's broadcast, please do the following:

4. If you cannot communicate with me directly, then contact the IT person on your campus or call (803) 777-0123 to report your issue to the Columbia campus.
5. Stay in the classroom until the broadcast becomes available again or the IT person on your campus tells you to leave.
6. Check Blackboard as soon as possible for instructions on how to make up the material missed in class.
  - Note that if your campus loses the broadcast but others do not, you can access the streaming video to view what was missed. See below.

## Streaming Video

All classes are recorded, and the streaming video is available 24 hours after class. In the event of a technical difficulty or an absence, you can watch a recording of class at this website:

<https://saeu.sc.edu/apps/palmettovideos/>, which is also linked on our Blackboard site. Enter the username and password you use for Blackboard to access the video. (You can also review classes if you wish.)

- Please note that viewing the streaming video does not excuse absences. Refer to the policy above for attendance requirements.
- Note, as well, that all conversations before, during, and after class are recorded. Any communication that is private in nature should not be discussed during class.

## Academic Honesty

Plagiarism is defined as borrowing and using someone else's words or ideas without giving credit to the originator. This is usually done in two ways: first, by unintentionally leaving off or inadequately citing sources of your material, or second, by deliberately concealing your sources. All documented cases of plagiarism will be reported to the Office of Academic Integrity and penalties may include being assigned an F as the semester grade. Recycling papers is also an honor code violation. All work completed for this class must be original unless an exception is agreed upon by the instructor before an assignment is due.

Consult *Carolina Community* for what constitutes plagiarism and other honor code violations. You are responsible for reading and abiding by these rules. Below are some websites for you to visit to learn more about the University policies.

- Carolina Community: <http://www.sa.sc.edu/carolinacommunity/>
- Carolinian Creed: <http://www.sa.sc.edu/creed>
- Academic Responsibility: <http://www.sc.edu/policies/staf625.pdf>
- Honor Code Violations: <http://www.housing.sc.edu/academicintegrity/violations.html>
- Guidelines for Responsible Computing: <http://www.uts.sc.edu/network/guidelines.shtml>

## Accommodations

Reasonable accommodations are available, both onsite and in class, for students with a documented disability. If you have a disability and may need accommodations to fully participate in this class, contact the Office of Student Disability Services (see contact information below). All accommodations must be

approved through the Office of Student Disability Services. Additionally, students with disabilities should discuss accommodations with me before or during the first week of the course.

Office of Student Disability Services  
1523 Greene Street  
LeConte Room 112A  
Columbia, SC 29208  
Phone: (803) 777-6142  
TDD: (803) 777-6744  
Fax: (803) 777-6741  
Email: [sasds@mailbox.sc.edu](mailto:sasds@mailbox.sc.edu)  
Web: <http://www.sa.sc.edu/sds/>

### III. Course Requirements and Assignments

#### Grade Scale

Final letter grades are awarded as follows:

90 – 100	=	A
85 – 89	=	B+
80 – 84	=	B
75 – 79	=	C+
70 – 74	=	C
65 – 69	=	D+
60 – 64	=	D
55 or 0	=	F

Assignment	Percent
Short Writings	20
Course Reader	20
Site Project	20
Final Reflective Paper	20
Participation	20

A detailed assignment sheet will be available on Blackboard for all assignments.

#### *Short Writings (20%)*

Students will submit frequent, short writings to include responses to textbook exercises, journal reflections, and progress reports. Short writings are listed under “Assignments” on the course calendar. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

#### *Course Reader (20%)*

Students will develop a course reader by submitting texts of scholarly articles, newspaper reports, links to pertinent websites, and selections from print resources on the class theme to the designated point on Blackboard. Students will supplement their reading choices with a short synthesis and/or report for

each. The course reader assignments have their own section on the course calendar. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Site Project (20%)*

The collaborative site project will be created, developed, and designed as a class to be implemented at students’ assigned sites. The project will consist of four components, graded equally: a proposal and schedule, deliverables, individual participation, and individual final presentations. Students will be expected to contribute to discussions over the design of the project, actively take part in the decision-making process, work collegially and collaboratively to produce written and other tangible products, and present formally on their observations and experiences to the class. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Final Reflective Paper (20%)*

Final papers will provide evidence from onsite, online, and in-class learning to reflect on individual growth over the course of the semester as regards understanding community need, engagement, and integrated learning. An assignment sheet and rubric detailing expectations for content and grading are available on Blackboard.

*Participation (20%)*

The participation grade consists of presence at two-way video meetings, in-class engagement (not including site project discussions, graded separately under the “Site Project”), and regular involvement in and contributions to our virtual classroom via Blackboard. Students can earn up to 4 points for each class meeting (1 point for attending and up to 3 points for substantive participation) for a total of 56 points. Online attendance will be determined by weekly discussion board posts worth up to 3 points each (1 point for completion and up to 2 points for substantive content), totaling 45 points. The total participation points possible are 101, with 1 point for extra credit.

The University’s attendance policy requires automatic failure of a course if 25% or more classes are missed. In accordance with this policy, students can earn a zero for their participation grade if 25% or more classes or discussion board posts are missed. Missing 4 classes (25% of total class meetings) will result in losing the full 56 points available; failing to submit 4 discussion board posts (25% of total online module “meetings”) will result in losing the full 45 points available. Coming late to or leaving early from class meetings will result in losing that day’s point for attendance, though students can still earn up to 3 points for substantive participation.

Discussion board posts are listed under “Assignments” on the course calendar. An assignment sheet and rubric detailing expectations for content and grading, including examples of substantive and insightful comments/posts, are available on Blackboard. Below is a breakdown of how to earn full points for participation.

<i>Two-Way Video</i>		
Attendance	1 point x 14 meetings	14 points
Substantive comment	1 point x 14 meetings	14 points
Insightful comment	2 points x 14 meetings	28 points
		56 total possible points
<i>* missing 4 classes (25% of total class meetings)</i>		<i>- 56 total points</i>

<i>Online Modules</i>		
Attendance	1 point x 15 modules	15 points
Substantive post	1 point x 15 modules	15 points
Insightful post	1 point x 15 modules	15 points
		45 total possible points
<i>* missing 4 classes (25% of total online modules)</i>		<i>- 45 total points</i>
<b>Total Possible Participation Points 101</b>		

### **Due Dates and Submission**

Further, detailed explanations of the assignments listed above will be available in assignment sheets on Blackboard and discussed in class. All assignments must be submitted as Word documents through their proper drop point on Blackboard by 11:59pm on their due date as listed on the course calendar. General due dates are as follows:

- Readings must be completed for that week’s Monday class meeting.
- Course Reader postings are due Thursdays by 11:59pm.
- Short Writings are due Sundays by 11:59pm.
- Site Project Presentations will be during weeks 14 and 15.
- Final Reflective Papers are due on the final exam date.

### **Late Work and Grading Response Times**

Late work will not be accepted after the due date. Exceptions will only be made in extenuating circumstances and at the discretion of the instructor. Requests for extensions must be made through email at least 24 hours before the due date.

I provide comments for most assignments. Please check the comments section, as well as the grade column, in Gradebook. All assignments will be graded within fourteen days of their due date (although, usually much sooner). Any late work (even if given extensions) will not conform to this stated grading schedule. Late work, if accepted at all, will be graded by the last week of the semester. Work submitted with extensions will generally be graded within twenty-one days, dependent upon scheduling conflicts.

*Note:* It is the student’s responsibility to make certain that I have received your documents. If you do not see a green exclamation point in Blackboard’s Gradebook after having submitted an assignment, then I have not received your document. Students who do not check to see that their papers have uploaded properly risk having their documents not count towards their final grades. This is your responsibility.

If you cannot, for some reason, get the file to upload to Blackboard, you may send it to my email. However, this is not a substitute for submitting through Blackboard, and you will not receive a grade for the assignment until submitting through Blackboard. Do not routinely send your files to my email.

•

### **Service-Learning Steps for PALM 495**

*Deadline for submission of the paperwork for the Service-Learning course the first day of class.*

- Successfully complete PALM P493 with a C or better.
- Discuss with your Academic Advisor whether the course would be beneficial for you given your academic and/or career goals.

- Complete the **service-learning agreement** with your advisor acknowledging the in-class and onsite hours required for the course.
- Have your advisor forward the signed agreement to Kim Ferrell in the Palmetto College, Extended University program office, who will forward the form to the instructor of record.
- Note whether you have enrolled in an online, two-way video, or hybrid course, and be aware of the schedule for class attendance or module completion on the course syllabus.
- Complete all required academic work for the course (included on the syllabus), and attend your service hours, in keeping with the schedule outlined on the syllabus.

**Section and page numbers of the current *Manual* for proposed revisions**

Current	Proposed

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*  
 Palmetto College Campuses Faculty Senate  
 University of South Carolina

Brief Title of Proposed Change	We request that the PCOL designator become a Palmetto College exclusive designator and it be reserved for us, and so be communicated to the Registrar.
Committee Proposing Revision	System Affairs
Date of Presentation to Senate	February 12, 2016
Senate Approval Date	February 12, 2016

**Rationale for Proposed Revisions**

In response to a request from System Affairs committee for information regarding a possible designation change for RCAM courses, we received a memo from Dr. Chris Nesmith stating that RCAM (and UCAM) courses are under the oversight of the Palmetto College Faculty Senate, and that we could change the designator to something that would reflect our new name—such as “PCAM.” However, the “PALM” designator is under the oversight of the Columbia Faculty Senate, and any changes to that designator (or new courses added under it, etc.) would have to be approved through the Columbia Faculty Senate. He also provided the committee with a list of existing courses with RCAM, UCAM, and PALM designation. He also provided us with a list of RCAM courses that were no longer offered at PCCs:

The following courses with “RCAM,” “UCAM,” and “PALM” designators are currently listed in the Academic Bulletin (2015-16):

- RCAM 104 - Foundations of Composition
- RCAM 105 - Contemporary College Mathematics
- RCAM 106 - Foundations of College Algebra
- RCAM 141 - Introduction to Computer Keyboarding
- RCAM 151 - Computer Literacy and Application
- RCAM 201 - Introduction to Internet Research
- RCAM 205 - Foundations of Leadership
  
- UCAM 110 - Careers in Education
- UCAM 120 - Effective Reading
  
- PALM 493 - South Carolina Studies
- PALM 494 - Internship
- PALM 495 - Service-Learning

“UCAM” was a designator in use before the “RCAM” designator was created. These courses have not been offered in a while.

Of the “RCAM” courses, the Academic Deans have confirmed that their campuses do not offer the following courses:

- Lancaster: RCAM 104, RCAM 106, RCAM 201

Salkehatchie: Does not offer any of these courses.  
Sumter: RCAM 104, RCAM 106, RCAM 141, RCAM 201.  
Union: RCAM 104, RCAM 106, RCAM 141, RCAM 201.

**Summary of Proposed Revisions**

System Affairs committee is requesting that the PCOL designator become a PC designator, so it can be exclusively reserved for us. We request that this be communicated to the Registrar.

**Section and page numbers of the current *Manual* for proposed revisions**

Current	Proposed