



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes

August 17, 2021

FUTURE FO DATES (10am): 9/24, 10/22, and 11/19

- Dean's Report (below)
- Academic Dean's Report (below)
- Prof. Emswiler: FO meeting procedures and Art Club
 - Discussion of an extra meeting at the end of the academic year strictly for committee voting (TBD in future FO meetings)
 - Discussion of granting voting rights to full time adjuncts and instructors. To be discussed further during the Sept FO meeting.
 - Voted on established times for future FO Meetings. Majority voted for 10 am. All future FOs will begin at 10 am.
 - Please encourage any interested students to join the Art Club. Direct any interest to Prof. Emswiler.
- Dr. Lownes: Latin American Film Festival will be held on campus and virtually from 10/1-3. A formal website is forthcoming.
- Lynn Edwards: Latin American Film Festival is a good opportunity for students to earn Inner Curriculum Enrichment credit.
- Dr. Lowe: Look for the upcoming SC League Book Talk podcast on Dr. Lowe's recently published monograph, *The Slow Undoing: The Federal Courts and the Long Struggle for Civil Rights in South Carolina*. A link is forthcoming.

In attendance:

Gale Ashmore
Dr. Anderson
Dr. Dave Hudson
Dr. Deb Hudson
Dr. Aziz
Dr. Lowell
Prof. Ivey
Dr. Lownes
Prof. Emswiler
Dr. Pisano
Dr. Morris
Dr. Schafer
Dr. Lowe
Neill Hance
Dr. Maire-Afeli
Greta Bailey
Lynn Edwards
Courtney Pinnell
Sandy Phillips-Long
Dr. Fouts
Kevin Torres

Randy Lowell, USC Union
Dean's Report
August 17, 2021

COVID Updates

- We continue to provide free COVID testing on campus, spearheaded by Anita Whitney. This will continue to take place every other week during the semester, but we will get that information out to the campus once the specific days/times are confirmed. We are also working with DHEC on getting their mobile vaccine clinics on campus this semester, having already secured that for Fresh Check Day on September 2, but looking to have them out multiple times after that. We also are still in contact with HealthForce to try and get them back out to campus again after they had come out for a number of clinics over the summer.
- Note the return to campus requirements that Columbia has created, and that Palmetto College is following as well. This includes one of the three options for satisfying that requirement, either the proof of completed vaccination; or the negative test result for a test taken between 8/8-8/18; or a positive result within the past 90 days. Anita will be holding COVID testing in Truluck gym today from 1:00-3:00pm, and tomorrow from 10:00am-1:00pm.
- This semester, Amber Ivey in Academic Affairs will be overseeing our contact tracing efforts in consultation with Lynn Edwards and Courtney Pinnell. If you receive a positive COVID test result at some point; discover you have been exposed to a positive individual; or have someone indicate that they have encountered either of these scenarios, then please contact Amber (or encourage them to

contact her), so that she can initiate the contact tracing process and provide further guidance. Amber has completed the online training from Johns Hopkins University in order to prepare for this duty.

- During the semester, we will have a number of means of incentivizing vaccination, including the following (funding for incentives primarily from HEERF Funds):
 - o For students
 - Every student who submits proof of vaccination for COVID-19 will have a \$45 credit loaded onto their Carolina Card account.
 - Every student who submits proof of vaccination for COVID-19 will be entered into a drawing for a \$500 scholarship to be drawn mid-semester and end-of-semester.
 - Every student who gets a COVID-19 test during the first half of the semester will be entered into a drawing for a \$500 scholarship to be drawn mid-semester; and then again for the second half of the semester to be drawn at the end of the semester.
 - Every student who gets a COVID-19 test during testing on campus for that week (likely testing to be held every other week), regardless of vaccination status, will be entered into a drawing for a \$100 Visa gift card for that week.
 - o For faculty/staff
 - Working on options for incentives that will be allowable to provide to employees, and that would be incentivizing. Ideas include travel funding, membership fees for professional organizations, and possibly some type of giveaway or drawing. Any ideas that you have for something that you believe would be incentivizing for vaccination or regular voluntary testing, let me know and I'll see if that's something we can work in for this semester.

Students

- As of yesterday (8/16), we were at 715 students in terms of headcount, which is 224 (+45%) ahead of headcount on the same date last year for Fall; and we were at 458 in FTE, which is 109 (+31%) ahead of FTE on the same date last year for Fall. This includes being up in new traditional freshmen students on campus, which is especially exciting, and projections to end up ahead of last year's final numbers for Fall (1,071 headcount; 633 FTE) after the enrollment freeze in October. Note that this compares favorably to trends around the system, with the Columbia, Aiken, Beaufort, and Upstate campuses all down in undergraduate enrollment year-to-date (ranging from down 1% to as much as down almost 11%). Among the PC Campuses, Lancaster is up (+35% headcount; +20% FTE), Salkehatchie is down (-27% headcount; -26% FTE), and Sumter is up (+9% headcount; +2% FTE).
- Our first cohort of 16 Upper Division BSN juniors, in partnership with USC Aiken, will be starting here on campus this Fall, and you'll be seeing them around in their red scrubs.
- Bantam Anglers, Mark Kershaw and Hunter Waldrop, just wrapped up competition at the Carhartt Bassmaster College Series National Championship, in Saginaw Bay in upstate New York along the St. Lawrence River. They did not come away with the championship, but they represented the campus well over the course of the 3-day competition.
- Lady Bantams Softball finished the season in second place in Region X. Additionally, 5 players received Academic All American honors for having 3.6 GPA or higher (Caitlyn Crawford, Cameron Jackson, Devyn Royce, Grace Lee, and SarahBeth Ferguson); 4 players received 1st Team All-Region honors (Cameron Jackson, Emily Babbitt, Gabby Kirkman, and Kailey Sanford); one 2nd Team All-Region recipient (SarahBeth Ferguson); one Honorable Mention Region recipient (Stephanie Zeigler); and 2 Region X All-Tournament recipients (Gabby Kirkman and Grace Lee).
- Four recent graduates of USC Union who played baseball while they were with us had continued their baseball careers this past year as students at Columbia International University, which won this year's NCCAA National Championship. These former Bantams include Gaven Causey, Alex Miller, Buddy Bleasdale, and Tyler Parker.

- This coming academic year, more Bantam student-athletes will continue on with their athletic careers at other 4-year institutions. This includes men's soccer: Logan Shriber (Converse - NCAA Division 2); Benjamin Coffey (Converse - NCAA Division 2); Jacob Crocker (Converse - NCAA Division 2); Alex Koye (Columbia College - NAIA); Breon Riley (Columbia College - NAIA); and Quantez Jackson (Talladega College - NAIA). And for baseball: Bryce Medlock (Bluefield College); Eli McMullen (Augusta University); Wesley Livingston (Newberry College); Nick Robertson (Limestone College); Michael Gulla (Limestone College); Joshua Nelson (Limestone College); and Chandler Moeller (Lander University).
- Bantams Women's Volleyball opened up exhibition play over the weekend at USC Lancaster, and got an impressive win against the Lancers in the second of two matches. They will be playing their home games this Fall in Truluck Gym.

Faculty & Staff

- Congratulations to Dr. Emily Schafer on her recent acceptance of a paper titled "Adverse Childhood Experiences and Risky Behaviors in Male College Students" for publication in an upcoming issue of the peer-reviewed journal, *The Journal of American College Health*.
- Also, congratulations to Dr. Andrew Pisano for his tenure and promotion to Associate Professor of English.
- And, congratulations to Head Softball Coach, William Royce, who received Coach of the Year honors for Women's Softball in Region X Division I this past year.
- We welcome Gale Ashmore into her new slotted full-time Instructor of Spanish position effective this Fall, in addition to some new staff that have joined the campus, including:
 - o New Bass Fishing Coach: Cameron Coone
 - o New Assistant Softball Coach: Charlsy Traylor
 - o New IT Assistant: Tyler Diggs
 - o New Assistant Soccer Coach: Jose Pimentel (previous Assistant Coach, Marc Curlee, now Head Coach)

Facilities

- The old library renovation project completed and those new classrooms and offices will be in action this Fall. Tied into some of that work was the new HVAC for the first floor of Whitener Central Building that is now completed.
- Athletics staff are fully relocated to old Admissions and Financial Aid suites in Whitener Central Building, on the second floor.
- Founders House project to convert into a Fine Arts space will have that area ready for art studio classes to be held in it this Fall, and will see some continued improvements during the semester.
- Project to create new Sim Labs for the BSN program on campus in old post office building is almost complete and is on target to be occupied and start using in early September for Upper Division nursing classes.
- ADA restroom work first floor restrooms of Whitener Central Building is behind schedule and will continue to be worked on through the semester. Once those are completed, project will shift to second floor restrooms, and after those are completed will shift over to Main Building restrooms.
- Work continues on the gym in Jonesville, which will serve as an indoor training facility for baseball and soccer, and continues to be a powerful recruiting tool for prospective student-athletes.

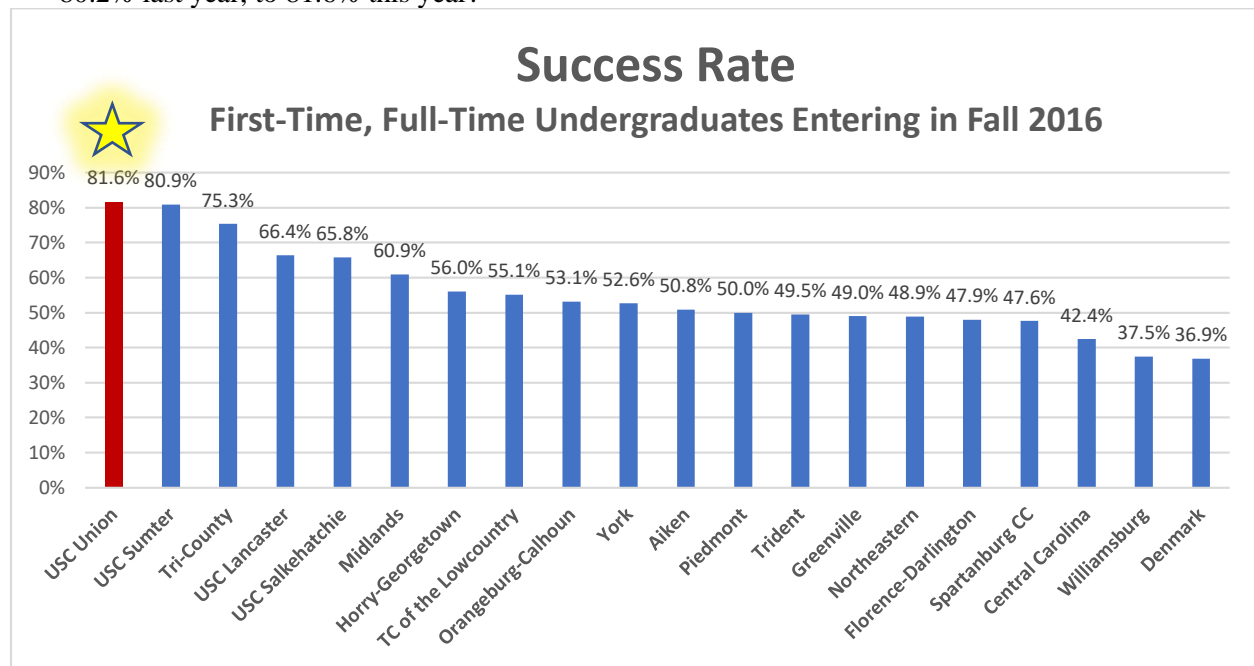
- Apple Lab for Union campus set to be located inside of Carnegie Library after consultations with Apple team and Carnegie staff. Equipment has been ordered and Taylor is working on identifying/ordering any needed furniture to accommodate it. PC Central will be sharing sample job description for Apple Lab Coordinator soon and ribbon cutting for the space will occur sometime this Fall. Note that funds for this project are coming from Governor’s GEER funding specifically designated for this purpose.
- The Campus Food Pantry in the Student Lounge behind the Bookstore is looking great and continues to be extremely well-stocked, so definitely let students know that it is there and is available for them to use, including food items, toiletries, etc.

Budget

- Budget in good shape, particularly following much-improved state appropriations for upcoming fiscal year thanks to the efforts of Doug Gilliam in advocating for our campus in the legislature, as well as through the excellent efforts of Michele Lee to maximize our campus utilization of CARES Act and HEERF funding from the federal and state levels to offset expenses incurred during the pandemic.

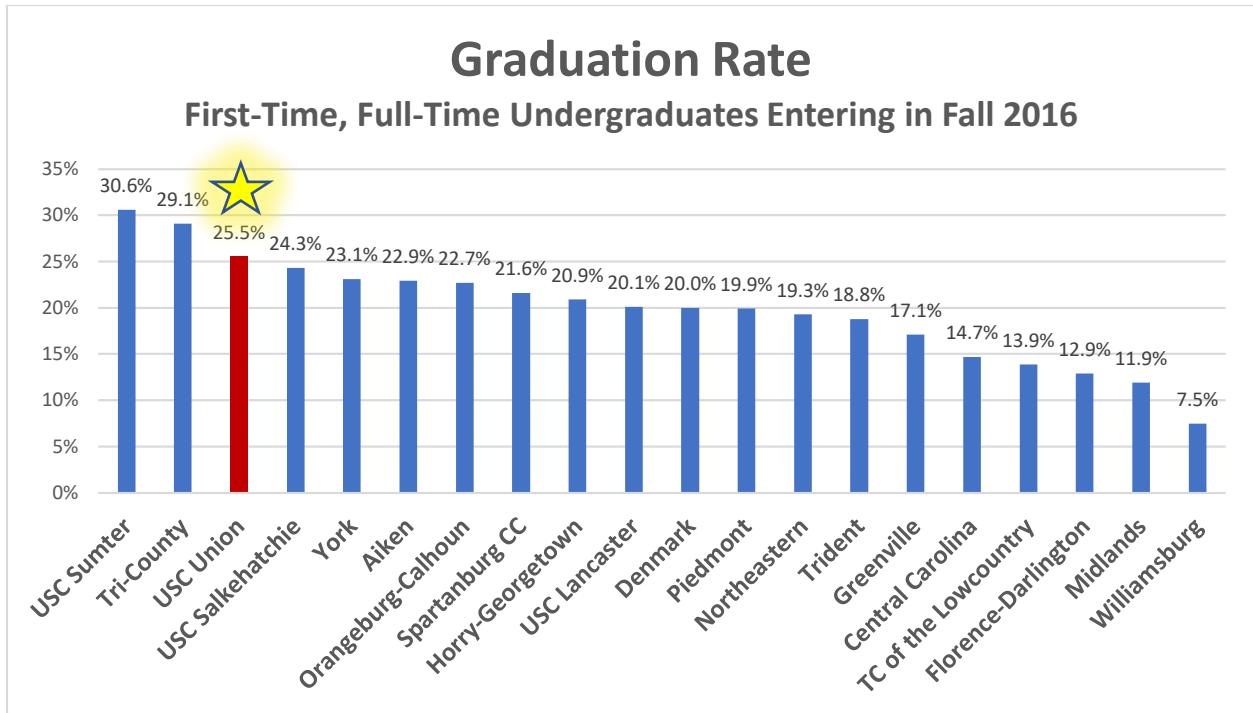
Good News Worth Repeating!

- Top in the state for a second year in a row among two-year institutions in Success Rate, up from 80.2% last year, to 81.6% this year!



*The CHE success rate, in addition to the graduates included in the graduation rate cohort, includes as part of the completion group those students who are still enrolled at the same institution during the Fall term following 150% of program time and students who transfer to other institutions before 150% of program time.

- Also an increase in Graduation Rate, moving up from 19.8% to 25.5% and from #9 to #3 in the state among all 4 PC campuses and 16 technical schools!



- Graduating within 150% of Program Time

**Start of the Semester Information
Academic Affairs
Fall 2021**

Majdouline Aziz: azizma@mailbox.sc.edu
 Christen Mayes: englance@mailbox.sc.edu
 Amber Ivey: ai1@mailbox.sc.edu

COVID-SPECIFIC INFORMATION

Faculty Guidance for AY 21-22

The Office of the Provost has posted two documents to provide guidance for classroom teaching during the upcoming academic year. You can review these documents [here](#).

Should any of this guidance change, I'll be sure to let you all know.

Contact Tracing:

Contact Amber Ivey: ai1@mailbox.sc.edu

Fall 2021 Daily Campus Census for Faculty and Staff:

- For all faculty and staff, there is a campus census that must be reported to Columbia. Therefore, it is critical that we have an accurate count of who will be on campus each Wednesday. For faculty, this will mean ensuring that this information is provided to Academic Affairs in a timely manner.
- If you are scheduled to teach on campus on Wednesdays, we will assume you are or will be on campus and include you in the daily census.
- If you are scheduled to teach on campus on Wednesday, but will need to cancel your course and/or will not be coming to campus, you need to email Amber Ivey by 10:00am on that day.
- If you are not scheduled to teach on campus, but plan on being on campus, even for a short period of time, you will need to email Amber Ivey by 10:00am on that day.
- Note: even if you are planning on coming to campus in the late afternoon, we need you to inform Amber Ivey by **10:00am**.

FACULTY ORIENTATION GUIDE

I've created and emailed you each a copy of a new faculty orientation guide for 2021-2022. This guide provides you with important information that can be beneficial to you as you prep your courses, prepare for the upcoming semester, and navigate through the semester. Please review this guide carefully.

FACULTY OFFICE HOURS

Faculty members will hold one hour of office hours for each course taught each semester, up to five hours per week. By the first day of classes each semester, faculty will complete the Office Hours Form sent to them by Academic Affairs and submit it to Christen Mayes in Academic Affairs at englance@mailbox.sc.edu. You may choose your own office hours. This applies to all courses, whether taught in-person or online.

SCHEDULE CHANGES

If a situation arises that requires a change in your schedule, you must get prior approval from the Associate Dean for Academic and Student Affairs.

FALL 2021 ACADEMIC CALENDAR

UofSC Union Fall 2021 Academic Calendar

Fall 2021

Event	Date
Faculty Reporting Date	Aug. 16, Monday
Classes Begin	Aug. 19, Thursday
Last day to change/drop a course without a grade of "W" being recorded	Aug. 25, Wednesday
Labor Day Holiday (no classes)	Sept. 6, Monday

Event	Date
Fall Break (no classes)	Oct. 7 – 8, Thursday - Friday
Midpoint in Semester	Oct. 11, Monday
Last day to drop a course or withdraw without a grade of "WF" being recorded	Nov. 3, Wednesday
Thanksgiving Recess (no classes)	Nov. 24 – 28, Wednesday – Sunday
Last Day of Classes	Dec. 3, Friday
Reading Day	Dec. 4, Saturday
Final Examinations (includes exams on Saturday)	Dec. 6 – 13, Monday - Monday

Spring 2022

Event	Date
Classes Begin	Jan. 10, Monday
Dr. Martin Luther King, Jr. Service Day (no classes)	Jan. 17, Monday
Last day to change/drop a course without a grade of "W" being recorded	Jan. 18, Tuesday
Midpoint in Semester	March 3, Thursday
Spring Break (no classes)	March 6 – 13, Sunday – Sunday
Last day to drop a course or withdraw without a grade of "WF" being recorded	March 28, Monday
Last Day of Classes	April 25, Monday
Reading Day	April 26, Tuesday
Final Examinations (includes exams on Saturday)	April 27 – May 4, Wednesday – Wednesday

REVISED ATTENDANCE POLICY

Please be aware of the revised [attendance policy](#) and incorporate this new policy into your syllabi.

FACULTY ACTION ITEMS

UofSC Union Bookstore:

- If you haven't submitted a book order, do so **immediately**. Double-check the ISBN for accuracy.
- Inform students that they need to make an appointment to buy new books or sell back old books (M-TH).

Academic Affairs:

- Send a copy of your syllabi to Christen Mayes and copy Amber Ivey by **Aug. 27**.
- Send a copy of your office hours form to Christen Mayes and copy Amber Ivey by **Aug. 27**.
- Maintain accurate attendance reports for each class. Send a list of students that have never attended to Christen Mayes and copy Amber Ivey by **Sept. 3**.
- Maintain accurate and up-to-date academic records/grades. Send a list of students that are at-risk academically to Christen Mayes and copy Amber Ivey by **Oct. 15**.
- Contact Christen Mayes to submit supply requests. Supplies are normally ordered twice a month (the 1st and 15th of the month). Submit orders in a timely manner to allow enough time to place those orders and have them delivered on time, **preferably two weeks in advance**. If special order, send Christen an email with direct link and qty.

Advising:

- Begin thinking about your Spring 2022 schedule. Scheduling to begin mid-September.
- Spring 2022 advising begins **Oct. 26**.

Faculty Accomplishments:

We want to recognize your accomplishments! Please be sure to inform Dr. Aziz of any accomplishments such as publications, conference presentations, awards, etc.

STUDENT ACADEMIC SUCCESS CENTER

- Primary contact: Christen Mayes
- Face-to-face tutoring available.
- Center Hours: M – F 8:30 – 5:00.
- Capacity limit of 9 people at a time in Center (including tutors).
- Overflow to Main Bldg. Computer Lab (M205). Computer lab available Tuesday and Thursday 8:30a-12:30p and 2:30-5p, Friday 8:30a-5:00p.
- Walk-in tutoring is available. However, try to encourage students to make appointments. Appointments can be made via <https://calendly.com/usc-union-tutoring>
- Looking to Hire! If you have a recommendation for a student who you think would make a good tutor, please let Christen Mayes know.



FACULTY SPOTLIGHT

To assist with student recruitment and to showcase each instructor's background, experience, course offerings, and interests, the Faculty Spotlight Series showcases the innovative work of our faculty. The showcase will consist of a 1-2-minute video answering a few questions about yourself/your classes and 1 faculty portrait with short blurb. Video and Portrait will be posted on social media and the UofSC Union webpage.

If you are interested in participating, please contact Dr. Aziz as soon as possible to receive more information.

WEBSITE RESOURCES

Working with Annie to beef up our webpage for faculty and staff. Keep an eye out for the following:

- Research page on our website to showcase faculty and student research projects.

- Faculty and staff Teacher of the Year Spotlights
- General Information with links to frequently used forms.
- Faculty resources (e.g., peer review, tenure and promotion).
- Faculty accomplishments page.
- Spotlight page.

LOCAL COMMITTEES

- Academic Affairs Committee
 - 100% AAAS online degrees
 - Revised Admissions Policy
- Peer Review Committee
 - Peer Review Process → PCCFM
- Faculty Advisory Committee
 - Future faculty hiring