Palmetto College Campuses Faculty Senate Minutes

University of South Carolina-USC Columbia
New Moore School of Business
Friday, February 16, 2018
AGENDA

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

Morning Session……………………………………………………9:30 - 10:15AM
Room 334

      Welcome, Dr. Ernest Jenkins

      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…...10:15 - 12:00 PM

I. Rights and Responsibilities
Room 368

II. Welfare
Room 367

III. System Affairs
Room 366

Executive Committee..10:15 –12:00 PM
Room 365

Deans Meeting..…………........10:15 - 12:00 PM
Room 364

Luncheon ....12:00 - 1:00 PM
Rooftop 511

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

AGENDA

I. Call to Order at 1:05

II. Correction/Approval of Minutes: November 10, 2017
USC Sumter

III. Reports from Standing Committees

    A. Rights and Responsibilities – Professor Jason Holt

    B. Welfare – Professor Matt Rashotte

    C. System Affairs – Professor Andy Yingst

IV. Executive Committee

    A. Chair - Professor Ernest Jenkins

    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 Stephen Criswell

    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 Chris Sixta Rinehart

    F. Palmetto College Campuses Academic Advisory Council – Professor Chris Nesmith

    G. Other Committees

1. Provost's Palmetto College Campuses Advisory Council-Professor Sarah Miller
2. Conflict of Interest Committee – Professor Noni Bohonak

VI. Unfinished Business

VII. New Business

VIII. Announcements

IX. Adjournment

Morning Session

<u>Welcome</u>

Chair, Dr. Ernest Jenkins called the meeting to order at 9:00 AM and welcomed everyone. Dr. Jenkins called for a moment of silence concerning the victims and those who are affected by the shooting in Broward, Florida.

<u>Reports</u>

Palmetto College Chancellor, Dr. Susan Elkins-see report in appendices

Thank you for everything you do working with the Senate teaching a 4/4 load.

1. 2018 Spring Enrollment

As of 2-13, Head count enrollment was up by 213 or 5.53% from 3853 to 4066 and FTE enrollment was up over 5% from 2602 to 2745 for spring 2017. This is the largest percentage increase of all the USC campuses. Cola is under 2%. The 3 comprehensives are between 2-3%.

PC Online-As of 2-15, we have 997 in head count, which is short 3 of 1000. This is a 16.74% increase over 854 that we ended spring with last year. Also we exceeded the 1000 student mark for number of graduates in December with 1017 Bachelor's degrees. This will be finalized with the spring census date after spring II.

2. Salary and compensation for both faculty and staff continue to be a top priority. Campus Deans and I are working closely to develop a comprehensive plan for about 265 PC employees. We have compiled salaries across PC campuses. Also, we are reviewing what has been done in the last 5 years since the establishment of PC in all of various categories in response to what the policies and procedures are for giving raises.

3. Dean McNally-we will finally be able to begin a celebration to secure additional library resources for PC faculty. They have identified a process to identify faculty to be classified as affiliate faculty for USC Cola. A test case has been submitted through the system. Once the process has been verified, we will get all tenured and tenure track faculty approved through this new electronic system. Then we will have the Dean who was the guinea pig test it. Hopefully by the end of the semester you will have access to all Cola library sources. We will invite McNally to recognize him for his work through the years. Thanks to Cheryl Addy, Victoria Hollins, and Chris Nesmith for their work in this process.

4. I am pleased to report that upgrades have been made to the interactive television system including: Polycom Bridge upgrading picture quality and we implemented the Media Suite application to allow students and faculty to access recordings from any device. Previously this could only be viewed from windows PC. Recordings are automatically published to the Media Suite site increasing upload time. Lastly, transcription services have begun to be implemented. We are still waiting to hear whether we have received a 750,000 dollar grant to upgrade technology from a USDA grant.

Thanks to Bob Dyer and all the IT Directors and staff on the various campuses.

5. Dr. Tom Bragg-has started working on the Faculty Assembly Planning Committee.

6. SACS 5th Year Interim

We had a positive confirmation and no monitoring is required. We have addressed the issues including Cola issues. We will now begin to prepare for the 2021 visit. The report will be done in 2020.

In closing thank you for everything that you do in the Senate.

Dean of Extended University and Associate Provost, Dr. Nesmith will give the academic actions and curriculum action report in the afternoon session.

1. The T and P Process continues to progress, met on February 1. They are now with the Chancellor's Office and will continue to the Provost's office for the next level of review on or before March 15. A new process was implemented for electronic voting, which went very well and simplified the process. Thanks to Jean Carrano for doing this and also, Bob Dyer. If your campus wants to do this, let me know.

2. Academic Program- 2 motions were passed last November in Senate. One to allow more than SPCH 140 for CMW and the other to officially replace UNIV 401 with PALM 401 in both programs and are currently on the agenda for the C and C committee for Columbia Senate in March meeting.

3. BOL and BLS scheduling process. The idea is we will develop a web form so any faculty can submit a request to teach a PC course with preferred schedule. This will make the process open and fair to everyone.

4. Alpha Sigma Lamda- Adult student honor society for all PC campuses. Must be in 4 year program and at least have a 3.5 GPA. All faculty are invited to attend, April 5th at 4 PM in Capstone Conference Room.

5. Assessment-We have had two rater training sessions over the past week. Many faculty have attended. We are still in need of more faculty willing to assist in the process. It is not that cumbersome and is done in Blackboard. We are doing History, English, Social Sciences (all), and Philosophy. You can do this over the course of the semester. If you are interested, please contact me with questions.

6. I would like to develop an assessment committee concerning the Carolina Core from faculty across the campuses to help improve the process to oversee assessment.

Question Da Silva: Are these just grade evaluations or do they have to be justified?

Nesmith: You do not have to justify your rating but there is a place for comments.

Reports from Campus Deans-Reports submitted at end of morning sessions (in order)

Dean of Extended University, Dr. Chris Nesmith

Dean of USC Lancaster, Walt Collins-see report in appendices.

Dean of USC Salkehatchie, Ann Carmichael-see report in appendices.

Dean of USC Sumter, Michael Sonntag

Dean of USC Union, John Catalano-see report in appendices.

Announcements: If you look on the table as you entered, get a small card to exit the parking garage. Note the list of meeting rooms on the screen. We will see you in committee meetings as well as at lunch, which will begin at noon.

Afternoon Session

Note: Due to extenuating discussions, several issues on the Senate floor are paraphrased in the afternoon session.

I. Call to Order

Chair Ernest Jenkins called the session to order at 1:00 P.M.

Secretary Christine Sixta Rinehart called the roll by campus with the following results:

Extended: (not present: R. Mac Jones)

Lancaster: (not present: Howard Kingkade (Stephen Criswell attending), and Susan Cruise)

Salkehatchie: (not present: Tom Bragg)

Sumter: (all present)

Union: (not present: Lane Mayon)

II. Correction/Approval of Minutes from the November 10, 2017 meeting

E. Jenkins moved on to the approval of the minutes. He noted that the minutes had been available and asked if there were any corrections. Hearing none, he asked for a motion to approve the minutes, which was seconded. The minutes were then approved as submitted.

III. Reports from Standing Committees

A. Rights and Responsibilities-Professor Jason Holt

1. We are working on how to include local T and P procedures into the manual-should it go into the appendices or not?

B. Welfare-Professor Matt Rashotte

1. We are working on selecting the Duffy, Plyer, and Shaw Awards. We have accomplished that task.

2. Job Satisfaction Survey- we distribute that every year around this time, collecting results and submitting a final report. It is not available yet, we will distribute it next week, and you will have a month to complete it. Our goal is to increase response by 50%. Our second goal is to let people know that they can skip questions.

Question Andy Yingst: Revisiting the policy of not deleting old data, I would like that old data be deleted.

Answer Rashotte: That is one of the old problems or issues that maybe we need to think about. As of now it is my understanding that Sam Downs is keeping our info through the Qualtrics account. He has it this year but next year we can have someone else responsible for the account. We will have to consider that.

Question Sarah Miller: Did I hear you correctly that Sam Downs is the keeper of the data even though he is no longer with the university?

Answer Rashotte: He still owns the account through this semester. We could do this through Blackboard and get rid of Qualtrics as they protect the data better.

Question Ghoshroy: I have serious issues with a non-USC person keeping USC data.

Answer Rashotte: Sam has been helping us and we just aren't prepared yet to move that over to people on the Welfare Committee. His contract will expire and that data will be moved over to a new account.

Comment Ghoshroy: It could be on anyone's machine and he has no control over where the data is.

Comment Yingst: It is his job to serve USC and now it is not.

Comment Saucier: That is not the first time this issue has come up. People were nervous about it then and are nervous about it now.

Comment Rashotte: We are trying to address that this year so you can skip questions and next year we will resolve the issue of who is in charge.

Question Miller: Who is paying for that account and can someone else be in charge of it?

Answer Rashotte: We can discuss changing it next year and Salk paid for it about 400 per year.

Comment Miller: We could transfer it to an outside person.

Comment Rashotte: That is being done but we are in a transition stage.

Comment DaSilva: We are dealing with someone that is not anonymous having sensitive information that obviously we think is sensitive.

Comment Rashotte: Who is he going to give the data to?

Comment Saucier: Potentially we are dealing with someone who could blackmail sensitive information. The last time we did this, it was not clear that you could skip these questions. Maybe we should take steps to make sure that it's erased.

Comment Rashotte: I am not against deleting previous year's data. We are in a transition time with Sam leaving.

Comment Van Bulck: I would suggest that whoever has data would sign a data integrity agreement.

Comment Rashotte: That is a reassuring idea to maintain confidentiality. I understand uneasiness.

Question Shelley Jones: Who will the data be transferred to and when?

Answer Rashotte: It will be the chair of the committee or myself as we are getting this final run through with Sam.

Question Dangerfield: What is the holdup?

Answer Rashotte: He has been running the data through Qualtrics and no one else knows how to do this.

Question Dangerfield: Not to distrust Sam, but why can't we do that?

Answer Rashotte: I am hoping to do this within the next month.

Comment Picariello: Sam volunteered to run it this year as no one on the committee has the ability to use Qualtrics on the committee. We will deal with this by the end of this semester, which is different than getting rid of old data.

Crowd: Is that a motion?

Comment Picariello: No

Question Criswell: The issue of keeping data. What is the purpose of this in a productive sense? We might want to go back for this and see trends. The idea of getting rid of data bothers me.

Comment Rashotte: We could remove personality characteristics.

Question Gottesman: Are you concerned with individual level data or raw data?

Answer Yingst: Summary reports cannot be destroyed as the report has been emailed to us. Currently Sam Downs has a list of gay faculty. I don't feel comfortable with that

Question Dangerfield: Is there a legal component to keeping the data for a non-employee?

Answer Rashotte: I don't think they have a problem with this in the short term. People agreed to doing the survey.

Comment Dangerfield: I thought you all were asking about my diet and exercise habits. I thought that was what welfare was.

3. Salary Report-

    1. First we compared 2012-2013 to 2015-2016 reports.

    How do we compare our salaries?

    Who do we compare our salaries to?

    Are we being treated fairly by our organizations?

    We find that peer institutions offer higher salaries to professors. Welfare will make a recommendation concerning this. Compared with outside institutions maybe we would compare and get more. Last year there was not much improvement in group or average raises. Our wages have not increased. The 2015-2016 report is a good place to start as it looks at several variables such as race, gender, etc. We found that we were underpaid by about 3%. In general, we are dissatisfied with pay but are happy with colleagues and institutions. Outside institutions make more than us. We brought up the Resolution of Salary Inequity. Pay facet was low so there is something we can do about this.

    1. 2018- We want administration to commit to raising salary.

    2. Find additional ways to increase salary.

3. Put into writing how to ask for a raise.

4. The Welfare Committee can disseminate a resolution to everyone- we've had a response from the Chancellors and the Deans on this.

C. System Affairs-Andy Yingst

1. Motion from BOL/BLS

2. USCL proposed change to AA degree.

3. More procedures on how Senate makes change to common degree.

IV. Executive Committee

A. Chair Jenkins

1. We are looking at changes for the upcoming academic year. We have drafted a slate for Executive Committee offices next year. This gives us full representation for each campus. We will have one or two committee positions to fill other positions. We will present the slate officially at the next meeting. In the meantime, please let us know by March 15th if there is an interest in other positions

B. Palmetto Colleges Campuses Faculty Manual Liaison Officer-Professor Andy Yingst

No new motions, 4 motions from last time.

V. Reports from Special Committees

A. Committee on Libraries-Professor Rebecca Freeman-no report

B. Committee on Curricula and Courses-Professor Stephen Criswell-no report

1. I can't be there but Nesmith will be there.

-UNIV 401 to PALM 401

-SPCH 140 will not be the only CMS course.

Changes with BS in Nursing-depending on campus.

-BOL/BLS changes

-PHIL 115-Need a C or better in Phil 114

-French 121-moving from 3 to 4 credits.

-New Math 122 online

-Prerequisite for Math 174-raise to Precalculus level

These are all on the Provost's website. A lot of committee work is done online. If you would like to take my place, please let me know.

C. Committee on Faculty Welfare-Professor Shelley Jones-see report in appendices.

This is from the November and January meetings.

November-Welcomed Provost Gabel and Jean Cutter who is managing the Excellence Committee to discuss the Excellence Initiative. The provost said this was a mandate from the Board of Trustees. The purpose was to increase research impact. This year was a pilot program for Columbia and will be open to PC campuses next year. Proposals will need to be sent through the Chancellor's office for next year. Charges included:

Cheryl Addy-Drafting a summer salary proposal. Currently HR policy caps it at 33% of regular salary although state law is 40%, except by exception. Historically most units adopt 7.5% of regular salary for summer additional pay.

Questions: Should the 40% cap be considered as standard instead of 33%?

What is the standard pay for summer teaching unless these are lower than the adjunct rate?

Should pay be different based on level of course and enrollment?

As a result chair of Faculty Welfare, drafted and sent a memo to provost asking whether fully funded grant faculty should be allowed to teach during the summer. Should be ready to send to Faculty Advisory Committee later this month.

Should faculty collegiality lunches be reinstated?

Question Criswell: The 30/40 was that total compensation?

Answer Jones: Yes it was for total compensation. That is a state legislature law.

Comment Elkins: The Excellence Awards must come through my office as we were taxed to pay for them so campuses would not have to pay for them. We want participation without campuses having to pay for it.

D. Faculty-Board of Trustees Liaison Committee- Professor Hennie van Bulck.

We met in December 19th in Columbia.

1. E session-discuss honorary titles, and T and Recommendations, and Honorary degrees.

2. Open Session-they heard an update on USC research.

3. Dozier gave an update on strategic plan for diversity and inclusion.

4. Provost Gabel- new programs in Nursing and Engineering and Aerospace. New additions: News Center for College Sports Research Institute, Community Counseling Clinic, Center for Research and Education, and a Center for Civil Rights History and Research.

5. Name change from International Institute for Food Service Research to International Food Service Research and Education.

6. Several program terminations, which were approved.

7. Chancellor Sandra Jordan from USC Aiken proposed MA in Education and Educational leadership, Bachelor's of Science in Applied Mathematics and Bachelor's of Science in Applied Computer Science. These were approved by the Board of Trustees.

E. PCC Research and Productive Scholarship Committee-Professor Christine Sixta Rinehart-

 1. Andy Kunka spoke on January 26 to all faculty and this was recorded where it was placed on the RPS website.

2. The next PC Faculty Research Symposium will feature Julia Elliott on April 20th at 1:30 our second quarter scholar.

3. USC Union Literary Festival will be held at Union March 23 and 24.

4. We got websites, come get one.

F. Palmetto College Campuses Academic Advisory Council-Professor Chris Nesmith

1. Meet February 9th-Approved courses were sent to System Affairs for input. PALM 390 Special Topics in Advanced Leadership and PALM 405 A Senior Leadership Capstone course. BOL currently has no capstone course. This will be an ideal way to end the leadership degree program. Special topics course would allow us to accept credit from military institutions.

2. External Program Review for BOL/BLS-required every 10 years. December 2018, the self-study will begin. Spring 2019 the external review will begin. December 2019, the final report will be due.

G. Other Committees

    1. Provost's Palmetto College Campuses Advisory Council-Professor Sarah Miller-<mark>in appendices</mark>

    2. Conflict of Interest Committee-Professor Noni Bohonak-no report

    3. Tenure and Promotion Committee-Professor Kajal Ghoshroy- <mark>in appendices</mark>

VI. Unfinished Business

A. Rights and Responsibilities-Jason Holt

Motion to eliminate summaries of teaching evaluations from third year review procedures.

Motion passed with one dissenting vote.

B. System Affairs-Andy Yingst

Amending of USC Lancaster CRJU degree

Motion passes

C. Executive Committee-Andy Yingst

1. External Review dates change-change of date for submitting external review date-movement to April 1 from June 1. Correspondence is moved to April 15th. After initial contact with external reviewer by immediate supervisor until president's letter, there is to be no contact. Must include personal statement

and section on research. Research portion should be complete and final. No changes since this was presented in November.

Question Rashotte: Nothing prevents the candidate from turning it in earlier correct?

Answer Yingst: No, the person must come up with 5 names earlier. File is still due at same time.

Comment Jones: The final change to the wording. Candidates can still change scholarship after submission.

Answer Yingst: Yes you can.

Motion passes.

2. Summary of teaching evaluations-data only goes back five years and summary can only include 5 years of data. We clarify that it's not the candidate's fault and it will not be held against them. This version includes rewording requested from last time.

Motion is amended and then seconded.

Question Rashotte: This applies to T and P committees?

Answer Yingst: This applies to compiler who only has years of data. You can't take off points for not having more than 5 years of data.

Motion is amended as indicated.

Amendment passed.

Motion passes as amended.

3. Creating preamble and reorganizing appendix.

A lot of stuff in appendix we have no control over. We are also moving things in and out of the appendices.

Amend to allow Bilaws to be amended.

Question Rashotte: When does this take affect?

Answer Yingst: It will not be in place until the BOT looks over it.

Question Jones: Can you remind of us of the 3 appendices that you are proposing to take out, what they are about 6, 7, and 8?

Answer Yingst: They are AAUP statements on faculty governance. They are out of date.

The amendment to the motion passes.

The motion passes as amended.

4. Executive Committee Election and Nominating Committee

We elect positions to the Executive Committee and extra members at large in case any person is not elected and a campus in not represented. Members at large return to Senate to vote but cannot vote on Executive Committee. Chair can vote in the case of a tie. Each campus can get only one member at large. Each campus is entitled to its quota of senatorial members.

Question Gottesman: If member is not a Senator, can he or she vote on EC?

Answer Yingst: Yes there is no Senator then so they do have the right to vote.

Question Saucier: Where is the conflict of interest here, why can't a person vote on both?

Answer Miller: Because that would give an individual person two votes.

Comment Yingst: I think that the follow up is why doesn't the EC get to vote in Senate? That is a rule.

Discussion with Yingst: That is a long standing rule that EC cannot vote in Senate. I have never seen the EC vote. EC meetings are not closed. EC meets at the same time as other committees so they cannot fill two places at Senate. There are two EC meetings per semester and those are important.

Dangerfield: The Question is called

Amendment to the main motion passes.

The main motion passes.

VII. New Business

Sarah Miller made the following motion, which was passed with one dissentor.

I make a motion that the Welfare Committee postpone the Survey this year and that the Welfare Committee rebuild the Survey, having the raw data deleted as soon as possible from Qualtrics and any other places where the data may be stored.

MINUTES STOPPED AT 2:05

A. Executive Committee

B. System Affairs-Andy Yingst

1. A motion was given from Faculty Advisory Committee. Some new courses should be added to the BOL curriculum. Pick 33 from lists with 9 from each of the 3 categories. We are proposing some entrepreneur courses. MGMT 472, HRTM 344, MGMT 473, ACCT 403, ECON 363, ECON 379, RETL 330. The intent that we add emphasis in entrepreneurship.

This does not need a second but is a manual change so we must postpone it.

Point of Order Nesmith: This does not need a motion as it is not a manual change but if chair wants to do it next time that is fine.

Comment Saucier: We should postpone this for FO discussion.

Chair Jenkins rules as substantive.

Question Gottesman: When taken to FO, people should discuss other courses they may want to take into account.

2. We designate a subset of sources in all three of those lists so if you take enough of them you have an emphasis in entrepreneurship. 15 hours although this might change. PSYC 430, SOCY 304, HRTM 344, JOUR 201, MGMT 473, POLI 365, POLI 570, ACCT 403, ECON 363, ECON 379, MGMT 401, PHIL 324, PSYC 501, SPCH 331, and RETL 331.

Question Criswell: Where do these courses come from?

Answer Yingst: Faculty Advisory Committee

Question Criswell: Why SOCY and PSYC but not ANTH?

Answer Gottesman: We are trying to solicit ideas for other courses. Please send your ideas to me by email?

Question Criswell: Does this show on transcripts?

Answer Nesmith: No

Chair Jenkins: From Committee this needs no second but I will rule it as substantive.

3. Proposal to change how Senate changes degree plans. Senate can review and change degree plans for curriculum. Any change to a degree must go through System Affairs. System Affairs can only change degrees and requires ¾ majority to pass. It must be presented in writing at previous Senate meeting.

Chair Jenkins: From Committee this needs no second.

Comment Saucier: A motion to amend any common degree is any degree offered by PC, considering of Lancaster as it is not a common degree.

This discussion continued concerning the wording of the motion.

Comment Reisenaur: I would be a little worried where one campus could not sustain a degree change and could be outvoted, forced to implement a degree that they neither want nor can afford; this seems to disenfranchise a campus potentially.

Comment Yingst: I think we have to swallow this pill. We could back to where we have to agree on every change and that was not feasible. I believe that the Senate is reasonable not to force a campus to offer a degree that they cannot provide.

Comment Saucier: We need to take the time to build a process and do it correctly and I do not think that this motion does that.

Comments continued on building a process that would work for every campus.

Question Jones: Would a change to this proposal be ruled substantive?

Answer Yingst: Yes it would be ruled substantive. The campuses must be able to talk about this and discuss it.

Comment Ghoshroy: Maybe we should consider sending this last part to a dean or to another committee.

Comment Gottesman: That is why we are sending it back to the campuses.

Comment Love: I thought Lancaster had proposal to make and that is why we are doing this. If the process takes long, it will take longer to solve the issues for Lancaster.

Comment Yingst: Lancaster is fine waiting for the process to work out. 2/3 majority can suspend the rules and pass it.

Comment Nesmith: I appreciate that Reisenauer is trying to protect the small campuses. My concern is that if the collective faculty of our campuses decides that the degree ought to include something whatever that is, then I think the campus must find the resources to address that.

Comment Reisenauer: I appreciate my esteemed colleague.   There is a need for campuses playing to their strengths.

Chair Jenkins ruled this as substantive.

VIII. Announcements

Professor Sarah Miller made a comment thanking the Secretary Dr. Sixta Rinehart for putting together the minutes.

IX. Adjournment @ 3:40 PM

Appendices

Palmetto College Campuses

Faculty Senate Meeting

Friday, February 16, 2018

USC Columbia

Remarks
Dr. Susan Elkins, Chancellor, Palmetto College

As we begin a new calendar year and a new semester, I always want to extend my thanks to each of you for your service as a member of the Palmetto College Campuses Faculty Senate. Your leadership, both individually and collectively, is extremely important, so please know how much you are appreciated.

My report today includes six brief items.

1. First, I'm delighted to share positive news on Spring Semester 2018 enrollment. As of the last official enrollment report on February 13th, Palmetto College overall headcount enrollment for the campuses was up from the same day last year by 213, 5.53%, (from 3,853 to 4,066) and FTE enrollment was up by 143, 5.50%, (from 2,602 to 2,745) over Spring Semester 2017, resulting in the largest percentage increases of all the USC campuses. The official Institutional Research report for February 13th is attached. In addition to the associate's degree enrollment, the Palmetto College Online completion degree headcount enrollment as of yesterday is at 997, compared to a final headcount last fall of 854, for a 16.74% increase, nearing the 1,000 mark. Palmetto College Online has also exceeded the 1,000 mark for graduates, with a total of 1,017 graduates as of Fall Commencement 2017. All enrollment data will be finalized with the spring census date after Spring II enrollment is complete mid-semester.

2. Second, salary and compensation for both faculty and staff continue to be a top priority. In conjunction with the faculty survey report submitted by the Welfare Committee in April 2017, the Campus Deans and I are working together with the Welfare Committee to develop a comprehensive plan to review and analyze all faculty and staff compensation. With approximately 265 faculty members, instructors, and classified employees across Palmetto College, this will be a multi-year process. As a starting point, a report has been compiled and we are currently analyzing salaries across all Palmetto College campuses, as well as what has been done in the last five years in the various categories for raises. We will continue to keep you updated as progress continues.

3. A third item for celebration is that the efforts to secure additional library resources for our Palmetto College Campuses faculty continues to move forward following the needs assessment survey that was conducted in late October. Dean McNally and his team, along with Palmetto College and other Columbia officials, have now identified a process for Palmetto College faculty members to be classified as "affiliate faculty" for USC Columbia in the new PeopleSoft Human Resources electronic system. This HR classification will enable access to all Columbia library resources continually, regardless of teaching status in BOL/BLS. A test case has been submitted through the system, and once the process has been verified a pilot project for all tenured and tenure-track faculty members will be launched in March. We are extremely grateful to Dr. Tom McNally, Dean of Libraries, Dr. Cheryl Addy, Vice Provost and Dean of Graduate School, Ms. Victoria Hollins, Palmetto College Human Resources Consultant, and Dr. Chris Nesmith, Palmetto College Associate Provost, for their continued efforts on this issue. Especially, Dean McNally, has worked on this issue for many, many years, so we extend our deepest gratitude for his leadership.

4. Fourth, we are also pleased to report that progress has been made this year on upgrades to the interactive video classrooms. A few highlights include the following:

   • The Polycom Bridge (device that controls calls) has been upgraded. The picture quality of the students or of the instructor at the campuses is vastly improved. The image is crisper and students and the instructor no longer appear fuzzy.

   • The implementation of the MediaSuite application now allows students and faculty to access class recordings from any device. Before the MediaSuite application, class recordings could only be viewed from a Windows PC.

   • Recordings are automatically published to the MediaSuite site. This improvement has reduced the preparation for videos from 15 to 20 minutes down to 2 or 3 minutes.

   • We have begun researching the implementation of transcription services that will integrate with the Polycom MediaSuite application.

   As a result of these upgrades, we have received positive feedback from faculty teaching in the classrooms, including some of you, and we hope you are all seeing some improvements. Additional upgrades are still planned for the future, with the timeline dependent upon possible external funding. We extend our thanks to Mr. Bob Dyer, the Palmetto College IT Director, along with the IT Directors at each campus, for their extensive efforts in making these improvements.

5. Fifth, Dr. Bragg has started his work with the Faculty Assembly Planning Committee, so be expecting to hear from the FO Chairs who are serving on the committee. We've all discussed this item before, but hopefully more study by this group will help us to make a more informed decision together on how to move forward.

6. Finally, SACSCOC – The University received a positive SACSCOC Fifth-Year Interim Review Report in early December, with no monitoring required. We will now all begin to prepare for the next ten-year visit in 2021 since SACSCOC preparation is always an ongoing process. So, additional information will be forthcoming later in the spring and next fall.

In closing, again, thank you for the opportunity to work with all of you, as well as for all you continually do in your work of the Faculty Senate, along with your many contributions to Palmetto College and our students!

Attachments: OIRAA Student HC/FTE Report, February 13, 2018
              Palmetto College Online Internal Enrollment Report, February 13, 2018

Degree Completion Progr

Degree Completion - Term: Spring 2017 *- not pulled from frozen OIRA data*

Major	Applications	Admits	New Registrations *	Continuing Registrations
Business Administration	60	34	27	125
Criminal Justice	34	25	20	62
Elementary Education	3	0	0	45
Health Informatics	0	0	0	0
Health Promotion	9	5	4	6
Hospitality Management	6	3	2	3
Human Services	30	18	11	54
Information Mgmt and Systems	8	4	5	3
Information Science	4	0	0	0
Liberal Studies	71	54	31	159
Nursing - R.N.	115	86	66	83
Organizational Leadership	42	27	16	107
Special Education	2	1	1	0
Overall - Total	**384**	**257**	**183**	**647**

Degree Completion - Term: Spring 2018

Major	Applications	Admits	New Registrations *	Continuing Registrations
Business Administration	68	51	39	150
Criminal Justice	39	25	19	83
Elementary Education	18	6	3	34
Health Informatics	3	3	2	13
Health Promotion	11	7	5	18
Hospitality Management	13	9	5	13
Human Services	26	15	13	73
Information Mgmt and Systems	3	3	5	33
Information Science	4	0	0	0
Liberal Studies	57	32	24	153
Nursing - R.N.	106	75	56	113
Organizational Leadership	34	18	9	108
Special Education	12	7	8	4
Overall - Total	**394**	**251**	**188**	**795**

Comparison of Change: Spring 2018 - Spring 2017

Major	Applications	Admits	New Registrations *	Continuing Registrations
Business Administration	8	17	12	25
Criminal Justice	5	0	-1	21
Elementary Education	15	6	3	-11
Health Informatics	3	0	0	0
Health Promotion	2	2	1	12
Hospitality Management	7	6	3	10
Human Services	-4	-3	2	19
Information Mgmt and Systems	-5	-1	0	30
Information Science	0	0	0	0
Liberal Studies	-14	-22	-7	-6

Nursing - R.N.	-9	-11	-10	30
Organizational Leadership	-8	-9	-7	1
Special Education	10	6	7	4
	10	**-9**	**3**	**135**

* New Registrations and New Enrolled reference the Admitted students. Students from a previous semest⸙
registrations. They will be counted in total registrations.

Total Registrations	New Enrolled *	Continuing Enrolled	Enrolled
152	30	129	159
82	20	62	82
45	0	47	47
0	0	0	0
10	4	6	10
5	2	3	5
65	11	57	68
8	5	4	9
0	0	0	0
190	32	160	192
152	69	85	157
123	16	107	123
1	1	0	1
833	**190**	**660**	**853**

Total Registrations	New Enrolled *	Continuing Enrolled	Enrolled
189	40	151	191
103	20	84	105
37	3	34	37
15	2	13	15
24	5	18	24
18	5	13	18
86	13	73	86
39	5	33	39
0	0	0	0
177	24	153	177
170	56	114	172
120	9	109	121
12	8	4	12
990	**190**	**799**	**997**

Total Registrations	New Enrolled *	Continuing Enrolled	Enrolled
37	10	22	32
21	0	22	23
-8	3	-13	-10
0	0	0	0
14	1	12	14
13	3	10	13
21	2	16	18
31	0	29	30
0	0	0	0
-13	-8	-7	-15

18	-13	29	15
-3	-7	2	-2
11	7	4	11
142	**-2**	**126**	**129**

er, not yet updated, will not show in new registrations or continuing

9:00:00 AM

UNIVERSITY OF SOUTH CAROLINA

Student Headcount / FTE Report
Comparison of Spring 2018 to Spring 2017 (dates as specified below)

			Headcount					FTE				
			Spring 2017		Spring 2018			Spring 2017		Spring 2018		
			Prelim	Freeze	Prelim	WY-WY	WY-WY	Prelim	Freeze	Prelim	WY-WY	WY-WY
Campus Type	Campus	Level	Feb 6, 2017	Mar 16, 2017	Feb 13, 2018	Change +/-	Change %	Feb 6, 2017	Mar 16, 2017	Feb 13, 2018	Change +/-	Change %
Flagship Campus	USC Columbia	Undergraduate	23,529	23,542	24,177	648	2.75%	23,061	23,122	23,676	615	2.67%
		Law	612	612	612	0	0.00%	638	638	644	6	0.94%
		Medicine (Columbia)	367	367	371	4	1.09%	367	367	372	5	1.36%
		Medicine (Greenville)	331	330	382	51	15.41%	331	330	382	51	15.41%
		PharmD	431	431	435	4	0.93%	447	447	453	6	1.34%
		Masters	4,343	4,503	4,065	-278	-6.40%	3,040	3,122	2,945	-95	-3.12%
		Doctoral	2,197	2,203	2,208	11	0.50%	1,336	1,336	1,274	-62	-4.64%
		USC Columbia - Total	**31,810**	**31,988**	**32,250**	**440**	**1.38%**	**29,220**	**29,362**	**29,746**	**526**	**1.80%**
		Flagship Campus - Total	**31,810**	**31,988**	**32,250**	**440**	**1.38%**	**29,220**	**29,362**	**29,746**	**526**	**1.80%**
Comprehensive Campuses	USC Aiken	Undergraduate	2,962	2,962	2,964	2	0.07%	2,689	2,691	2,681	-8	-0.30%
		Masters	161	194	229	68	42.24%	61	79	83	22	36.07%
		USC Aiken - Total	**3,123**	**3,156**	**3,193**	**70**	**2.24%**	**2,750**	**2,770**	**2,764**	**14**	**0.51%**
	USC Beaufort	Undergraduate	1,873	1,879	1,957	84	4.48%	1,718	1,726	1,776	58	3.38%
		USC Beaufort - Total	**1,873**	**1,879**	**1,957**	**84**	**4.48%**	**1,718**	**1,726**	**1,776**	**58**	**3.38%**
	USC Upstate	Undergraduate	5,184	5,190	5,300	116	2.24%	4,506	4,511	4,628	122	2.71%
		Masters	169	189	210	41	24.26%	57	62	68	11	19.30%
		USC Upstate - Total	**5,353**	**5,379**	**5,510**	**157**	**2.93%**	**4,563**	**4,573**	**4,696**	**133**	**2.91%**
		Comprehensive Campuses - Total	**10,349**	**10,414**	**10,660**	**311**	**3.01%**	**9,031**	**9,069**	**9,236**	**205**	**2.27%**
Palmetto College Campuses	USC Lancaster	Undergraduate	1,438	1,511	1,515	77	5.35%	978	1,019	963	-15	-1.53%
		USC Lancaster - Total	**1,438**	**1,511**	**1,515**	**77**	**5.35%**	**978**	**1,019**	**963**	**-15**	**-1.53%**
	USC Salkehatchie	Undergraduate	920	928	856	-64	-6.96%	646	660	625	-21	-3.25%
		USC Salkehatchie - Total	**920**	**928**	**856**	**-64**	**-6.96%**	**646**	**660**	**625**	**-21**	**-3.25%**
	USC Sumter	Undergraduate	658	683	806	148	22.49%	514	532	618	104	20.23%
		USC Sumter - Total	**658**	**683**	**806**	**148**	**22.49%**	**514**	**532**	**618**	**104**	**20.23%**
	USC Union	Undergraduate	837	834	889	52	6.21%	464	463	539	75	16.16%
		USC Union - Total	**837**	**834**	**889**	**52**	**6.21%**	**464**	**463**	**539**	**75**	**16.16%**
		Palmetto College Campuses - Total	**3,853**	**3,956**	**4,066**	**213**	**5.53%**	**2,602**	**2,674**	**2,745**	**143**	**5.50%**
		Overall - Total	**46,012**	**46,358**	**46,976**	**964**	**2.10%**	**40,853**	**41,105**	**41,727**	**874**	**2.14%**

WY-WY indicates current Week and Year values compared to equivalent week for the same academic term a year ago.

Dr. Walter P. Collins, III
Palmetto College Campus Dean

Report to the Palmetto College Campuses Faculty Senate
February 16, 2018

People

Enrollment
As of February 6, 2018, 1475 students (headcount) are registered for Spring 2018. Final enrollment in Spring 2017 was 1511. There are additional second 8 weeks enrollment numbers to be added. We are serving around 130 Palmetto College students at USCL as well this semester.

Athletics
Student-athletes' average GPA for Fall 2017 was 2.67 with the baseball team averaging 2.76, volleyball averaging 3.55, women's soccer averaging 2.16, and men's soccer averaging 2.4. Six student-athletes earned a 4.0 GPA while 29 student-athletes earned a GPA between 3.0 and 3.9.

Please welcome **Ms. Kia Pierce** who began last month as our full-time trainer in Lancers Athletics.
_____

Congratulations to

Prof. Kaetrena Kendrick (Associate Librarian) for acceptance of two session presentations at the upcoming British Columbia Library Association Conference in Vancouver in May.

Prof. Brittany Taylor-Driggers (Art), Dr. Brooke Bauer (History), and Dr. Stephen Criswell (English) for their award of a Horizon Grant from the J. Marion Sims Foundation to support their upcoming travel study trip.

Dr. Pat Lawrence (English) and Ms. Stephanie Golaski (teacher, Clinton Elementary) for their award of a Horizon Grant from the J. Marion Sims Foundation to support a project to build relationships between USC Lancaster students and students at Clinton Elementary School.

Prof. Fran Gardner (Art) who has been invited to judge an exhibition, give a gallery talk, and present a workshop for the Missouri Fiber Artists Association bi-annual conference. The theme is "Stories of Importance" and will take place in Fall '19 culminating with the conference in Nov. '19 in St Louis.

Facilities

Renovation work in the Gregory building is nearing completion. The gymnasium reopened on Friday, January 26, and the showers and locker rooms will most likely re-open in the next 7-10 days.

A rooftop HVAC unit that served the Academic and Student Affairs suite and the Financial Aid suite has been replaced with a new unit.

We are addressing isolated roof leaks in the Gregory Center.

With Buddy Faile's assistance we are working to consolidate money left over after the conclusion of several recent facilities projects so that it may be used for future projects. We will use our prioritized facilities repair and renovation list to determine the next projects to tackle.

Butch Lucas and staff will begin the process of re-coating the white boards in Founders Hall as some of them are showing wear. We will begin the process over Spring Break and finish it this summer.

A new **defibrillator device** has been added to the Carole Ray Dowling community room and will be located in the kitchen. This device is a donation from the Lancaster Rotary Club, the J. Marion Sims Foundation, and the Educational Foundation of USC Lancaster.

Other items...

- The **Soul Food Cook Off** has been scheduled this year for Tuesday, February 20, 2018. Proceeds from the event will support the Thelathia Barnes Bailey Textbook Scholarship Fund.

- Several USC Lancaster students, Shana Dry, and I attended **Carolina Day at the Statehouse** on Wednesday, January 31, 2018. 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 **2018 commencement speaker will be Ms. Charlene McGriff**, County Council Member and Executive Director of Palmetto Citizens Against Sexual Assault. Ms. McGriff is currently involved in community and non-profit work and is an advocate for community improvement and engagement. Ms. McGriff also attended USC Lancaster. Commencement is scheduled for May 5 at 2:30.

- Congratulations to **Lance** who won the Most Creative Award in the **Martin Luther King, Jr. Parade** in Lancaster. Thanks to **Prof. Adam Biggs** for coordinating the campus entry and presence in the parade.

- 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 24 here on campus. Events planned that morning include the races, a pancake breakfast, and activities for families with children to enjoy. Please come out and join us for this event.

- Next **Lunch and Learn at the NASC**, Feb. 16th at noon with Prof. Adam Biggs. Topic: "Desegregating Lancaster: An Oral History Project."

University of South Carolina Salkehatchie

Palmetto College Campuses Faculty Senate
February 16, 2018

Campus Dean's Report

The South Carolina Hospital Association recently featured an article that highlights the healthcare workforce pipeline between Colleton County High School, USC Salkehatchie, and Colleton Medical Center, working together to provide opportunities for students and create a natural conduit for future healthcare careers in the community.

Congratulations to Dr. Melissa Rack for having her RISE proposal selected for funding.

Commencement will be on Friday, May 4, 2018 at 10:30 a.m. We are pleased to announce that the commencement speaker will be The Honorable Miles Loadholt. Mr. Loadholt is originally from Allendale. He is a former member of USC Salkehatchie's local commission and is Chairman Emeritus of the USC Board of Trustees.

USC Salkehatchie Indians basketball coach Jake Williams was featured in the top 25 of "Best Off Season Head Coach Hires" by Coaschstat.net which takes into consideration fit for their university, community, athletics department, and recruiting.

Respectfully submitted,

Ann C. Carmichael
Regional Campus Dean

USC Union, Dean's Report to PCFS, 2/16/18

Students

Enrollment increases for spring are strong. USC Union currently serves more students than USC Sumter or USC Salkehatchie. Continued emphasis will be on full time regular freshman enrollment, aided by new sports teams and student housing. The new Union County Community Scholarship and the new Laurens County Future Scholarship have helped with enrollment. Privately owned and operated student housing will be built on three sites and 56 beds should be ready for occupancy in 2018. USC Aiken Nursing will offer the BSN in Union / Laurens with a tentative starting date of Fall 2018.

Faculty & Staff

Two tenure track faculty searches are underway (Biology & Art Studio). We have hired a new women's soccer coach & a bass fishing coach. We hope to have a new Nursing Program Coordinator on campus by April 1, 2018. One staff search is underway (recruiter in the Admissions Office).

Facilities

Main Building plaster repair and interior painting is ongoing. MB exterior work is ongoing. Central Building roof bid is complete and a company has been named to begin work soon. Patron's Park architects have completed their plan and the project should be put out for bid soon. Several small projects are underway including the window panel replacement project in CB (93 in total), expansion of the new ASC, and moving the PC office to the ground floor of MB.

Community

The Carnegie Library has taken up residency in CB until their renovation is complete in September. Union County millage has increased from 2 mil to 2.4 mil with the plan to increase to 3.2 mil next year. Congressman Ralph Norman will be the Commencement Speaker in 2018.

Budget

The USCU budget is in good shape, due mainly to recent enrollment increases, and both revenues and expenditures are very close to budgeted figures. SC appropriations remain a concern.

PC Campus	Fall 2017 FTE	2017/8 Appropriation	$/ FTE
Lancaster	1186	$2,247,772	$1895
Salkehatchie	731	$1,729,298	$2366
Sumter	733	$3,066,468	$4183
Union	557	$ 829,695	$1490
Average			$2455

If USC Union were funded at the Palmetto College campus average we would have received an additional $537,740 this year. If USC Union were funded at Sumter's rate we would have received an additional $1,500,236 this year.

Palmetto College Campuses Faculty Senate
February 16, 2018 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 27, 2017 and January 29, 2018

In its November meeting, the committee welcomed guests Joan Gabel, Executive Vice President for Academic Affairs and Provost, and Dean Steve Cutler, College of Pharmacy who is managing the Excellence Initiative committee, to discuss the Excellence Initiative. Provost Gabel began by explaining that this initiative should not be labeled the "Provost's" Excellence Initiative since it was mandated by the Board of Trustees as a way to spark excellence despite having no new money for investment. The priority for these funds is to increase research impact. Provost Gabel and Dean Cutler previewed the application process for the members of the committee. This year was considered a pilot program open to the Columbia campus; next year will be open to Palmetto College as well as Columbia, but proposals will need to be sent through the Chancellor's Office. [As a clarification, Chancellor Elkins explained to the Senate that the reason proposals will need to be funneled through her office is because the Chancellor's Office was taxed the 3% for the Excellence Initiative, while the individual campuses were not. This allows Palmetto College campuses to participate without being taxed themselves.]

Charged by the Columbia Faculty Advisory Committee and in consultation with Cheryl Addy, Vice Provost and Dean of the Graduate School, FWC is also drafting a summer salary policy based on faculty concerns. Current HR policy caps faculty additional salary at 33% of the faculty's regular salary, while state law caps faculty additional salary at 40%, except by exception. Historically, most units adopt 7.5% of faculty's regular salary per three-hour course for summer teaching pay. The committee is working with the following questions as we draft a policy:
    1.   Should the policy allow for a 40% cap to be standard instead of the current 33%?
    2.   What is the standard for pay for summer teaching, for example, 7.5% or a standard dollar amount, unless these are lower than the adjunct rate?
    3.   Should pay be different based on the level of the course and enrollments?
As the result of discussions in our regular November and December meetings and two additional December meetings, FWC chair Subra Bulusu on behalf of the committee drafted and sent a memo to the Provost's Office requesting that fully grant-funded faculty be allowed to teach during the summer. The draft policy should be ready to send to FAC later this month.

The committee is also reinstituting faculty collegiality lunches held at the Preston dining hall on the Columbia campus.

The Palmetto College Campuses Provost Advisory Meeting was held on Friday, December 1, 2017 in room 107 Osborne Hall at the University of South Carolina.

Those present were:
Faculty: Stephen Criswell, Hui-Yiing Chang, Andrew Kunka, Patrick Saucier, Julia Elliott, Terry Fetemie, Sarah Miller, David Dangerfield, Angela Neal, Avery Fouts
Administration: Provost Joan Gable, Vice Provost Sandra Kelly, Chancellor Susan Elkins, and Associate Provost Chris Nesmith

Below are questions submitted by faculty from the Palmetto College Campuses. Some concerns came from multiple campuses while a few questions came from a single faculty member. Provost Gabel's comments are below each question.

Questions submitted by faculty:

1. The Columbia admissions process into Palmetto College seems unnecessarily difficult for students across the PC campuses, particularly with regard to Community Standards. Many prospective PC students on the PC campuses have criminal backgrounds. In many of these cases, the respective students do not find out whether they have been accepted or rejected until after the semester starts. This causes great anxiety, especially when they need to be in a four-year program to continue financial aid. At USC Union, we count at least six students lost to PC this year because of the slow wait time. Furthermore, since most of these prospective students have attended a PC campus for two to three years without incident and are often highly regarded by faculty and staff, it seems unnecessarily harsh to all of a sudden put them under the microscope upon entering PC. As I understand it, frustration about this runs across the PC campuses. Other PC campuses concurred with statement.

    This is a "thorny national issue." While the Provost understands the concern, this issue is actually based in the Admissions Office and not the Provost's Office. The question of whether or not there should be more or less disclosure is not clear and each campus has different standards (re: USC Upstate). The University of South Carolina is apolitical and compliant. This issue is on the radar and the university is watching National Standards and other discussions across the country. The USC Chief of Police is also reviewing the policy.

    When asked about inconstant standards of these "community standards" throughout the USC system, Gabel commented that at USC Columbia a standard already exists and cannot be eliminated. USC Upstate does not have these standards, but Columbia cannot base their standards on other campuses. Columbia is following national standards and keeps abreast of recent discussions

    Gabel and Elkins will check back in after the holidays.

    Although this issue is not part of the Provost's Office, if there is an extremely compelling case, the Provost could look at the case individually and possibly discuss it with Admissions.

2. The process of Columbia departments approving faculty to teach lower-division courses is sometimes a problem. Some of the departments on the main campus have reputations for

being unreasonably stringent, not to mention slow with their decisions. This can cause a class to be needlessly canceled.

Reports that some departments in Columbia have rejected approval requests for reasons that have nothing to do with a candidate's qualifications, or they require additional qualifications beyond the minimums outlined in university policies, and beyond the requirements they would have for a graduate student teaching in their departments. To be specific, English seems to be the biggest problem for us.

Some thoughts on this were: perhaps the local PC administration and/or Chris Nesmith or some combination with Columbia departments to ensure approval by someone in that field of expertise. Also a revised process might speed up approval times.

Faculty own the process of approving faculty, much like course approvals. The Provost can suggest something, but the faculty are the ones who need to make a change.

If faculty approvals take too long, Gabel, Kelly, Elkins, and Nesmith all agreed that is should be brought to administrative attention. Help can be given to keep the ball rolling. It was mentioned that Palmetto College faculty should first inquire of Nesmith and Elkins if problems arise

Gabel suggested that this was something that could be brought up in PCCFS.
She also commented that there is frustration in the Provost's office about this as well.

3. Some faculty feel that AA/AS degrees belong to the Regional Campuses and removing them from our purview weakens our effectiveness as educators. Could you discuss?

    Gabel said "this is a SACS issue."
    The next SACS review is in 2021 and the issue of degrees will likely be reviewed.
    When preparation begins for the review, SACS will be asked this question.

    Nesmith commented that while at Lancaster, he (and others) were asked this question. The PCC need a common degree. The common degree could be changed if the faculty agree. It was remembered by several representatives that a process was initiated in the senate several years ago,.

    Andy Kunka was chair of the Systems Affairs committee at that time. The proposals go through the PCCFS Systems Affairs Committee, which acts as a PC Curriculum Committee. The other campuses can offer input and suggest changes to the proposal, but the PCCFS has the final vote on the changes. Note: this can also be found in the April 2015 PCCFS meeting minutes.

4. A new faculty member is concerned about the T&P process. It seems complicated and she is wondering if it could be made easier. She asserts two-year campus faculty do more for our files than many of the major PhD granting university in the nation.

Along those same lines, a faculty member commented that "the top CEO in a big company does not get evaluated as much as we do." The third-year review process, it is felt, takes away time from teaching and other responsibilities.

However, the importance of a third-year peer reviewed (mini tenure process) is appreciated by those who are looking for confirmation they are "on the right track" towards tenure.

Gabel commented that Tenure and Promotion (and 3rd Year Review since it is a mini-file) should be complicated. She has been at 4 universities and the process was similar at all places and always complicated.

Kelly commented that evaluations are part of academics. Faculty members should follow the guidelines set up by the faculty. These guidelines should be understood and met. Terri Smith in the Provost's office is the person to ask about confused or mixed messages. It was noted that Smith was previously faculty at Sumter and understands PCC unique situations.

Both Gabel and Kelly confirmed that the Provost's office follows the guidelines and the criteria that are established in the PCC Faculty Manual when evaluating PC faculty tenure and promotion files.

5. Another faculty member asks: what does the administration do to help full professors rise in rank and gain administrative positions? It seems to this faculty member that there is very little opportunity for upward movement, especially if one is a woman and non-Caucasian. Are there any programs, plans, or goals to help people move up?

Gabel emphasized that the Columbia campus has faculty development and professional development workshops. All PCC faculty are welcome to attend. Sheryl Addis at the Grad School would be the person to contact if you are not getting announcements about these.

USC has a Chief Diversity Officer who is an advisor to the President. Each department has a diversity officer and they meet in a Council of Diversity Officers. Dr. Ron Cox is the PCC officer at the council.

Elkins remarked that PC is working on a Leadership Development Opportunity which will be announced soon.

6. Some of our science labs are in need of equipment. Is there a way for Columbia labs to send their unused equipment to one of the Palmetto College campuses labs? We believe you are working on this, do you have an update?

One issue about sending equipment to the PC campuses is "who owns the equipment." Since some equipment is purchased by grants, there may be additional restrictions.

If equipment ends up at surplus, then it is "fair game" for anyone who wants it. However, PC is looking for a process to get "dibs" on equipment before it enters surplus.

Administration is looking into creating a process.

7. There has been some talk of a USC Columbia bridge program. While we understand that most students want to be in Columbia (and not on a PC campus), could Palmetto College faculty teach these bridge classes on the Columbia campus to keep it "all in the family?"

    There is currently no active bridge program, however, this might be brought up again.

8. A common question at Provost PC Advisory Council relates to your expectations for research since the Palmetto College campuses have a heavy teaching and service load. Similarly, what are your expectations for service on a Palmetto College campus?

    This is also faculty driven. Faculty create their own guidelines.

    Again, Gabel confirmed that the Provost's office follows the guidelines and the criteria that are established in the PCC Faculty Manual when evaluating PC faculty tenure and promotion files.

9. The last time the Provost Advisory Council met, we brought up the incongruity between some of the syllabi requirements for Carolina Core courses and the typical PC campus student. Below is the section from the minutes:

    Learning Outcomes:
    The committee expressed that faculty members have gotten mixed messages about the role of sample syllabi for Carolina Core courses. Gardner stated that it was the understanding at USC Lancaster that the respective syllabi were mere samples on how core courses could be taught but not exact blueprints to be followed. Provost Doerpinghaus replied that instructors SHOULD be using the same learning outcomes on the sample syllabi, even though there is leeway on how learning outcomes are met. Discussion ensued about whether Palmetto College faculty had been misled about the role of sample syllabi. Doerpinghaus disagreed with some of the wording that had been used to convey this role to the Palmetto College faculty but reiterated that all learning outcomes must be followed. She specifically mentioned that this is important for new faculty and adjuncts. Discussion continued about how learning outcomes relate to assessment and that some sample syllabi have too many learning outcomes or seemingly unattainable outcomes for the typical two-year campus student. For instance, Ghoshroy expressed concern that some science classes have 15 or 17 learning outcomes for a single course, and Fouts commented that the sample syllabus for PHIL 110 is geared toward the generally more advanced student on the Columbia campus where in addition logic labs, logic tutors, and supplemental instructors are available, most of which are unavailable on the Palmetto College campuses. Kunka also expressed concern that faculty might be forced to utilize their time to "teach to the test." Doerpinghaus commented that she was not aware of these sorts of problems, having to do with seeming discrepancy between some sample syllabi and the environment on the two-year campuses.

    Gabel admits the Carolina Core website is confusing. . If a course is just a Carolina Core course, faculty only need to teach the Core learning outcomes for the relevant Core

component. If a course is also a Program Requirement, then faculty must teach both the Core leaning outcomes and any learning outcomes designated by the department.

Fetemie asks who decides what courses are part of Carolina Core. Kelly replied that courses are always being approved and suggested she propose a course for the core. Fetemie was particularly concerned that if a student receives credit for BIOL 110 that they cannot get credit for BIOL 120 (and vice versa) although the courses are not closely related.

Fouts asked about the sample syllabus. Gabel replied if a sample syllabus includes Core and/or program learning outcomes, then faculty must follow them.

Submitted by:
Sarah E. Miller, PhD.
12.19.2017

Corrections submitted by
Andy Kunka
Avery Fouts

Corrected minutes submitted
1.26.2018

Palmetto College Tenure and Promotion Committee

Minutes
[February 2, 2018]

1. CALL TO ORDER
   1.1. Date: 2 February 2018
   1.2. Time: 1 PM
   1.3. Place: Room 404T, 1600 Hampton Ave building.
   1.4. By whom: HAMMOND, LISA
   1.5. Members present: HJELM, MARY; ELLIOTT, JULIA; ALHADDAD, SHEMSI; HAMMOND, LISA; BRAGG, THOMAS; MEHLENBACHER, CONRAD; GHOSHROY, KAJAL; REESE, MICHELE; FOUTS, AVERY; LOWE, STEVE
   1.6. Also present sporadically during open sessions: Bob Dyer

2. ELECTION OF A CHAIR: HAMMOND

3. DESIGNATION OF A RECORDING SECRETARY: GHOSHROY

4. REPORT FROM THE CHAIR [HAMMOND]
   Hammond stated that **PCC Tenure and Promotion Voting Web forms** are being used for the first time this year. Requested **Bob Dyer** to give us a short presentation on the process of this electronic report compilation and tallying, during the open session of the meeting. Dyer demonstrated on screen how the tallies would be visually and anonymously seen by Jean Carrano. He also taught the members how to cast their votes electronically and submit the justifications.

5. OTHER REPORTS: None

6. UNFINISHED BUSINESS : None

7. NEW BUSINESS OR DISCUSSIONS:

   Hammond informed committee of the procedures and referred to the faculty manual criteria during the closed session of the meeting. She stated that the files for tenure and promotion to Associate Professor rank will be reviewed first, so that the committee members at Associate rank can leave the room when the files for full professorship are being reviewed. The files for promotion to Full Professorship will be considered after they depart from the room.

   The committee reviewed ten files in executive session: two for Tenure and Promotion to Associate and eight for Promotion to Full.

The following requests were made by the committee:

    a) The committee favored the new electronic ballots and would like to make this format available for local T&P committees.

    b) Chair of PCT&P committee should also have access to the anonymous final vote counts for each candidate.

    c) Committee members requested that files be available earlier. This, they said, would give reviewers more time to check out facts or issues they had questions about.

    d) New committee members needed directions for composing the justification section of the ballots. They stated that guidelines or directions should be given on how much to write in the justifications. Some stated that there should not be restrictions on the length of verbiage in the justifications, and that a commentary should be acceptable. A member stated that sometimes an entire page has been written per file.

    e) Committee brought up the topic of reapplication. Members discussed if there was a way the local committee could discuss reapplication to full professor with the candidate under certain situations. Committee learned that this was practiced at some campuses this year and not at others.

8. FOR THE GOOD OF THE ORDER: no items.

9. NEXT MEETING(S): unknown

10. ANNOUNCEMENTS: none

11. ADJOURNMENT: 4:17 PM

                                                        Respectfully Submitted,

                                                         Kajal Ghoshroy