

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

Friday, February 16, 2007

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

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

Welcome

Guest SpeakerDr. Jed Lyons
Faculty Director of the Center for Teaching Excellence

Standing Committees 10:30 - 12:30 PM

I. Rights and Responsibilities
Room 801-H

II. Welfare
Room 853

III. System Affairs
Room 857

Executive Committee 11:00 - 12:30 PM
Room 801-A

Deans Meeting 11:00 - 12:30 PM
Room 801-J/K

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

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

AGENDA

- I. Call To Order
- II. Correction/Approval of Minutes: November 17, 2006
 USC Union, Union, SC
- III. Reports from University Officers
 - A. Dr. Chris P. Plyler, Vice Provost and Executive Dean
 - B. Regional Campus Deans
 - C. Assistant Vice Provost for Continuing Education Credit Programs
- IV. Reports from Standing Committees
 - A. Rights and Responsibilities – Professor Steve Bishoff
 - B. Welfare - Professor Walt Collins
 - C. System Affairs - Professor Mary Hjelm
- V. Executive Committee - Professor Teresa Smith
- VI. Reports from Special Committees
 - A. Committee on Libraries - Professor Bruce Nims
 - B. Committee on Curricula and Courses - Professor Robert Castleberry
 - C. Committee on Faculty Welfare - Professor Darris Hassell
 - D. Faculty-Board of Trustees Liaison Committee – Professor Noni Bohonak
 - E. Regional Campuses Research and Productive Scholarship Committee – Professor Lisa Rashley
 - F. Regional Campuses Academic Advisory Council – Professor Kate Fritz
 - G. Other Committees
 1. Conflict of Interest Committee – Professor Noni Bohonak
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

Meeting of Friday, February 16, 2007
USC Columbia, Daniel Management Center, Moore School of Business

Morning Session

1) The Senate Chair, Kate Fritz, called the meeting to order at 10:00 A.M. She introduced Dr. Jed Lyons,

2) Dr. Lyons spoke about his early teaching years, and how many faculty are unprepared for teaching when they start their careers. He then spoke about the Center for Teaching Excellence. The Center was started in January, 2006. Dr. Lyons became the director in July, 2006 and has two staff members working with him. The Center is located in the Thomas Cooper Library. Dr. Lyons wants to spend time talking to faculty to find out what their needs are and how they can address those needs. He also wants to know what our areas of expertise are, and what our ideas for seminars are. The Center has sponsored three seminars so far, all of which are available for viewing on the website (address is: www.sc.edu/cte). Dr. Lyons is currently working on a long-range plan for the Center, and establishing a foundation for gift giving. He is visiting the campuses to solicit faculty input and determine faculty needs. Dr. Lyons passed out a sheet with five goals for the Center and asked faculty how important the goals were to them. See below:

Center for Teaching Excellence - Concept Development Survey

Regional Campus Faculty Senate Meeting, February 16, 2007

How important is each of the following goals for the Center for Teaching Excellence?	Please circle the most appropriate answer.			
Enhance the pedagogical knowledge and effectiveness of all who teach at USC.	Very Important	Somewhat Important	Probably Not Important	Definitely Not Important
Enable the wise use of technology to enhance student learning.	Very Important	Somewhat Important	Probably Not Important	Definitely Not Important
Provide synergy to university teaching support activities through a systems approach.	Very Important	Somewhat Important	Probably Not Important	Definitely Not Important
Support pedagogical research and productive scholarship.	Very Important	Somewhat Important	Probably Not Important	Definitely Not Important
Promote a university culture that values and rewards teaching.	Very Important	Somewhat Important	Probably Not Important	Definitely Not Important

How else could the Center for Teaching Excellence help you?

- Professor Nims asked what was meant by “synergy” and “systems” in the goals. Dr. Lyons answered that different units offer different instructional development activities and they wanted to help inform faculty of them, but look for overlaps, etc. He sees USC as one system and wants to connect all of the resources. The Center should be the center for all of the teaching developmental activities.
- Professor MacDonald how much they work with T.A.s. Dr. Lyons answered that there were two graduate initiatives: a preparing future faculty program, and a program to place graduate students in science and engineering studies in middle-schools as part of a NSF grant. The Center is managing those programs.
- Professor Scarlett asked about Goal 4. He said that there was interest in pedagogical research on the regional campuses and wanted to know if there will be support to help with that kind of research. Dr. Lyons answered that there is need for it, and that he wants to facilitate networking among faculty and get Institutional Development grants for that.
- Professor Saucier asked about the service learning seminars and said that he had tried to attend one but it was full. Dr. Lyons answered that the seminars were based on the Community of Practice idea and that he wants to keep them small. They were ways for faculty to meet in cyberspace. He will talk to Dr. Plyler about setting them up for regional campus faculty.

4) Chair Fritz thanked the speaker for coming and acknowledged Dr. Gene Reeder, Chair of the USC Columbia Faculty Senate, and Dr. Christine Curtis, Vice Provost for Faculty Development, for being with the Senate. She announced room assignments and dismissed senators to the committee meetings at 10:30 A.M.

Afternoon Session

I. Call to Order

The senate was reconvened at 1:30 P.M.

II. Correction/Approval of Minutes

The minutes of the November 17 meeting were approved by voice vote.

III. Reports from University Officers

A. Vice Provost and Executive Dean, Chris Plyler

Legislative: I joined President Sorensen and the Chancellors of the other System campuses in presenting our special budget requests to the Higher Education subcommittee of the House Ways and Means Committee on January 24. Chairman Limehouse and the other members of the committee always have questions about our regional campuses, and the focus of our requests were on annualizing the one-time parity funding received in 2005-'06; maintaining Lottery Tuition Assistance for our students, and appealing for a capitol bond bill to address special projects and deferred maintenance. President Sorensen and the Presidents of Clemson and MUSC always take the lead on bond bill strategy, and the approach on this cycle appears to be

for equal amounts for each institution in each of the four sectors. With every passing week there are varying signals as to whether there will indeed even be a bond bill passed in this session.

University: The division's name has officially changed to System Affairs encompassing Regional Campuses and Continuing Education. Reorganization in the office of the Provost means that our division will oversee the Extended Campus operations directed by Eileen Trainer, Assistant Provost for Academic Program Development and the Director of the Extended Campus.

The Director of the Extended Campus is responsible for the coordination of the programs and courses (undergraduate and graduate) offered by USC-Columbia away from the Columbia campus, including all contract courses. The Assistant Provost is responsible for the coordination of the CHE program development and approval process for the University System and the Columbia campus.

This office will:

- Support all academic units with the planning, development and scheduling of courses and programs offered away from Columbia (in-state, out-of-state, and international).
- Assure compliance of requirements for all contract/reduced rate courses offered by the University.
- Assure compliance of contracts with other education institutions/units to offer educational programming away from the Columbia campus, including the Office of International Programs for Students, General Counsel, CHE and SACS.
- Direct the EC marketing and promotion of Columbia based off-site programs including courses offered through UIS.
- Represent the Provost as needed at the University Center of Greenville and the Lowcountry Graduate Center.
- Support Academic Program Development
- Support the Executive Vice President for Academic Affairs and Provost with responsibilities associated with the Commission on Higher Education (CHE).
- Support academic units with the development of program implementation and changes.
- Serve as the Provost's Office liaison to the Faculty Senate and the Graduate Council.
- Assist the Office of Institutional Assessment and Compliance with the SACS notification process.

Other organization changes in the Office of the Provost include the addition of a Vice Provost for Faculty Development, Christine Curtis, who will focus on faculty support issues, system issues, synchronizing System policies—e.g. new grade forgiveness policy proposal.

March 16 System Admissions Committee meeting to discuss common admissions application. Implications for Regional Campuses may include student housing in master planning.

We currently have 25 participants registered in the February 23 (next Friday) workshop on the scholarship of engagement.

The full spectrum of issues surrounding faculty outreach and engagement work will be highlighted to include:

- defining outreach and engagement and community-engaged scholarship and seeking alignment at USC on the meaning and scope of the nomenclature;
- assessing faculty perceptions of their outreach and engagement work and how they compare to the regional campus mission of outreach;
- developing measurement and bench marking criteria for outreach and engagement locally and nationally;
- providing incentives for faculty/staff to frame their work as engaged scholarship
- defining areas for collaborative community-engaged scholarship across USC regional campuses
- analyzing community contributions to engagement and scholarship;
- institutionalizing community-engaged scholarship at USC

It's not too late to contact Kathy Hutto to sign up.

I would also like to direct your attention to the Center for Teaching Excellence website and the many workshops it has planned for faculty across the System—hopefully at times when you can attend.

End of Report

- Professor Bishoff asked where the workshop on February 23 would be held. Dr. Plyler said it would be in Columbia, but would be videotaped and he would try to have it available after that.
- Professor Bishoff asked about the bond bill and that President Sorensen wanted to divide money differently than what was proposed. Dr. Plyler answered that the President seemed to think that if they tried to make the bill look equitable it would have a better chance of succeeding. That would create problems for Sumter's science building since \$3 million wouldn't cover the cost. The President suggested that the regional campuses pool money and work on one project on each campus. Dr. Plyler did not think that would work.

B. Regional Campus Deans

USC Lancaster, John Catalano

STUDENTS

Registration numbers for Spring are ahead of last year by over 15% in both headcount and FTE, and Fall 2007 application numbers are up by over 50% compared to the same date last year. Degree delivery agreements will soon be finalized with Upstate and Columbia that will allow USCL students to earn bachelors degrees in Early and Elementary Education as well as nursing without leaving the campus. The men's golf team ended the fall season with a five and four record, but more importantly, a cumulative GPA of over 3.0. Women's tennis begins in Fall 2007.

FACULTY AND STAFF

We are currently conducting six tenure track searches after working with the Faculty Hiring Priorities Committee. We expect to hire two mathematicians, an exercise physiologist, a philosopher, and two English professors to begin in Fall 2007. We will also need to add two more nursing professors and one education professor when the above mentioned degree programs are finalized. One year appointments will be offered in chemistry, geology/ geography, and Spanish. Faculty office space is at a premium and we are in the process of converting one Starr Hall classroom into five faculty offices. Professor Rebecca Parker, Director of Enrollment Management at USCL since 1994, retired in December. Jakie Blackmon, Director of Maintenance and Security for 26 years, will retire on February 28. Laura Humphrey will be the new Director of Student Activities as of March 1, 2007.

FINANCES & PLANNING

Parity remains an issue. Three separate provisos in the 2006-7 state budget added \$950,000 (divided among deferred maintenance, parity, and paving) to our budget this year. The Governor's 2007-08 budget eliminates all three provisos plus an additional amount resulting in a \$1.04 million reduction for the campus. Paul Johnson, new Business Manager and Director of Planning, is continuing the comprehensive planning process for the campus. It will be a year-long effort that will involve the faculty as well as all other constituents of the Lancaster campus and community.

FACILITIES

The bookstore renovation, entirely funded by the Nebraska Book Company as part of an outsourcing contract, is complete. The Richards Tennis Complex, funded almost entirely by grants and gifts is nearly complete. The new parking lot behind Gregory, funded by a \$100,000 General Assembly Proviso, is nearly complete. The mediation process dealing with the Bradley Building leaks continues. Planning continues on the Hubbard Hall HVAC replacement, funded by three separate General Assembly deferred maintenance appropriations. Several small landscaping and office remodeling projects are in the works. Planning is underway for an additional parking lot. We will soon begin work on the soccer field behind the Carole Ray Dowling Center. Preliminary studies for a dormitory are underway.

COMMUNITY

USCL faculty and staff completed United Way and Red Cross campaigns just before the holidays. Dr. Howard Kingkade, Assistant Professor of Speech, was the subject of the front page feature article in the January 28 issue of *The Lancaster News*. Dr. Kingkade's new screenplay has been made into a movie in Los Angeles. Tickets are still available for this season's Bundy

Performing Arts Series. The Coasters, Swing Daddy, and The Little River Band will perform. The second season will be announced next week.

USC Salkehatchie, Ann Carmichael

Preliminary enrollment for Spring 2007 indicates a 6.06% increase in headcount and 6.83% increase in FTE over Spring 2006.

Women's volleyball and women's soccer had a good first season at Salkehatchie, with two players, Natasha Guillard and Brooke Strock named to Region Ten First Team in volleyball and soccer, respectively. The spring sports season for women's softball and men's baseball has begun.

Two new sports will be added to the athletic program in the Fall 2007. Men's basketball will be added to the Walterboro campus. Mr. Travis Garrett will join the Salkehatchie coaching staff as Head Basketball Coach on March 15. Coach Garrett received a Bachelor of Arts degree in Sports Administration from Stetson University, Deland, Florida, in 1995. He is presently the Head Men's Basketball Coach at Clinton Junior College in Rock Hill, SC.

Men's soccer will be added to the athletic program in Allendale in the fall. Mr. Giavanni Vlahos joined the coaching staff on February 1. Coach Vlahos has over 20 years' experience as a soccer player, coach, and program director and has played professional European soccer in Greece. He will be coaching men's and women's soccer, which will be played on the Allendale campus.

Notification was received in December that USC Salkehatchie has been awarded a grant from BlueCross BlueShield Foundation for the purpose of supporting the USC Columbia BSN program being offered at Salkehatchie. The \$450,000 award amount will be extended over a three-year period.

In terms of faculty hires, Salkehatchie is pleased to welcome Cindy McClure to Salkehatchie as our nursing coordinator. Cindy has a Masters Degree in Nursing from MUSC and also is a nurse practitioner. Cindy begins her duties on March 12, 2007. Searches for a business instructor and academic dean have been narrowed down to finalists. Applications are still being reviewed for an English professor.

- Dr. Carmichael showed everyone a copy of Dr. Arthur Mitchell's newly published book, "Hitler's Mountain".

USC Sumter, Leslie Carpenter

Since my last report to the Regional Campuses Faculty Senate on November 17, 2006, there have been a number of notable events and activities at USC Sumter.

Human Resources: USC Sumter continues to have national searches underway for tenure-track appointments in Biology and Spanish/French. Dr. Hayes Hampton, Associate Professor of English, was recently appointed to a four-year term as Chair of the Division of Arts and Letters, effective 7/1/07, upon the retirement of long-time Chair and Professor of Art Cara-lin Getty. Recent

new appointments include Ms. Susan Brabham as Director of Continuing Education, Ms. Cindy Berberich Student Financial Aid Counselor, Mr. Tom Fleenor as Head Baseball Coach, Ms. Kim Evans as Head Softball Coach, Mr. Otis Holloway as Trades Specialist, Ms. Latoya Cooper as Library Technical Assistant, and Ms. Elizabeth Ketchum as Media Resource Specialist. Since the inception of the TERI program, 25 USC Sumter employees have opted into the program. Of those 25, fifteen have already retired; three are scheduled to retire in FY 07, two in FY 08, four in FY 09, and one in FY 11.

Enrollments: Preliminary enrollment figures at USC Sumter for the 2007 Spring Semester, as of 2/9/07, indicate a 1.67% headcount enrollment decrease compared to last year, and a 1.94% FTE enrollment increase compared to last year. USC Sumter faculty and staff continue to work hard on initiatives intended to continue improvements in recruitment and retention of students.

Students: At the conclusion of the 2006 Fall Semester, 155 students were named to the Dean's List at USC Sumter.

Faculty: Dr. Hayes Hampton, Associate Professor of English, in enjoying a productive sabbatical leave during the 2007 Spring Semester.

USC Union, Hugh Rowland

- **Spring Enrollment** -- USC Union is celebrating the largest spring enrollment in its history. Increase of 17.3% headcount and 6.7% FTE.
- **Strategic Planning** -- Working on revision of 5-year strategic plan. Pleased to report that on our #1 goal, increasing enrollment and development of new programs with more of a career orientation, we are making good progress. Overarching theme is becoming economic development for Union and our service area.
- **New Program Development**

Robotics Project – Strategic Planning Group met with local politicians and Spartanburg Community College officials to beginning planning the Union County Robotics Center building on Rt. 176 north. Have invited David Just, Vice President of Continuing Education for Spartanburg Community College, to speak to the Union Rotary Club in February.

Nursing Project – With the advice of the Campus Dean at Salkehatchie (Ann Carmichael), USC Columbia Dean of Nursing, and the Dean of Nursing at USC Upstate, are making good progress.

- **Campus Grounds Improvement and Facilities**

1. **Master Plan** -- Initiating process for development of a master plan for the campus, per strong request from our CHE leaders and key local politicians.

2. **Planning for New Building** -- In annual CPIP report, developed by Lee, calls for new building to address needs for natural science labs, library, and classroom needs. Lee and Jett beginning to work on developing a plan for new building. CPIP report also asks for additional funds to fix up buildings and landscape campus. Group from USC Columbia will visit campus in early March to review our requests and provide advice. Group from the South Carolina Commission on Higher Education (SC

CHE) and the South Carolina Budget and Control Board will come in late March or early April to review our requests.

3. **Bats in Main Building** -- Lawson authorized to hire a company to remove bats and seal up attic of Main Building.

4. **Paving Parking Lots** -- Lawson working with USC Columbia staff to pave/repair and stripe parking lots.

5. **Emergency Alert System** -- CHE beginning to consider ways to develop an emergency alert system in each office and classroom.

- **Writing Effectiveness** – Writing Effectiveness Committee, chaired by Professor Shaw, is continuing its assessment work. Shaw and Ivey implemented a writing effectiveness model (placement testing and grading rubric) that Shaw had developed over the summer. Review of results of a pre-test and post-test data from fall 2006 ENGL 1001 classes will soon be undertaken.

- **Cultural Arts** -- Working diligently to revive a cultural arts program on campus. Began with two piano concerts in the fall, a co-effort with our Union Cultural Arts Council.

- **Smart Classroom Coordinator** -- Randy Ivey, coordinator of “smart classroom” environments, continuing to work on developing policies and procedures.

- **Black History Month Activities** – Attendance encouraged at all events. Faculty also encouraged to promote with students in class.

- **Community Indicators, Economic Development Task Force** – Chairing Economic Development Task Force to develop a plan for setting "baseline indicators" of economic development in Union County. Part of a larger, county-wide effort, under the auspices of the Upstate Workforce Investment Board (WIB) and United Way, to develop similar indicators (or measures) for a variety of areas relating to the health of the county.

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

- Dr. Boyd reported that her faculty are busy teaching and giving presentations. The enrollment in Spring is greater than the Fall, and they are working to attract more adult students.
- She gave an update on the BAIS degree: That degree will no longer be available to regional campus students. It is being modified by the College of Hotel, Restaurant, and Sports Management to include more of their classes, so it is no longer appropriate or allowed. The admitted students will continue to be served appropriately until they complete their degree.
- The BLS degree is moving along and is now at the CHE. Full approval is expected by Spring. Students can be admitted for Fall 2007, so they are taking steps to serve those students. They are working on a tentative program of study form so advisors can advise

students for Fall schedules. The Implementation committee will meet to discuss curriculum for the BLS degree and issues for successful implementation of the degree.

- Dr. Boyd said that it appears that the program is about to happen, and that it is a tremendous step to expand program access for regional campus students.

IV. Reports from Standing Committees

A. Rights and Responsibilities, Professor Steve Bishoff

- The committee finished discussion on the external review process. They will bring an amendment and new motion to the floor under new business.
- The committee also discussed the revision to the sexual harassment policy in the Faculty Manual that the Provost has requested.

B. Welfare, Professor Walt Collins

- Professor Dwayne Brown reported for the Chair the following:
- The Tenure and Promotion Workshop will be held May 14, 2007 in the Gressette room, Harper College building, Columbia campus. The panelists and facilitators are in place. Flyers have been distributed.
- The online faculty satisfaction survey will be available by the end of March.
- The salary report will be given at the April meeting.
- There was a concern brought to the committee concerning librarians not being hired as faculty, but as staff.

C. System Affairs, Professor Mary Hjelm

- The committee continued to discuss their charges to review Palmetto Programs by reviewing local campus policies
- The committee discussed issues related to the mentoring of new faculty.
- The committee has three motions to bring to the floor under new business: one for a new course and two on tuition for Palmetto Programs courses.

V. Report from the Executive Committee, Professor Teresa Smith

- The executive committee met on February 2nd in Columbia.
- Dr. Plyler gave a report updating Palmetto Programs issues including:
 - The B.L.S. degree has been approved by the Board of Trustees and has moved on to the CHE with expected approval by the Fall of 2007. There are uncertainties concerning long-range administration of the program. Dr. Carolyn West will conduct the faculty training this summer. Dr. Sally Boyd has assumed several responsibilities of the program including approval of faculty to teach courses.
 - There is tentative approval for a new tuition plan where the tuition will follow the student. This means that after 75 hours, a student will be considered a

candidate for a B.A. or B.S. degree and be required to pay \$300. 00 more per course.

- Dr. Plyler also announced upcoming workshops, and encouraged both tenured and non-tenured faculty to attend.
- Reports were also given by the representatives from the Regional Campuses and committee chairs.
- Under unfinished business, the committee approved the revised meeting dates for the March Executive Committee meeting on March 30th and the final Senate meeting at USC Salkehatchie on April 27th.

The meeting was adjourned at 3:00 P.M.

VI. Reports from Special Committees

A. Committee on Libraries, Professor Bruce Nims

- The committee will meet on 2/28, so there is no report now.

B. Committee on Curricula and Courses, Professor Robert Castleberry

- I am currently at a meeting of the committee. I do have a mailing list of faculty and administrators on the regional campuses who do receive my reports, and they should get the results of this meeting early next week. If you want to be added to that list, please send me an email (rcastle@uscsunter.edu).
- The members of this list are important. When I get this agenda for the meeting, I send it on to people on this list. I need them to review the agenda that concerns them. As your representative, I don't necessarily know everything that is important to each campus – I need this feedback. Thanks.

C. Committee on Faculty Welfare, Professor Darris Hassell

Committee Update:

The FWC continues to seek faculty input on issues related to faculty retention and recruitment, tuition remission for dependent children, and information from these areas has already been used in a presentation to the Board of Trustees on our behalf.

The committee hopes to focus on 3 other issues that also have an important impact on faculty:

1. parental leave policy
2. parking
3. faculty use of available preventive care benefits

The faculty enrichment fund:

There is a balance of \$48,000 in the Faculty Enrichment Fund. Mr. Heath recommended starting an endowment with the minimum required sum of \$25,000 and the committee agreed to do so. The balance remaining would be spendable money and the question remains of how to do so. Both the Faculty Senate Chair and the Welfare Committee Chair would have to sign before these funds can be spent. Additionally, the committee seeks more information about the gift stream (through Family Fund contributions) for this fund.

The February meeting has not been set, but any issues or concerns can be forwarded to Professor Hassell to be submitted to this committee.

D. Academic Affairs and Faculty Liaison Committee, Professor Noni Bohonak

- The committee has not met and will meet next on 3/23.

E. Regional Campuses Research and Productive Scholarship Committee, Professor Lisa Rashley

No report.

F. Provost's Regional Campuses Academic Advisory Council, Professor Kate Fritz

The committee has not met since the last meeting, and will meet soon.

G. Other Committees

1. Conflict of Interest Committee, Professor Noni Bohonak

No report; the committee only meet if a conflict arises.

VII. Unfinished Business

- A.** A motion brought to the floor at the last meeting regarding a change in the Faculty Manual on external review was ruled substantive so is on the floor today. Professor Bishoff reported that the Rights and Responsibilities Committee reviewed suggested changes to the policy from the Sumter campus under points 6 and 7 (see motion below).

Motion:

We move to endorse the proposal on External Peer Review being considered by the Regional Campuses Faculty Senate as modified below.

Proposed Amendments and Additions to the Regional Campuses Faculty Manual

Current p. C-16 addition between Notification and Files

External Reviews

1. Each tenure track faculty member hired after [insert Board of Trustees' ratification date] applying for promotion and/or tenure will include at least three external reviews of their scholarly work, research and/or creative achievements.
2. While peer or peer-aspirant institutions may provide a pool of reviewers who understand the academic environment of the Regional Campuses, reviewers may also come from other academic institutions and appropriate non-academic sources. In order to demonstrate the reviewer's knowledge of the candidate's scholarship area, each review must include a *curriculum vitae*.
3. External reviewers must come from beyond any of the campuses of the University of South Carolina.
4. While objectivity is a desired trait for reviewers, prior association between the candidate and the reviewer may exist. No candidate should have a prior or present professional collaboration with a reviewer.²
5. The candidate working with his/her immediate supervisor (usually the Chair) will compile a list of at least five potential reviewers with whom the candidate is satisfied. The immediate supervisor will make initial contact with the potential reviewers to assure that they are willing to participate. All further contact with the reviewers will be through the Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education.
6. Each Regional Campus Faculty Organization will provide for the Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education **with** a campus description of that Regional Campus and the following information:
 - o normal teaching load
 - o local funding and course relief for research and scholarship
 - o description of facilities
 - o availability of mentors or colleagues with similar interests
 - o availability of students to participate in research and scholarship
7. The Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education will send each reviewer:
 - o cover letter (Which **should remind the reviewer to do his/her evaluation in the light of all of the following items**)
 - o the candidate's promotion and/or tenure file
 - o a copy of any primary supporting documentation, e.g. reprints of publications
 - o the campus description from the local Faculty Organization
 - o the criteria for promotion and tenure
 - o deadlines and contacts as needed
8. The Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education will provide the reviewers' comments for inclusion in the candidate's file before the initial campus review.

- Professor Scarlett asked if there was a timeline for the review process. Professor Bishoff responded that the timeline will be presented as a motion for New Business.
- The Senate voted on the amended motion proposed by the committee. The motion passed unanimously.

VIII. New Business

- A.** Professor Bishoff brought a new motion to the floor from the Rights and Responsibilities Committee concerning the timeline for external review. Professor Bishoff explained that the committee found several differences in campus procedures for tenure and promotion; therefore, they propose a motion to address concerns from the campuses (see motion below).

Motion:

Since the existing external review proposal does not currently include a procedural timeline, we move that any timeline considered by the Regional Campuses Faculty Senate be essentially consistent with the currently existing USC Sumter timeline for the candidate submitting her/his completed file for consideration.

Explanation: The Regional Campuses Faculty Senate will likely consider an external review process for promotion and tenure (this process has been described earlier in motion #1 from committee). That proposal does not include a procedural timeline, yet one will have to be adopted with the addition of external review. For example, there needs to be a timeline for identifying the external reviewers (and one does not currently exist). Once reviewers have been selected, when will the candidate's file get sent to them, how long do they have to submit their review, and where does this fit in our existing procedures? Our motion is meant to allow our existing procedural timeline to be modified to address such questions, but resists the notion that faculty members must submit their P & T files much earlier than they currently submit them (October 1; see edited ACAD 109 attached). The word "essentially" in the motion is intentional.

Academic Promotion and Tenure Procedural Guidelines (POLICY #: ACAD109)

...2. On or before September 1... Faculty members will submit a signed statement of intent to the Associate Dean for Academic Affairs indicating a desire for consideration or non-consideration of promotion and/or tenure (forms for indicating a faculty member's intent for promotion and/or tenure will be distributed by April 15 of the preceding academic year).

3. If the faculty member requests consideration for promotion and/or tenure, he/she shall obtain the official Promotion and Tenure File forms, complete/update the forms, and submit the same by October 1 to the Division Chair. Because of the time required to assemble the necessary file, applicants are advised to begin working six months ahead on the file.

4. By October 15 the appropriate Division Chair shall submit to the Associate Dean for Academic Affairs the file and a letter which either supports or does not support the faculty member's request for promotion and/or tenure. This letter shall become a part of the faculty member's Promotion and Tenure file.

5. The Associate Dean for Academic Affairs shall write a letter that either supports or does not support the faculty member's request for promotion and/or tenure, and shall make this letter a part of the Promotion and Tenure file of the faculty member.

6. The Associate Dean for Academic Affairs shall provide copies of the file to the USC Sumter Tenure and Promotion Committee by November 7.

...

9. The vote of the Committee and a copy of the composite box-score form will be forwarded to the candidate by December 7. ...

- Professor Faulkner asked what would happen to the November 1 date in the manual now, whether the language will be in the manual.
- Professor Bishoff responded that times are not in the manual.
- Dean Catalano asked that the grammar be checked before the motion was included in the manual.
- Professor Bishoff answered that it would.
- Dr. Plyler said that with this motion, the completed file does not have to be submitted before the fall semester, inclusive of letters, and asked if we should not add language so the local committees can review the files.
- Professor Bishoff answered that procedures were already in place on each campus and the committee did not want to change that.
- Professor Faulkner asked for a clarification: according to the motion, the deadline for external reviews would be 11/1, but in order to turn in a file for review, it would be no earlier than the Fall.
- Professor Bishoff answered that that was doable, to submit the file by the Fall since contact with the reviewers would have been made and they would be aware of the timelines.

- The Senate voted unanimously to approve the motion.

B. Nominating Committee: Chair, Professor Refinetti, presented the proposed slate of officers which will be voted on at the next meeting. The slate is:

Past Chair: Kate Fritz, Continuing Education

Chair: Terrie Smith, Sumter

Chair-Elect: Danny Faulkner, Lancaster

Secretary: Mary Hjelm, Salkehatchie

Member-at-large: Steve Bishoff, Sumter

C. Three motions were brought to the floor from the Systems Affairs committee chair, Professor Hjelm.

- Motion 1 called for approval of RCAM 205, Foundations of Leadership, as follows:

1. We recommend you approve RCAM 205: “Foundations in Leadership” as a course to be taught at the regional campuses.

- The Senate approved the motion unanimously.
- The next two motions came from the committee. Motion 2 follows:

2. The Regional Campuses Faculty Senate goes on record as being opposed to students on the regional campuses paying a tuition fee structure based on hours earned.

- Professor Refinetti asked if this motion was expressing opposition to the proposed change in tuition and Professor Hjelm said it was.
- Professor Refinetti asked if there was an alternative and Professor Hjelm said that there was not.
- Dr. Plyler asked what the rationale was for the proposal, and what the committee would offer as a better solution.
- Professor Hjelm said that the committee was concerned that we may be pricing ourselves out of the market; that there was concern that it would hurt our students; and a concern that our students would pay more but not get the same advantages as the Columbia students who pay but get services.
- Speaking for herself and not the committee, Professor Hjelm said that she did not feel the structure was a bad thing. She felt the mission of our campuses was to transfer students to four year schools, not just nurture them. Our goal was to get them four year degrees, and if they stayed on our campuses longer, it hurts our reporting.
- Professor MacDonald said that she had mixed feelings, but thought that the most legitimate concern seemed to be the students’ ability to get services for the extra money.
- Dr. Plyler responded by saying that this was a Columbia degree for Regional Campus students. It will be the least expensive Bachelor’s degree in the system. Columbia had made a compromise and agreed that students would pay fees at the lowest rate of the four year campuses and the Regional Campus fees; they would not pay Columbia fees. As we get more services, we may have to pay more, but this is as low as we can get now and still be able to offer the Bachelor’s degree.
- Professor MacDonald asked about faculty being paid at the rate of senior campuses.
- Dr. Plyler said that looking forward, that salaries, along with reducing faculty loads and helping students get their degrees would be issues.
- Professor Scarlett said that there was a concern that more financial aid be available for students.
- Dr. Plyler said that there would, and it would be administered through his office.
- Professor Scarlett asked if what the fees would be if a student got an Associate’s degree, then came back for classes, was not getting a Bachelor’s degree but had more than 75 hours.
- Dr. Plyler said that the office would look at extenuating circumstances and that they would have to come up with an appeals process.
- Professor Bishoff asked for clarification on who gets the extra money.

- Dr. Plyler said that the campuses will get the money; that it will be distributed back to the campuses based on enrollment in the courses after costs are paid.
- Dean Rowland encouraged Senators to think about opposition to a proposal that will open four year degrees in an era when we have more competition from other schools and online programs. He said that if we wait, others will take our students.
- Dr. Plyler said that since discussions began on a degree in 1999, there has been more excitement and cooperation in Columbia, and that it would continue. Departments are recognizing that enrollment drives the money and that if Columbia did it differently, they would get all the money. This way, we get part of the money and can grow. He said that he hopes we get more programs like a degree in Business Management and Education.
- The body voted on the motion. Results were one ‘yes’, the rest ‘no’, so the motion was not passed.

- The committee brought a third motion to the floor. Motion 3 follows:

3. The Regional Campuses Faculty Senate goes on record as requested that a student paying Palmetto Program fees for his/her courses must have full access to the academic and financial resources (electronic databases, library resources, grants, scholarship, etc.) that would be available to those students enrolled at the Columbia campus.

- Professor Scarlett asked if students would not pay Columbia fees.
- Dr. Plyler responded that tuition would be set at the USC Aiken level and fees are the Regional Campuses mandated fees, which are what students pay now. Also, the central office will pay for as many services as they can, and SACS will require that students have access to services that they need for their degrees.
- The body voted on the motion, with six ‘yes’, four ‘no’, and the rest abstaining; thus, the motion passed.

IX. Announcements

Chair Fritz announced the date for the meeting at USC Salkehatchie, which will be April 27.

X. Adjournment

The meeting was adjourned at 2:50 P.M.

Minutes prepared by the Senate Secretary, Terrie Smith