

USC Lancaster Faculty Meeting Minutes November 7, 2025

Please note that chat messages are preserved in Teams meeting records but are not necessarily reported in the minutes. Minutes are not verbatim and as such, pronouns may be mixed in the comment sections.

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USC Lancaster Faculty Meeting Minutes November 7, 2025

CALL TO ORDER: 12:35 PM by Elizabeth Easley

CORRECTION/APPROVAL OF MINUTES: The minutes of October 3, 2025, faculty organization meeting were approved with no corrections.

REPORTS OF OFFICERS:

Award Presentation/Winner Announcement of Faculty and Staff Exhibition – Brittany Taylor Driggers

- Winners announced; voting is open for People's Choice category
- 1st Place 3D: Shemsi Alhaddad
- 1st Place 2D: Kim Richardson
- Honorable Mentions: Zoe Byrd, Crystal Melton, Steven Criswell

Dean of the Campus – See written report (Appendix 1)

Associate Dean for Academic and Student Affairs – Dr. David Roberts report submitted (Appendix 2).

Highlights from his report, including:

- Successful events: Junior Scholars Day, Open House, Scholarship Luncheon.
- Withdrawal deadline: Nov. 27.
- Grant deadlines upcoming; RISE intention due Dec. 1.
- Faculty accomplishments and upcoming events recognized.
- New professional development offerings underway.
- ADA online accessibility group is forming soon.

Questions and/or Comments:

E. Moon-Kelly - [regarding upcoming events] The concert on December 7th is going to be at Van Wyck Presbyterian Church.

Academic Success Center – written report (Appendix 3)

Compiler – Shemsi Alhaddad, report submitted (Appendix 4)

- Issues with Explorance Blue system and privacy.
- Proposed motion: separate compiler role from data analysis.
- Discussion on the usefulness of comparative tables.

Questions and/or Comments:

N. Lawrence – Clarified that the proposed motion will be voted on next month, then asked would this maybe not be a good time to ask the Senate to just get rid of the requirement for compiler data at all.

- Discussion followed on the likelihood of timely responses to Senate inquiries regarding Explorance Blue and the value (and comparison across campuses of course evaluations.

Enrollment Affairs – written report (Appendix 5)

Human Resources – written report (Appendix 6)

Indian Land Campus – written report (Appendix 7)

Institutional Effectiveness and Research – Shemsi Alhaddad (Appendix 8)

- Faculty accomplishments survey mid-December.
- Regional aggregation ensures no individual faculty spotlight.

Questions and/or Comments: None

Medford Library – Rebecca Freeman, report submitted (Appendix 9)

- Final Fandom Series talk next week.
- Book talk with Rev. Dr. Creel on Monday.
- Study snacks after Thanksgiving.
- Rose Garden construction may alter the library entrance.

Questions and/or Comments: None

Native American Studies Center – Stephen Criswell

Updates on 20th anniversary/Native American Heritage Month celebration programming, including:

- *Blood & Myth* screening
- Artifact ID
- Guest speakers
- Market.

Questions and/or Comments: None

TRiO - written report (Appendix 10)

REPORTS OF COMMITTEES:

USC SYSTEM COMMITTEES:

Columbia Faculty Senate – written report (Appendix 11)

PCCFS Executive Committee – Fernanda Burke

- Workplace incivility (Appendix 12) and progressive discipline (Appendix 13) policies under review.
- Residency Appeals Committee to be added to bylaws.

Questions and/or Comments:

S. Penuel – Request to send this to the System Affairs committee.

- N. Lawrence – Should faculty also contact System Affairs with their feedback?
- S. Penuel – Faculty are welcome to do so if they want to, but it is not required.

LOCAL COMMITTEES:

Academic Advisory Council – David Roberts

- Instructor-heavy hiring deemed situationally appropriate
- Summer credit limit is set at 8 credits; students may request overrides via Associate Dean.

Questions and/or Comments:

K. Cole - How will this be communicated to the students so that they can request an override? We'll have a lot of students who will need extra hours to keep their financial aid eligibility next year.

- D. Roberts – This will largely impact Dual Enrollment students. It's going to have to go through Dominique Waller's office and whoever the next director is. They just won't be able to register, and they'll have to reach out to their advisor at that point.

L. Cocklin – Is there a way to code the [summer hours cap] flag to just let them know if they're getting that refusal to contact?

- D. Roberts – Since this is the first year we're trying this, we will have to find workarounds. We will fix things as they arise.

S. Penuel – [Clarification] I've got no problem with the number of instructors. My problem is with the number of tenure line faculty.

Director of Security Search Committee – Dana Lawrence

- Five candidates; interviews scheduled for Nov. 21.

Questions and/or Comments: None

Executive Committee – Liz Easley, report submitted (Appendix 14)

- Administrative appointment guidelines clarified and recorded for future reference (Appendix 15)
- Introduced bylaw amendments prepared for next meeting: Motion to add Residency Appeals Committee to local bylaws and Motion to update “Gregory Health & Wellness Center” to “Gregory Family YMCA” in Athletics Advisory Committee description

Questions and/or Comments:

N. Lawrence - [Regarding the administrative appointment guidelines, since it is not bylaws change] If we notice something that's either missing or have questions about it, would the vice chair be the person to reach out to about that?

- E. Easley – You can contact the full Executive Committee.

Hiring Priorities Committee – written report (Appendix 16)

OTHER SYSTEM COMMITTEES: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Introduction of potential motions for December 2025 meeting:

Compiler Motion to Update the Compiler Policy (Appendix 17)

Discussion:

K. Holland – Clarifying that the role of Compiler is open to any member of the faculty organization. You're just making sure that everybody who wants to be -- anybody who wants to be a compiler can do it. But institutional research will do the compilation.

- S. Alhaddad - So this allows the compiler to be somebody with no technical skills who can do what's the actual description of the compiler; the official description is not changing. It's still just somebody who collects requests from faculty members who are going out for tenure and promotion and gives them the table that matches the faculty manual. I just added that extra step where the compiler goes to institutional research, gets the summarized data, and then, you know, formats it if they need to or whatever, and gives it back to the candidate.
- Discussion followed, clarifying whether this setup would need to change in the future if Shemsi leaves the IR role [changes will be transferable] and if there will be any confusion added to faculty process with Compiler as “middleman” [none anticipated].

Executive Committee Motion to Amend the Bylaws: Addition of Residency Appeals Committee

Discussion:

K. Cole – [Regarding the origin of the committee, which has been filled for years but is not currently in the bylaws]. This is the South Carolina Residency Appeals Committee, which is a requirement from the State Commission on Higher Education. This came from Ron [Cox] because it was required.

- A. Golonka – It started on the petitions and admissions committee originally, run by Ron, that we had an appeal about residency. The student wanted to claim South Carolina residency to get into it in-state tuition. So the committee was developed originally as an ad hoc committee.
- K. Cole – Simply put, the South Carolina Commission on Education says that when we make residency determinations in the admissions business office area, that if a student doesn't agree with our interpretation of those rules, that they need to be able to have a way to appeal it. I would recommend the dean, the executive director of enrollment affairs, and maybe, and the residency officer can be on that committee. They just need a place to take that appeal.

Executive Committee Motion to Amend the Bylaws: Removal of Student Representatives

Discussion:

S. Penuel – I know it is challenging to recruit students for these appointments. I have concerns about removing student representation. How hard would it be to give them FERPA training like we do for our student employees who need it?

- Discussion in support of retaining student representatives, including noting that service as representatives are points of pride for Student Government Association (SGA) members.

T. Mobley Chavous – Request to change “Director of Student Services” in the amendment text to “Student Life.”

Executive Committee Motion to Amend the Bylaws: Update Gregory Health and Wellness Center to Gregory Family YMCA

Discussion:

L. Thomas – Clarifying whether the name reflects the Gregory Health and Wellness Center (which is the building) or YMCA of Upper Palmetto (the organization/programming itself). [Investigation needed].

SPECIAL ORDERS: None

ANNOUNCEMENTS:

- A. Pangburn - Outdoors Club Upcoming Hikes:

- November 14 at noon hike at McDowell Nature Preserve, starting at McDowell Nature Center in Charlotte, NC.
- November 15 at 10am at Lindsay Pettus Greenway, starting at Barr St parking lot in Lancaster, SC.
- R. Freeman – Everyone is invited to take part in Palmetto College’s new literacy initiative via Sarah Carter at USC Union.
- T. Rowell – Theater announcements including:
 - *Hairspray* auditions
 - 50th anniversary of theater program
 - *A Christmas Story*
- T. Rowell & K. Cole – Admissions is working to build arts-focused recruitment day (hopefully for Spring 2026)

ADJOURNMENT: 1:59 PM

ATTENDING:

Sahar Aghasafari, Shemsi Alhaddad, Connor Austell, Zoe Byrd, Li Cai, Andrea Campbell, Jill Castiglia, Logan Cocklin, Kenneth Cole, Stephen Criswell, Pam Ellis, Annette Golonka, Elizabeth Easley, Rebecca Freeman, Amy Gerald, Jose Guruceaga Burgos, Claudia Heinemann-Priest, Alissa Kate Holland, Amy Hood, Ernest Jenkins, Mary Allison Jobe, Breanna Jones, Christopher Judge, Dana Lawrence, Nicholas Lawrence, McKenzie Lemhouse, Lynette Martek, Fernanda Marques Burke, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Bettie Obi-Johnson, Allan Pangburn, Leigh Pate, Suzanne Penuel, Jeff Rammage, David Roberts, Deborah Rowell, Tyrie Rowell, Peter Seipel, Anita Sharma, Nagid Swails, Suzette Taylor, Brittany Taylor-Driggers, Lauren Thomas, Richard Vanhall, Jerrod Yarosh, Andrew Yingst

ABSENT:

Marybeth Berry, Dwayne Brown, Christopher Bundrick, Steven Campbell, Courtney Catledge, Mark Coe, Walter Collins, Kimberly Covington, Maxie Ron Cox, Susan Cruise, Lucius Stanley Emanuel, Garane Garane, Lisa Hammond, Darris Hassell, Jason Holt, Howard Kingkade, Patrick Lawrence, Tamika Lewis, Vincent Lewis, Brandon Newton, Franklin Evan Nooe, Phillip Parker, Kim Richardson, Sarah Sellhorst, Michael Sherrill, Tania Wolochwianski

Faculty Secretary: Document submitted by M. Lemhouse on November 21, 2025, for faculty and staff review.



Dr. Courtney B. Catledge
Regional Palmetto College Dean

Report to the Faculty Organization of USC Lancaster
November 7, 2025

People

Enrollment

Fall 2025 enrollment freeze is strong. **As of October 28, we are at 2510 for headcount enrollment.** Registration for Spring 2025 is now underway.

Staff search continuing:

Director of Security
Accounts Receivable Manager

Faculty searches:

Assistant Professor/Instructor of Computer Science
Assistant Professor/
Instructor of Sociology
Professor of Biology
Instructor of HPEB and Director of Health Coaching Program

Upcoming Searches:

Recruiter

Thanks to all who have stepped forward to serve on these committees.

Athletics

The men's soccer season has concluded. **The men's soccer team ended the season as Region X Champions. The District Tournament is scheduled for Saturday November 8 at 1 pm here at USCL.**

Congratulations to the women's soccer team members who won their Region Tournament and are Region X Champions! They played in the District Tournament this past weekend. They won their semi-final match but lost in overtime to the #1 team in the country.

Region 10 Soccer Awards: Coach of the Year: Kenny Halas

Men: 1st Team: Carlos Vasquez
2nd Team: Brennan Lauderback
Luca Schwartz
Vinicius Teixeira
George Talbot
Honorable Mention: Kade Collier

Women's: Region 10 Player of the Year: Lily Loyet
1st Team: Lily Loyet
Elaine Otten
Maddie Pope
Lyndsey Lupton
Varinia Delgado
Fien Bisschops
Katie Reyes
Honorable Mention: Waverleigh Hash

Volleyball finished the regular season as the Region 10 Runners-up.

All-Region Awards

1st Team: Taaj Rockman
2nd Team: Lauren Bailey
Isabelle Conradie
Nyla Snipes
Vero Ruiz

Campus Finances

The **Dean's Budget Advisory Group** met on November 4th to review campus finances. Buddy Faile will present a **campus budget update on Thursday, November 10 with identical sessions at 12:20 and 2:30**. The presentation will be delivered virtually, and a link will be shared beforehand.

Other items...

- Beginning Nov. 8, USC Lancaster's Native American Studies Center will host its **20th Annual Native American Studies Celebration**, featuring lectures, an artist market, a book signing, a Native American artifact ID session, and more.
- Many thanks to Mr. Buddy Faile for completing and submitting the USC Lancaster **Equity in Athletics** report to the federal Department of Education.
- **The First-Generation College Celebration** is celebrated annually on November 8 to commemorate the signing of the Higher Education Act of 1965. USCL's annual celebration of this event will take place this year on **Thursday, November 6**. This year's event will include food trucks, music, and sidewalk interviews of faculty, staff, and students concerning the first-gen college experience.
- USC Lancaster **Research and Productive Scholarship Grant applications** are due by 5:00 pm on Friday, November 21st. Both faculty and staff are eligible to apply. More information will be shared by the committee.

- The annual **Dr. Richard Gannaway Scholarship Luncheon** was held on Wednesday, November 5 at noon in the Arnold Special Events Room. We hosted approximately 275 in attendance. We are awarding approximately \$400,000 in scholarships this year.
- The faculty/staff **Holiday Luncheon** is scheduled for Tuesday, December 9 from 11:30 to 1:30 in the Arnold Special Events Room. The call for RSVPs is forthcoming.
- The **scholarship application due date for continuing and transfer students is March 15, 2025**. Please communicate this deadline to continuing students or transfers who wish to apply for USC Lancaster scholarships. **The Late application deadlines moved up to July 15th**.
- USC Lancaster's Dr. Pat Lawrence and Dr. Dwayne Brown are currently providing an **ACT/SAT Workshop for LHS students** as part of the Lancaster Promise Neighborhood program. The sessions, which are being held in October and November, are being offered on 4 Saturdays on campus.
- USC Lancaster is hosting **AI-4-SC workshops** in the Palmetto College iCarolina Lab at the University of South Carolina Lancaster on Tuesday November 11 from 6-8pm and Wednesday November 12 from 6-8pm. Tuesday will be titled: "Generative AI for Beginners," and Wednesday will be titled: "Utilizing AI in your Business."
- Development Reminders:
 - We will participate in **Give Local** on National Philanthropy Day: Friday, Nov. 14, 2025. Please consider a donation to the Educational Foundation of USC Lancaster during this annual day of giving. We are focusing on the USCL General Scholarship Fund. More information will be shared via email soon.
 - **Big Thursday of Lancaster** will be hosting their annual event this year on Thursday, Nov. 20. A portion of the funds raised are contributed to the Big Thursday Scholarship at USC Lancaster which supports Lancaster County students attending USC Lancaster.



David Roberts, Interim Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION November 7, 2025

- **Junior Scholars Day, Open House, and Scholarship Luncheon.** USCL hosted three important events these past two weeks honoring our current students and showcasing USCL excellence to our future students. Thanks to everyone who attended the Scholarship Luncheon this last Wednesday. I know that it means a lot to our students to see their faculty mentors at events like this. Also, a big thanks to Ken Cole for organizing the USCL Open House, which 51 guests attended. Thanks to Pam Ellis for all her work with Junior Scholars Day, and Philip Parker for speaking at the event. We partnered with Founders this year by presenting Mad City Money. There were over 120 High School Juniors from 8 districts and 15 high schools in attendance.
- **Last Day to Withdraw for 2nd 8-Weeks.** Thursday, November 27th is the last day for students to withdraw from the Second 8-week semester. Before this day, please have conversations with students who are in academic trouble, encouraging them to reach out to their advisors for guidance.
- **The Office of the Vice President for Research is pleased to issue the call for the RISE, ASPIRE, and ASPIRE AI grant proposals.** I sent out an email about these grants on October 31st, which includes the information you need to apply for these grants. I want to highlight the deadlines for submitting these grants:

RISE: 12/16/2025

ASPIRE: 1/21/2026

ASPIRE AI: 2/18/2026

Note: if you intend to submit a RISE grant, **please notify me at robertda@mailbox.sc.edu by December 1, 2025.** Please just include your project's title and a brief description (not the entire proposal). This will ensure that your proposal is recommended in a timely fashion.

- Pat Lawrence emailed information about the **RPS Grant** on October 17th. The **deadline** for this application is **5:00 p.m. Friday, November 21st.** The attachment in his email has important information and the link for uploading your application.

- **Horizon Education Grant.** The Arras Foundation is accepting applications for the Horizon Education Grant. I have attached the flyer for this grant at the end of my report.

- **Recent Faculty Accomplishments.**

SCHOLARSHIP

- **Sahar Aghasafari peer-reviewed publication:** Aghasafari, S., & Malloy, M. (2025). Exploring the Intersection of Media Arts and Science: A STEAM Learning Journey. *Art Education*, 78(5), 30-37.

Conference Presentation: Aghasafari, S. & Cai, L. (2005). Presenting from Pixels to Proteins: Taking on Chemistry Learning through Media Arts and Graphic Novels. *South Carolina Art Education Association Conference*, Greenville, SC.

- **Connor Austell presented** his research at a conference entitled *US-UK Transatlantic Crossings in the Arts and Literature*. The conference was held in Nancy, France. This was a multidisciplinary, multinational conference focused on the numerous cultural exchanges occurring between the US and Britain following the passing of the Monroe Doctrine in 1823.

- **Stephen Criswell** gave a talk on Catawba Nation pottery at Trident Community College's Native American Heritage Month on November 6th.

Stephen presented a paper on Native American communities in contemporary South Carolina at the Annual Meeting of the American Folklore Society in Atlanta

Stephen gave the keynote address for the Annual Meeting of the Daughters of Indian Wars in Greenville, SC.

Stephen hosted and consulted with staff from the Columbia Museum of Art and Discovery Place.

- **Chris Judge** presented *A History of Native American Archaeology in the Wateree Valley*. Presented at the Archaeological Institute of the Pee Dee's Public Archaeology Day, Florence County Museum, on October 4th.

Chris presented a lecture at the SC Humanities Festival at the NASC on October 18th: *Native American Archaeology in South Carolina*.

- **Evan Nooe served as chair and discussant** on a roundtable titled "Distorted Pasts: Pioneers, Settlers, and Native Americans in American Memory" at the annual meeting of the American Society for Ethnohistory in San Antonio, Texas.

Evan served as chair for the panel “More than Lost Causes: Indigenous Memory in the American South,” also at the annual meeting of the American Society for Ethnohistory.

Evan presented a paper titled “Disney Springs and Florida Heritage Tourism: Settler Origins & Historical Memory” at the Florida Historical Society Annual Meeting & Symposium in Orlando, Florida.

- **Debbie Rowell served as a reviewer** for two textbooks from Cognella Press: *Criminal Law Today* (7th ed.) by Frank Schmallegger, and *Radical Profiling in Policing: Beyond the Basics* (3rd ed.) by Alejandro del Carmen.

The publisher of Dr. Schmallegger’s text *Absolutely 100% Not Guilty: A Contemporary Case Study of the O. J. Simpson Trial* (2nd ed.) contacted Debbie to use quotes from her in their marketing campaign and publicity for the book.

RECOGNITIONS

- **Bettie Obi-Johnson was chosen to be an Advanced SC LEND trainee** this year with a project to share the SC LEND course developed at USCL with other campuses. The hope is to expand LEND programming to more students to educate about disabilities and recruit more people to careers in this field.

Bettie, Amy Hood, and Dominique Waller took the SC LEND students to a statewide SC LEND leadership conference on October 24th. They all participated in advocacy projects during the meeting and will present findings and plans at the leadership meeting in February.

- **Tracey Mobley Chavous was honored** to be a proposal reviewer for the 45th Annual Conference on the First-Year Experience. This national appointment is a recognition of her expertise and ongoing contributions to improving the first-year student experience. Her involvement in the conference review process not only advances professional standards in the field but also reflects positively on USCL’s commitment to student success and engagement.
- **Brandon Newton was named** The South Carolina House Legislator of the Year by the South Carolina Chamber of Commerce.
- **John Rutledge was accepted** as a full member of the Sons of the American Revolution (SAR). He became interested as a member representing our campus on the local historical 250th Committee. The research and documentation required was challenging and is a strong recognition of his work.

- **Lauren Thomas, Sarah Sellhorst, and Liz Easley gained approval** for USCL to now be an Approved Training Program by the National Board of Health and Wellness Coaching (NBHWC). Graduates of this program who successfully complete the four courses within the pathway will be eligible to apply for the HWC Certifying Examination to become a National Board-Certified Health & Wellness Coach (NBC-HWC). Here is a 13-minute presentation on the details of the recently approved [Health Coach Training Pathway](#)

CLASSROOM

- **Students in Pat Lawrence's Children's Literature class** have visited four elementary classrooms in Lancaster to read books they selected based on their insights from the course. As a result, they introduced over 80 area children to both great books and USCL.

The students' semester service projects have already collected over 700 books (and counting!) to be donated to local group homes, shelters, free libraries, and under-resourced schools and libraries.

They also took a field trip to the Lindsay Pettus Greenway Story Walk to explore how children's literature is being used in our community.

- **Bettie Obi-Johnson's** CHEM 107L students from Fort Mill High School visited our campus last month. Dr. Johnson serves as the USCL faculty of record, and Mrs. Blair Tate is the high school facilitator. During the visit, Dean Catledge and Associate Dean Roberts welcomed the students, who conducted a DNA profiling experiment and toured the science labs in Bradley. The experiment ran smoothly, and both students and teachers were very impressed with our facilities. Bettie hopes the experience inspired some of them to consider continuing their education at USC Lancaster in the future.

ANNOUNCEMENTS

- There are several announcements from **Erin Moon-Kelly** about concerts coming up in the next month or two:

Indian Land Chamber Orchestra

11/9/2025 3:00 PM

Faith Presbyterian Church

7520 Charlotte Hwy.

Indian Land, SC 29707

FREE ADMISSION

Information: [CLICK HERE](#)

Winds of Time Woodwind Quintet ([CLICK HERE](#) for Information)

Stowe Botanical Gardens' "Holidays at the Garden" ([CLICK HERE](#) for Information and Tickets)

6500 South New Hope Road

Belmont, NC 28012

Performance: 11/28/2025 5:30-8:00 PM

Countywide Yuletide!

December 7, 2025 at 3:00 PM

Venue TBA: Eric Grace of the LCCA Should Lock it in this Week

Cast: Sun City's "Toot Ur Flute" Ensemble, Rosemary Webster (double bass), David Basri (ethnic percussion), Dr. Patricia Parker (piano), Erin Moon-Kelly (flute and piccolo), and Sophia Kelly (artwork)

Lancaster County resident musicians wrap up the Red Rose City's "Christmas in the City" Festival with...not your average holiday concert! Old holiday favorites, "sweet" seasonal surprises, and "boogie woogie" await! Go visit the Lancaster County Council for the Arts' website ([CLICK HERE](#)) for information and to get your **FREE TICKETS** (advanced tickets required to comply with the venue's fire code). Donations to fund the Lancaster County Council for the Arts greatly appreciated!

Holiday Echoes

Sunday, December 14, 2025 | 3:00PM

Christ Lutheran Church
4519 Providence Road
Charlotte, NC 28226

OVERVIEW

Celebrate the season with the **Charlotte Concert Band** at Holiday Echoes, a festive concert perfect for the whole family. This heartwarming program blends joyful rhythms, serene melodies, and timeless traditions to capture the magic of the holidays. From playful winter scenes to reflective seasonal hymns, the music will delight audiences of all ages. Whether you're starting a new tradition or continuing a cherished one, this concert is a wonderful way for families to share in the spirit of the season together.

Program

HALL: Toboggan

WALLACE (arr.): Divinum Mysterium

DELLO JOIO: Variants on a Medieval Tune

SMITH (arr.): A Rhapsody on Christmas Carols

SAUCEDO (arr.): Ode to Greensleeves

BACH/ROOT (arr.): Chorale Prelude on "Sleepers Awake"

GIROUX: Jingle Them Bells

WALLACE: Midnight Sleighride

HANSEN: Patapan

Ticket Pricing

AT THE DOOR: \$15.00

IN ADVANCE ONLINE ([CLICK HERE](#) for Link)

General Admission: \$14.00

Seniors (ages 65+): \$12.00

Students (18 years of age and younger): \$5.00

Ages 5 and younger admitted free



APPLY NOW!

APPLICATIONS ARE OPEN!

The Horizon Education Grant promotes collaboration between educators, parents and students in shared projects and activities. Educators have the option to apply for **two** Horizon Education grants during the school year, one **\$500** grant and one multi-educator grant **up to \$2,000**.



AM I ELIGIBLE?

All educators that teach/work at a publicly funded pre-k, elementary school, middle school, high school, or college in Lancaster County, Great Falls, or Lewisville area may be eligible for a Horizon Education Grant.



HOW ARE GRANTEES SELECTED?

All Horizon grants are reviewed and decided upon by our Youth Review Committee, with guidance from Arras Foundation staff and trustees. The committee is comprised of students selected by leadership at the six area high schools and USC-Lancaster.



WHAT CAN I USE THIS GRANT FOR?

Grants can be used for a variety of projects. They can be for experiential learning, tangible classroom needs, etc. We want our grants to encourage innovative teaching and learning in classrooms, so we want to hear your ideas!

QUESTIONS?



Contact Savannah Crosby at
scrosby@arrasfoundation.org

Report to the USC Lancaster Faculty Organization

Academic Success Center

Pat Lawrence, Director

Announcements

- If you are interested in holding a review session for students heading into finals, please consider our Studio as a location. It's comfortable and tech-ready, and it helps students become familiar with our services for when they need them down the road. Email to arrange a time.
- The ASC will be closed October 24th-28th for Thanksgiving break.
- The last day of ASC tutoring for the fall semester will be 12/10/25.

Recent and Upcoming Events Overview

This month, the ASC was the setting for two of **Medford Library's fandom talks**. Dr. Nick Lawrence presented on 10/14, and Dr. Sahar Aghasafari presented on 10/28. Another talk will take place in the Studio on 11/11, when Dr. Connor Austell will present.

We offered four **supplemental instruction and review sessions** during the month of October. In addition to an exam review for NURS 216 led by Kennedy Bumbrey, we hosted instructional support for students in NURS 312 and 324 with Caysen Horton. We also collaborated with Natalie Calhoun, the student-athlete success coordinator, and Prof. Mike Sherrill to offer two review sessions for students in Economics.

Please look for the ASC in the next update of the **USCL app**. We worked with Prof. Colby Jones to provide content and review user and admin experiences, and our content should go live next week. We are excited for this opportunity to reach students, who will be able to link to our booking site and see upcoming events through the app.

Summary of Tutoring Data

Year-to-year trends: In October, the ASC served 51 students across various tutoring services. Total volume (79) was down from last year, though, so we are exploring causes and solutions through consultations with faculty and staff. Subdued activity may be a result of overall lower engagement on campus and new challenges presented by student AI use in lieu of traditional tutoring.

Session distribution trends: Session distribution showed a marked preference for Studio services, which allow us to serve multiple students during convenient times, such as during the lunch hour. Virtual appointments were also somewhat more popular than is typical, and we are exploring ways to expand off-hour virtual tutoring in the spring to meet this demand. An apparently lower demand for STEM tutoring may be explained by a higher use of Math Lab to reach these students.

(See charts below for data breakdown.)

Contact Information

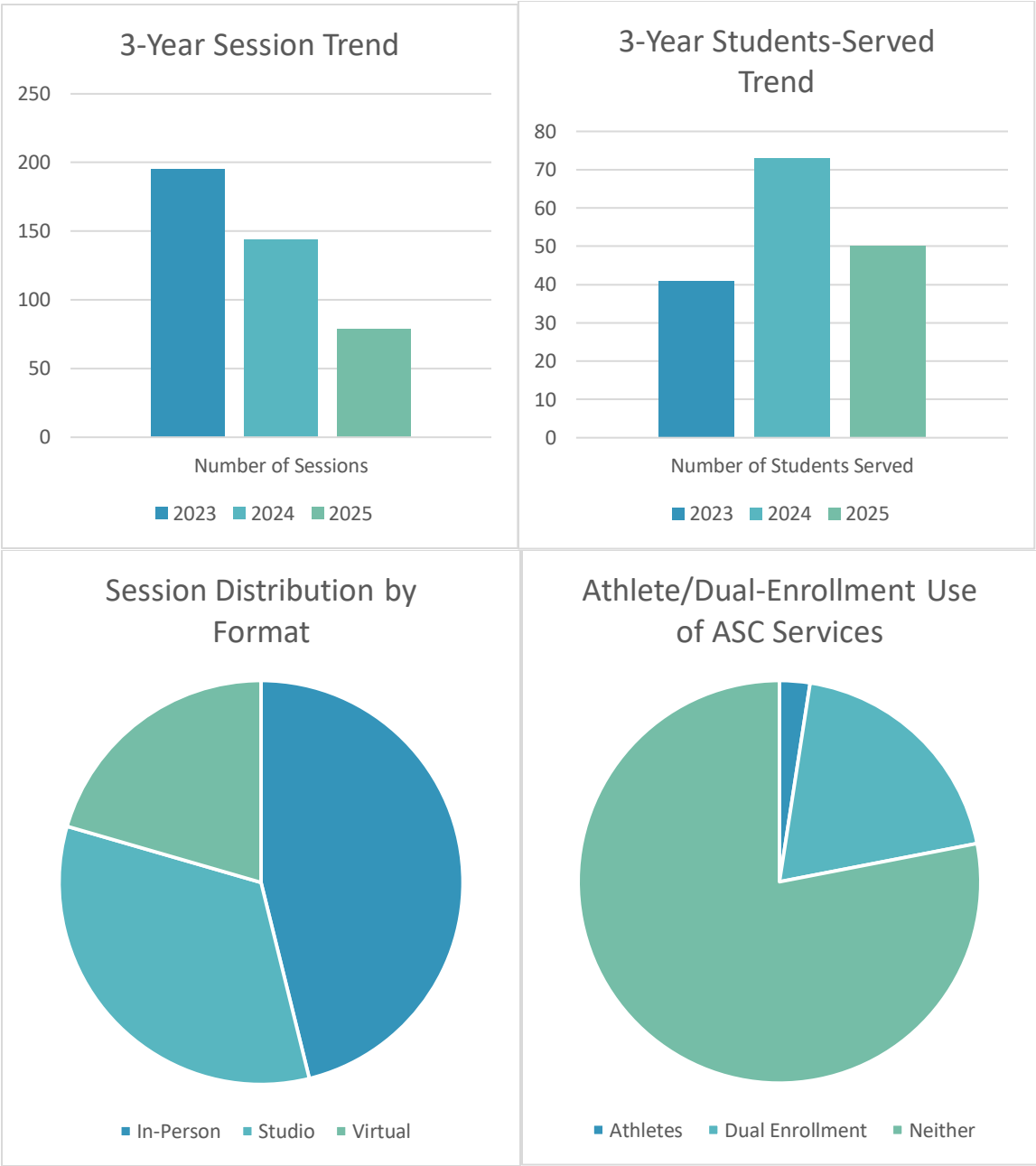
Phone: 803-313-7113

Web: sc.ed/lancaster/asc

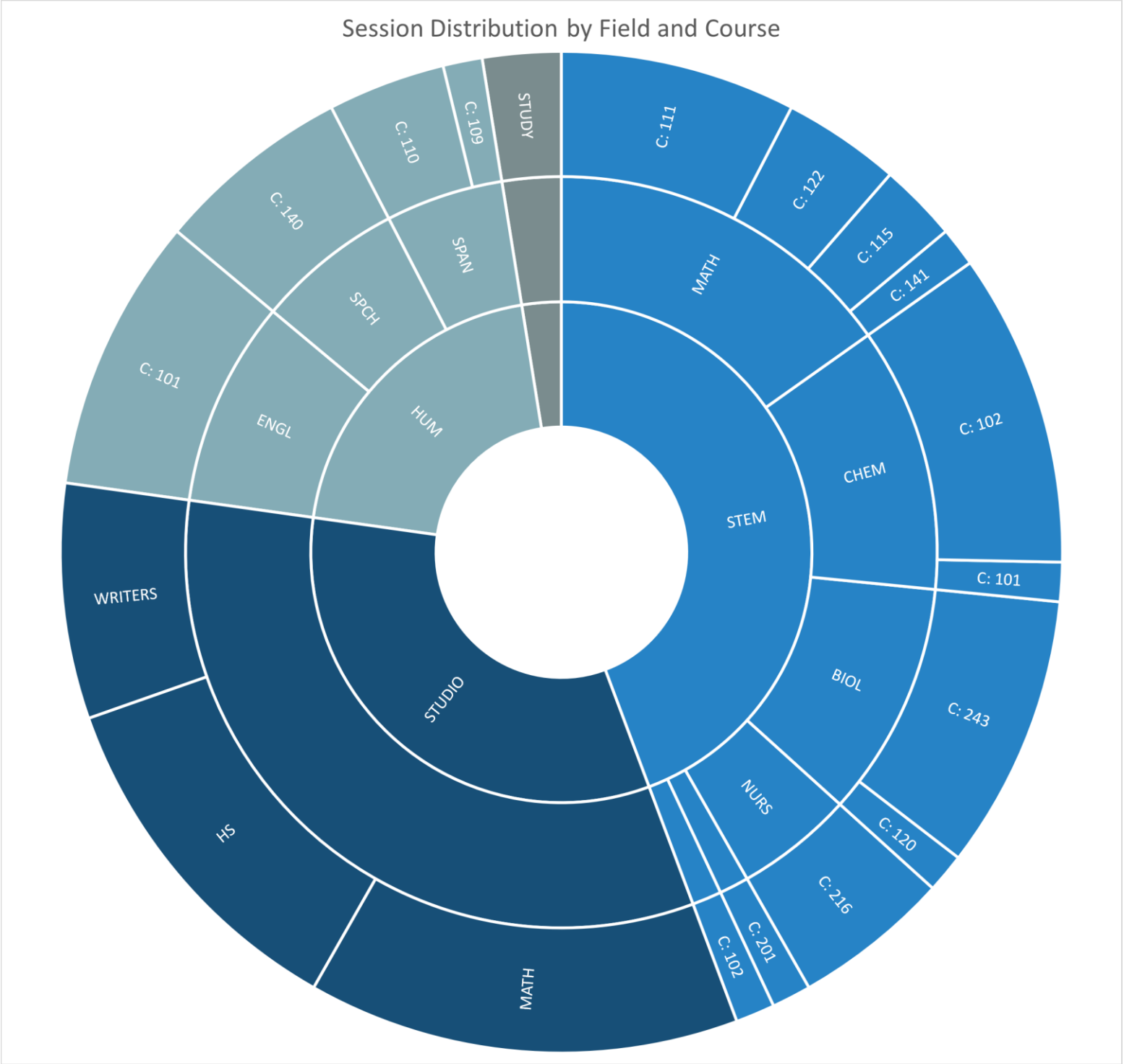
Patrick Lawrence, Director: pslawren@mailbox.sc.edu

Elaine Connor, Academic Success Coordinator: etconnor@mailbox.sc.edu

Appendix: October Tutoring Data



¹ Note that the student-athlete and dual-enrollment data is only collected for conventional tutoring appointments. For this reason, the total number of sessions listed here excludes studio numbers.



Campus Compiler Report to Faculty Org

Shemsi Alhaddad; November 2025

Please make sure you have all the information you need from Class Climate. Class Climate will not be available after Nov 30, 2025.

On October 6, I attended a compiler meeting, hosted by Alex Fiscus, to discuss Explorance Blue's capabilities. Here are a few takeaways:

- Other campuses don't elect faculty compilers, as we do. In the meeting, the discussion included statistical summaries that we do not use for tenure and promotion.
- Class Climate had a USCL Compiler account that was easy to transfer between compilers. Explorance Blue raw data and faculty reports are added to my own Explorance Blue account instead of an independent Compiler account.
- I am provided with the individual PDF course reports that each faculty member receives. I also receive a spreadsheet that has individual student responses for all courses on all Palmetto College campuses.
- Currently, faculty do not receive Explorance Blue reports if fewer than five students respond to the survey, regardless of the class size. However, those responses are available in the spreadsheet I receive. They will be included in any summaries that candidates request.
- Currently, there is no built-in compilation tool on Explorance Blue. It's not clear if there will be a compilation tool by the deadline to provide tenure and/or promotion candidates with a summary table, as described in the Faculty Manual. I am proposing an amendment to the USCL Compiler Policy to allow the Compiler to receive aggregate data from Institutional Research.



UNIVERSITY OF SOUTH CAROLINA LANCASTER

Kenneth Cole, Interim Executive Director of Enrollment Affairs
Report to Faculty Organization
November 7th, 2025

Enrollment Numbers: Fall 2025

a. Freeze Date October 17th

Applications are down, and Admits are down
The % of completed apps admitted stays about 92%
Enrolled is down (81), and New Enrolled is down 25
New Freshmen is up 5, Other New Enrolled is down 30

b. Fall 2025

| | | | | |
|--------------|-------|--------------|---------------|-------|
| Applications | 3083 | 2296 DE | 554 Trad | 28 ND |
| Admits | 2853 | 2239 DE | 466 Trad | 23 ND |
| | 92.5% | | | |
| Enrolled | 2510 | 1775 DE | 654 Trad | 75 ND |
| New Enrolled | 430 | Freshmen 352 | Other New: 78 | |
| Continuing | 224 | | | |

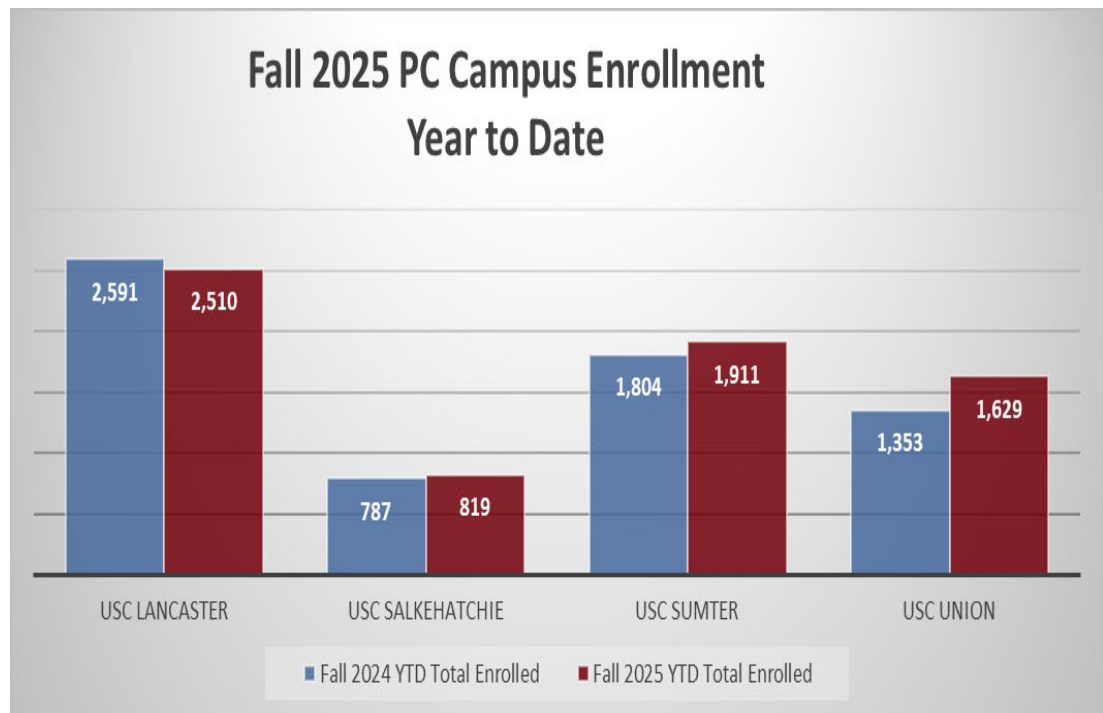
Admits are Down: 46 were ACA students, 45 Riverside, 11 JP Bandits

c. Fall 2024

| | | | | |
|--------------|-------|---------------|---------------|--------|
| Applications | 3136 | 2469 DE | 604 Trad | 62 ND |
| Admits | 3137 | 1807 DE | 499 Trad | 57 ND |
| | 92.7% | | | |
| Enrolled | 2591 | 1817 DE | 666 Trad | 108 ND |
| New Enrolled | 455 | Freshmen: 347 | Other New 108 | |
| Continuing | 244 | | | |



Fall 2025 Overall Enrollment Report



FROM: Tracey Mobley Chavous, PHR - Director of Human Resources

MEETING: Faculty Organization Meeting- November 7, 2025

TODAY'S DATE: November 5, 2025

ATTACHMENTS: ZERO

INFORMATION ITEMS:

1) Donating Annual and Sick Leave

Please consider donating annual and sick leave time to the USC Leave Transfer Pool. The Leave Transfer Pool provides support to colleagues across our system who are experiencing a personal emergency and do not have sufficient leave to cover their absence from work. Your generosity can make a meaningful difference during a challenging time.

Donation Deadline: Monday December 1, 2025.

Leave donations must be submitted through Time and Absence by selecting the Leave Transfer tile. (<https://hcm.ps.sc.edu>)

For step-by-step instructions, please refer to the Leave Transfer Job Aid (linked in the [Reference Guide](#)).

Additional details can be found in the email titled "Annual and Sick Leave Donation Options" sent on November 4, 2025.

2) Rehiring Student Assistants and Temporary Employees

Please submit approved Personnel Request Forms to rehire student assistants and temporary employees for Spring 2026 as soon as possible. Submitting them between now and Thanksgiving break is ideal.

Students

Remember the hourly rate for a student assistant on the Lancaster campus should be \$9.00 unless approval is received for a higher rate. Students may work up to 20 hours per week during the Spring semester. Student employment for Spring semester ends on May 15, 2026

If a student is graduating in Spring 2026 their last day of employment should be May 2, 2026, if graduating from USC Lancaster or May 9, 2025, if graduating from Palmetto College.

To be eligible for hire students must be pre-registered for at least 6-credit hours for Spring 2026.

Please view the Student Employment Policy for further information.

<http://www.sc.edu/policies/ppm/hr186.pdf>

Temporary Employees

Christmas and Holiday break are only nine (9) calendar days. If a temporary employee intends to take their annual 15-day separation during the break, please be sure that they have a full 15-day calendar break. If you want a temporary employee to return when the campus reopens on January 2, 2026, and have a separation, their last working day should be on or before December 17, 2025.

Personnel Request Forms

Personnel Request Forms are located on the USCL Human Resources website under the Forms heading.

https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/index.php

All Personnel Request Forms must be approved by the Supervisor or Department Head, Associate Dean, Business Manager, and Dean prior to being processed.

3) Campus Closure

The campus will be closed on the dates listed below:

- Thanksgiving Holiday:
Thursday, November 27, and Friday, November 28, 2025

Operations will resume Monday, December 1, 2025.
- Christmas and December Holiday:
Wednesday December 24 through Wednesday December 31, 2025
- New Year's Day:
Thursday January 1, 2026

Operations will resume Friday January 2, 2026.

Time and Absence Reporting

- Faculty and FTE staff should not submit any entries related to these holidays.
- Student and temporary employees should only record hours in the Time and Absence System if they are scheduled and work on the listed dates.



Bernard Totten
Director of Corporate and Community Outreach /
Coordinator of USCL Indian Land Location

REPORT TO THE FACULTY ORGANIZATION

Friday, November 7, 2025

INDIAN LAND ADVISORY BOARD

The Indian Land Advisory Board now includes 15 members representing businesses across the Indian Land and Fort Mill area. Our upcoming meeting, “Let’s Create Real Opportunities for Students” (November 6, 2025), will help advisory members establish measurable partnership goals with the university. The meeting will also highlight opportunities for employee upskilling, encouraging board partners to utilize USCL courses, Palmetto College programs, and Ed2Go offerings to support their workforce development initiatives.

PROFESSIONAL STUDIES SEMINAR SERIES

We are proud to announce the launch of our first Professional Studies Seminar Series course: Business Etiquette – Elevating Professionalism, on Friday, November 7, 2025. Wendy Waters, Founder and CEO of Vision Elevated Event & Etiquette Consulting LLC will lead this course. The seminar represents a significant step forward in expanding USCL's Professional Studies portfolio, designed to meet the evolving needs of professionals and employers across the region. Thank you, Bridgett, Dr. Roberts, Buddy, and Shanna, for helping to bring this course together.

COMMUNITY ENGAGEMENT

Indian Land Fall Festival:

USCL Indian Land participated in the 2025 Indian Land Fall Festival, connecting with residents, students, and local business leaders. Our presence at the event increased community awareness of USCL's educational and workforce initiatives, while reinforcing our ongoing partnerships in the area. 2026 Indian Land Community Festival. We are excited to share that the 2026 Indian Land Community Festival, hosted by the Rotary Club of Indian Land, is officially approved and scheduled for Saturday, April 25, 2026, from 10:00 AM –8:00 PM at Indian Land Middle Schools. This year's festival will feature more vendors, sponsors, and activities. Festival information and sponsorship links are available at <https://indianlandcommunityfestival.com>. Flyer coming soon.

FACILITIES UPDATE

Installation of our new digital information screen is scheduled for December 2, 2025. The display will highlight important updates, upcoming events, and opportunities for students, faculty, and the public—featuring highlights from both the Indian Land and main Lancaster campuses. This addition will strengthen our communication and visibility within the local business and education communities. Thank you, Blake, Shanna, and Dean Catledge, for your assistance with this.

Special thanks to Roxanne and Colleen for keeping our building clean and safe!

Institutional Effectiveness and Research Report to Faculty Org

November 2025

For the past several years, the Chancellor's Office has requested a summary of faculty accomplishments each March to accompany the Blueprint for Academic Excellence, which is reported to the Provost's office. To collect this data, I create an online survey for faculty to complete. The new Chancellor and interim Provost have not yet requested the annual Blueprint, but I expect they will request the same information we've provided in the past. I plan to send out the survey in December before the end of the fall semester. Please keep the following in mind:

- The data is reported in aggregate.
- I ask for people's names in the survey just to keep track of who responded. Names are not used in the report.
- Although the survey starts with questions about dissemination of research, there are later questions related to service and other types of scholarly activities.
- Feel free to skip questions that don't apply to you. Each person is likely to skip most of the questions. The survey is long because we each contribute differently to the mission of the university.
- Please answer all questions that apply to you. Every contribution counts!

Medford Library Faculty Meeting Report

November 7, 2025

SERVICE STATISTICS AND PROGRAMS FOR OCTOBER 2025

- 5129 unique visits
- 1397 LibGuide views
- 116 Study and Lounge Area Reservations
- 3 Conference Room uses
- 15 Computer Lab uses
- 21 Community computer uses
- 5 Book a Librarian

CIRCULATION STATISTICS FOR OCTOBER 2025

- 39 General collection items
- 8 AV collection items
- 28 Reserve collection items
- 3 Graphic Novel items
- 6 Juvenile collection items
- 1 Oversize collection items
- 1 On Display items
- 79 Special Collection items

OCTOBER ACTIVITIES

- Thank you to everyone who attended our October events. We hosted:
 - Fandom Talks with Dr. Aghasafari and Dr. N. Lawrence
 - Freedom to Read/Banned Books Week activities
 - Pumpkin Decorating Contest in connection with Student Life
 - Halloween Costume Contest in connection with Student Life

UPCOMING EVENTS

- Book Talk and Signing with Rev. Dr. John G. Creel, Chief of the Edisto Natchez-Kusso Tribe – November 10, 12:15 – 1:15 pm
- Fandom Talk with Dr. Austell – November 11, 12:15 – 1:00 pm
- Study Snacks (available for students, faculty, and staff) – December 1 – 4

GENERAL AND ADMINISTRATIVE ACTIVITIES

- Library Hours for Thanksgiving Week
 - Monday – Wednesday: 8:00 am to 6:00 pm

- Library Updates
 - While the work on the Rose Garden is happening, the entrance to the library may be moving to the patio side. More information coming soon.
 - During the construction, the book return may be impacted. A book return will be placed in Hubbard at the switch board if needed. Please do not return books during Winter Break as the book return will likely not be accessible.
- Here are some tips if you receive an error message while accessing Medford Library resources. If you are stilling having access issues, please contact one of the librarians for assistance.
 - Use another browser or an incognito window.
 - Clear your cookies.
- Medford Library's Library of Things items are available for checkout to faculty, staff, and students.
- Instruction classes are available in person and virtually. [Request a library instruction class today.](#)
- [Book a Librarian](#) is available for you and your students.

PUBLISHED? LET US KNOW SO WE CAN BUY YOUR BOOK!

- [Request we purchase materials.](#)

HELPFUL LINKS

- Place materials on [Reserve](#)
- Reserve the [library computer lab](#)
- Reserve the [library conference room](#)
- Document the impact of your scholarly activities with these [Tools for Tracking Tenure & Promotion.](#)
- Check out [resources for faculty and staff.](#)



Matt Williamson
Director and Principal Investigator
Office of Federal TRiO Programs

REPORT TO THE FACULTY ORGANIZATION

Friday, November 7, 2025

OPPORTUNITY SCHOLARS PROGRAM

Enrollment and Status Update

- We began the first year of a five-year grant cycle on October 1. The current award is retroactive to a September 1 start date. We are once again funded to serve 165 students from low-income, first-generation (LIFG) backgrounds as well as students with disabilities each year.

From the Desk of Andrea Campbell: Mid-Semester Checkup

- Andrea reached out to 61 faculty members who have OSP students in their classes this semester. 45 (74%) responded.
- We are thankful for the number who responded and know the responses and follow-up are a great benefit to our students. This really makes a difference and is greatly appreciated.

Careers in Science Lecture Series

- We hosted Careers in Science Lectures on October 14 and 29.
- October 14: Medical Physicist **Jose Sanchez** presented "Medical Physics: Applying Radiation and Imaging Science to Medicine." A total of 58 students gained valuable insight into this fascinating career path.
- October 29: Occupational Therapist **Marc Batholdi** presented "Occupational Therapy: Adding Life to Lives" (see below). A total of 56 students learned how occupational therapists empower individuals to live more fully through practical, tailored interventions – making a real impact in both everyday life and the world of healthcare.



- The final lecture of the Fall 2025 semester will be held on November 19.

Disability Awareness Week

- We hosted another successful Disability Awareness Week on October 20-22.
- Special thanks to **Amy Hood** and her planning committee for coordinating the week's activities.
- This year's presenters were **Heath Byrd** (Lancaster County Parks & Recreation) on October 20, **Dr. Darci Pernoud** (Back to Independence Rehab) on October 21, and **Drs. Anne Kinsman and Steven Ma** (SC LEND – pictured below) on October 22.
- A total of 225 students participated over the course of the three-day event.



Health Coaching Pathway Interest Meeting

- Thank you to **Dr. Liz Easley**, **Dr. Sarah Sellhorst**, and **Lauren Thomas** for introducing our students to USCL's newly certified Health Coaching Pathway – now an NBHWC Approved Training Program – on November 3 (see below). A total of 42 students attended.



- This new initiative opens the door to hands-on, meaningful careers in health and wellness.

First-Generation College Celebration

- In 2017, the **Council for Opportunity in Education (COE)** and **FirstGen Forward** (formerly the NASPA Center for First-Generation Student Success) partnered to launch a nationwide First-Generation College Celebration Day. November 8th was selected as the annual date for this celebration to coincide with the anniversary of the signing of the Higher Education Act (HEA) of 1965. A bipartisan resolution, led by Senators Marshall (R-KS) and Warnock (D-GA), was passed unanimously recognizing November 8th as a day to recognize the accomplishments and contributions of first-generation college students.
- Since November 8 falls on a Saturday this year, USCL's annual First-Generation College Celebration was held on November 6.
- At the time of this writing, we planned to film testimonials of first-generation college students as well as anyone else who wanted to speak about the support we provide first-gen students at USCL. **Pelican's SnoBalls** and **Wilbur's Last Ride** were to provide lunch for employees and students.



- This year's event was tied to the **USCL Cares Annual Food Drive** (see the COMMUNITY OUTREACH AND SERVICE OPPORTUNITIES section below).

Other Upcoming Activities and Events

- November 10: **PAL Information Workshop** | 12:20 p.m. | TRiO LRC
- November 11: **Fandom Talks** with **Dr. Connor Austell** | 12:15 p.m. | ASC Studio
- November 12: **OSP Luncheon** with **Dr. Steven Campbell** | 12:15 p.m. | TRiO LRC
- November 18: **SGA Discussions with Deans** | 12:15 p.m. | Founders 104

UPWARD BOUND

Enrollment Update

- We are in the fourth year of our current grant cycle. The reporting period for the current year will close on May 31, 2026. At present, we are officially serving 55 participants from grades 9-12 at Andrew Jackson, Buford, and Lancaster High Schools. We are required to serve a minimum of 62 qualifying participants each year. To qualify, participants must have completed the 8th grade, be between the ages of 13 and 19, and have a need for academic support to pursue a program of postsecondary education. All participants must be either from low-income families or be potential first-generation college students – or be determined to have a high risk for academic failure.

Funding Status

- Prior to the current partial government shutdown, the Department of Education (ED) issued the Grant Award Notification (GAN) for the final year of our project's funding period (June 1, 2026 – May 31, 2027). This proactive step ensures continuity despite the government shutdown. The total federal investment in the project will exceed \$1.5 million over its full lifecycle.

Academic Sessions

- We are currently working with the counseling staff at our three target schools to arrange in-person academic session visits with our current participants.

Target School Recruitment Initiatives

- **Mark Ammons** and **Matt Williamson** participated in a recruitment session for 9th and 10th graders at Andrew Jackson High School on October 30. 29 total students attended. We greatly appreciate Lead Counselor **LaTasha Thompson** for arranging this visit for us.
- We presented to 28 total 9th graders from Lancaster High School who visited USCL on November 6. Kudos to **Breana Jones** for setting up this visit.
- We have a recruitment session scheduled at Buford High School on Monday, November 17.

ARRMS Family Day

- Mark Ammons and Matt Williamson will have a recruitment presence at the Family Day event at **A. R. Rucker Middle School** on Saturday, November 8. The goal will be to make 8th graders and their parents aware of the project and the free services we provide.

STUDENT CLUBS AND ORGANIZATIONS

Astronomy Club Interest Meeting

- We will host an interest meeting for the newly formed Astronomy Club on Thursday, November 13.

D.E.F.I.N.E.

- D.E.F.I.N.E. held a “Merch Craft Session” for its members on October 28. Under the leadership of club president **Geneva Multanen**, students were able to brainstorm, create, and sketch concepts for a new merch line. A total of 19 students attended.

USCL Research Club

- We hosted USCL’s STEAM Research Team on October 23. They presented “Structuring Science Through Story: Visual and Animated Narratives of Protein Folding in Undergraduate STEAM Research” (see below). A total of 50 students attended.
- **Dr. Peter Seipel** will present “Epistemic Trespassing: The Importance of Intellectual Modesty in an Age of Expertise” on Tuesday, November 11.



COMMUNITY OUTREACH AND SERVICE OPPORTUNITIES

USCL Cares Back-to-School Campaign

- This year's campaign concluded on September 19.
- Through this initiative, we collected school supplies for children at **A. R. Rucker Middle School, Brooklyn Springs Elementary School, Clinton Elementary School, McDonald Green Elementary School** (pictured below), and **Southside Early Childhood Center**.



- Deliveries were made to these schools on October 16.

- A huge thanks to Coach **Kenny Halas** and to members of our men's and women's soccer teams for assisting us.

2025 Bed Race Fundraiser for United Way of Lancaster County

- Kudos to **Mark Ammons** and **Jeff Rammage** for spearheading this year's USCL team, which competed at this year's Bed Race on Saturday, October 4.
- Our team took first place in the Competitive Division and won the People's Choice Award for raising the most funds (see below).



- A total of 15 students participated in this community-wide event.

USCL Cares Annual Food Drive

- This year's Annual Food Drive began last month. Canned and dry goods may be brought to the TRiO LRC between now and Thursday, November 13.
- All donations will go to benefit the **Lancaster Area Coalition for the Homeless (LACH)** and the **USCL Student Food Pantry**.
- We have received a \$2,500.00 donation from **Founders Federal Credit Union** and a \$100.00 donation from **Publix**.
- As referenced above, this year's Food Drive is being tied into the First-Generation College Celebration. Employees and students were asked to bring at least one canned or dry good to receive a food ticket to eat during the event.



ANNUAL FOOD DRIVE

**DONATION DEADLINE:
THURSDAY, NOVEMBER 13, 2025**

LEGISLATIVE UPDATES

Notes Concerning the Government Shutdown

- The federal government has been partially shut down since October 1, and as of this writing, there is no clear path to reopening. With the November 21 deadline for the House-passed Continuing Resolution (CR) approaching, congressional leadership will likely consider another short-term CR to extend funding into December. However, both the timing and legislative vehicle remain uncertain.
- Due to the ongoing shutdown, all our ED program contacts are on furlough, resulting in a temporary pause in direct communication.

Supporting Federal TRiO Programs

- Members of Congress need to hear from you, their constituents, so they understand what is happening locally and its immediate, very real impact on the lives of the students we serve.
- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at rmammons@email.sc.edu or **Matt Williamson** at mwilliam@mailbox.sc.edu.

Direct Financial Support

- Anyone interested in supporting TRiO initiatives here at USCL may contribute to our designated fund through the **Educational Foundation of the University of South Carolina Lancaster**. Financial donations may be made via the QR code on the slide listed below.



THE UNIVERSITY OF SOUTH CAROLINA FACULTY SENATE

Wednesday, October 15, 2025

This session was held in person at the Russell House Theatre

PRESIDING CHAIR LIAM HEIN

The minutes from the September 10, 2025 meeting were approved.

Report from the President

Dr. Amiridis discussed the departure of Dan Dillon, VP of Marketing, and his interim replacement. A national search will begin in the spring for his permanent replacement. The first Associate Vice President for Clinical Affairs, Sarah Kirby, has been hired to oversee the design and construction of a new hospital and the new health care opportunities at the university. He stated the university's financial position was strong. He also discussed the result of his Imagine Carolina meeting with students. He stated that students identified four main concerns: 1) parking, 2) housing, 3) lack of post first-year support, and 4) need for space to study and host campus organizations. He discussed how the university is addressing each of those concerns.

Report from the Provost

The Provost discussed updates to guidelines for the use of generative AI in teaching and encouraged faculty to consult the CTE guide that has been provided on the CTE website for ethical and effective use of AI. She stated that faculty must discuss classroom expectations surrounding the use of AI in their syllabus. The CTE website has templates available for faculty use. Also, all course materials must now meet federal mandates for accessibility. Blackboard now provides an accessibility score to assist faculty in compliance. A new annual research competition has been established for faculty. Return-to-work requirements from the state have now been implemented. Faculty were encouraged to reach out to HR to ensure faculty are meeting these requirements. The Provost ended her report by emphasizing the importance of the new Explorance Blue survey and encouraged faculty to allow time in class to complete these surveys.

Guest Speaker: Kathy Snediker, Research and Instruction Librarian

Kathy discussed library resources we have available, using a library guide she created and is available on the library website <https://guides.library.sc.edu/current-media>. The university has a site license to the Chronicle of Higher Education, Inside Higher Ed, and the dotEDU Podcast. In addition, there is a license through the New York Times website but it does not include games. The Wall Street Journal and The Economist are also available, and the faculty has access to The Atlantic and New York Magazine, but not through their websites; you must get the articles through the library website. There is also a Global News Stream, so you can search articles from NYT, Washington Post, Chicago Tribune, and the LA Times. Finally, the library has the State Newspaper (SC) and the full archive for that.

Guest Speaker: Amber Fallucca, Director of Carolina Experience Office

Amber presented an overview of their efforts to support sophomore, junior, and senior year students, including the introduction of peer leaders, engaging programs, and partnerships with academic colleges. The goal is to provide a comprehensive undergraduate experience and address

the perceived drop-off in support after the first year. During Imagine Carolina in 2022, students expressed a need for support after freshman year. In 2024, the university established Carolina Experience Leadership Support (established in Division of Student Affairs and Academic Support) emphasizing career readiness and sense of belonging.

Reports of Faculty Standing Committees

- **Committee on Curricula and Courses** report was approved. The report contains information on 40 proposals. The full report is available on the Faculty Senate website.

Report of the Chair

Chair Hein began by discussing items from the Steering Committee. He presented slates of nominees for approval in the two new standing committees, approved by Faculty Senate last academic year. There was also an addition to the Faculty Appellate Panel. All nominees were approved. A new ad hoc committee was formed, Committee on the Impact of Federal Actions on Promotion and Tenure. The Office of Access and Opportunity is accepting nominations for the MLK Social Justice Award through 10/31/25. This award is to honor faculty, staff, students, and community partners who exemplify the philosophies of Dr. King. Chair Hein is implementing Unit Senate Leads in each college in which each lead Senate contact will reach out to several departments and units to share information about what is going on in Senate. There is a second call for comments regarding CPHE forthcoming. Liam will email all senators when the call is available and will compile our comments, de-identify them, then share them with administration and CPHE. The comments are also shared with Faculty for Responsible Education and Accreditation (FREA). Our feedback has been influential, so keep commenting. We are now required to take attendance at Senate Meetings. Attendance from the meetings will be shared in the meeting minutes the following month. We are required to be in compliance with federal laws on digital accessibility by April 2026. CTE has several resources to help faculty complete this process, including the accessibility checklist on their website

Unfinished Business

None

New Business

None

Good of the Order

The next meeting of the Faculty Senate will be Wednesday, November 5, 2025 at 3 pm in the Russell House Theater.

Adjournment

Respectfully Submitted,

Deborah M. Rowell

Instructor of Criminal Justice

November 5, 2025

THE UNIVERSITY OF SOUTH CAROLINA FACULTY SENATE

Wednesday, November 5, 2025

This session was held in person at the Russell House Theatre

PRESIDING CHAIR LIAM HEIN

The minutes from the October 15, 2025 meeting were approved.

Report from the Provost

The Provost discussed the establishment of the First Gen Center and Learning Community, highlighting its rapid setup, quality, and faculty involvement. She also announced a new Provost Grant process with a portal open from November 14-21. She emphasized the importance of succinct proposals and faculty and staff commitment. A new Provost Staff Award was introduced, open to nominations from all academic units.

Guest Speakers: Alex Fiscus and Courtney Tkacs

Alex Fiscus and Student Body President Courtney Tkacs presented information on Explorance Blue and ways to increase response rates. Alex Fiscus detailed the survey tool and stressed the importance of in-class completion and incentives for high response rates. Faculty were encouraged to allow 10 minutes in class for students to complete the survey, and feedback is crucial. Courtney Tkacs emphasized the need for student feedback as well from a student perspective. She said that incentives were likely to get higher response rates, as was in-class completion time. She also said it was important to explain to students how their feedback impacts teaching and course improvement. The main campus will be hosting an awareness campaign in December called Survey Week to promote the new survey tool and encourage students to participate by offering prizes. Tkacs also discussed the severe food insecurity issues on the main campus and in the state as a whole, with food pantries running out of supplies. Student Government has organized a Stuff the Bus campaign to collect donations.

Reports of Faculty Standing Committees

- **Committee on Curricula and Courses** report was approved. The report contains information on 26 courses, with 10 new courses submitted. Changes to the Carolina Core and the GLD requirements were also proposed. The full report is available on the Faculty Senate website.
- **Steering Committee** submitted a proposal to approve the replacement for UCPTF, which was approved.

All proposals are available for review on the Faculty Senate webpage.

Report of the Chair

Changes have been made to the doctoral hooding ceremonies on campus. Any faculty member not participating in a hooding ceremony is now required to have a ticket. Also, a second call for

comments for CPHE will come out in December or early January. It was brought to the attention of the chair that PC and Greenville Senators were not able to speak in the meetings online. Beginning in December, the meetings will be set up differently in Teams to allow senators to actively participate in meetings without having to drive to Columbia to do so. A parking survey will go out to the main campus faculty and staff as well. A senate survey was sent out to active senators, and the results were presented. The survey asked senators about their grasp of shared governance, and the majority either expressed a good grasp or a somewhat good grasp of the concept. The greatest areas of concern expressed in the survey were academic freedom (55%), AI in teaching (52%) and political intrusion into teaching (49%). Inclusivity, digital accessibility, and protecting tenure were also frequently mentioned areas of interest. There were recommendations to consider updates to the faculty manual regarding in-person work requirements, the faculty use of social media, and AI. The full survey results are available on the Faculty Senate website.

With the April 2026 deadline for accessibility requirements approaching, CTE is providing a series of 30-minute online informational workshops to assist the faculty in meeting the new federal requirements for digital accessibility. The workshops can be found here: [Digital Accessibility Microlearning Series - Center for Teaching Excellence | University of South Carolina](#). Information on the guidelines can be viewed at [Navigating the Final Rule on Digital Accessibility - Digital Accessibility | University of South Carolina](#). USC provides several resources to assist in compliance, which can be found at [Digital Accessibility Toolbox - Digital Accessibility | University of South Carolina](#).

Unfinished Business

None

New Business

None

Good of the Order

The next meeting of the Faculty Senate will be Wednesday, December 3, 2025 at 3 pm in the Russell House Theater.

Adjournment

Respectfully Submitted,

Deborah M. Rowell

Instructor of Criminal Justice

November 5, 2025

| | | |
|--|--|--|
| ADMINISTRATIVE DIVISION Palmetto College Administration | | POLICY NUMBER PCACAF 1.80 |
| POLICY TITLE Faculty Workplace Incivility | | |
| SCOPE Palmetto College Campuses | | DATE OF REVISION |
| RESPONSIBLE OFFICER Executive Vice Chancellor for Academic and Student Affairs and Associate Provost | | ADMINISTRATIVE OFFICE Office of the Chancellor |

PURPOSE

The University of South Carolina Palmetto College (Regional Palmetto Colleges) aspires to be a community in which individual members treat each other with civility and respect through adherence to the standards of conduct and values expressed in the Carolinian Creed. This policy establishes a process for reporting, investigating, and resolving complaints against faculty members related to workplace incivility.

DEFINITIONS AND ACRONYMS

Complainant: Employee reporting an allegation of faculty workplace incivility.

Faculty: All employees who hold a tenure-track and professional-track position including administrators who hold these positions.

Faculty Civility Advocate: A Regional Palmetto Colleges faculty member at the rank of full professor, tenured librarian, or contracted 3rd party mediator appointed by the Executive Vice Chancellor for Academic and Student Affairs and Associate Provost (hereafter known as the Executive Vice Chancellor) to adjudicate complaints of workplace incivility as dictated in this policy in an independent and just manner. The Faculty Civility Advocate is a mandated reporter. For the purposes of this policy, any mention of the Faculty Civility Advocate (FCA) refers to the role as adjudicator and not the specific employee/contractor.

Grievance Committee: The Grievance Committee includes representatives from each campus and is charged with hearing grievances due to a denial of tenure and promotion. In addition, this committee or an *ad hoc* committee* will hear grievances related to the incivility process if one of the parties requests an additional review as it relates to the Faculty Workplace Incivility Policy. The Grievance Committee can decide whether or not to grant the request of the additional review. The committee members, be they from the Grievance Committee or an *ad hoc* committee charged with reviewing cases related to incivility, will receive annual training from the Office of General Counsel or their designee on due process, standards of evidence, requirements for reporting, maintaining confidentiality, and other matters as may be deemed essential in the execution of the committee's functions. *Note: Currently this is not in the Palmetto College

Campuses Faculty Manual, and an *ad hoc* committee will serve in this capacity until the change in the Faculty Manual.

Regional Palmetto College: Palmetto College Central, Palmetto College Columbia, the University of South Carolina Lancaster, the University of South Carolina Salkehatchie, the University of South Carolina Sumter, and the University of South Carolina Union shall individually be referred to as a Regional Palmetto College and shall collectively be referred to as Regional Palmetto Colleges throughout all university policies.

Respondent: Faculty member who is alleged to have committed workplace incivility.

Workplace incivility: Workplace incivility is behavior or a pattern of behaviors that would cause a reasonable person to experience substantial emotional distress and/or interferes with their ability to work.

POLICY

The Regional Palmetto Colleges are dedicated to the mission of teaching, research, creative activity, and service. To this end, the university is committed to the establishment of a working environment that fosters academic freedom for all faculty and, consistent with these commitments, aspires to cultivate a community in which individual members treat each other with civility and respect. The university believes that these goals can only be achieved through adherence to the standards of conduct and values expressed in the Carolinian Creed. We conceive civility not as a constraint on academic freedom but as the foundation of a healthy learning environment that fosters productive disagreement, collaboration, creativity, and well-being for all members of our community.

Accordingly, the faculty considers workplace incivility unacceptable. It undermines our values, harms our colleagues, and impedes the mission and commitments of the University.

Workplace incivility can take a variety of forms and may include bullying or other behaviors that are physical, verbal, or nonverbal, and may take place via a variety of means including face-to-face, written communications, or electronic media. Examples of workplace incivility include, but are not limited to: abusive language, aggressive shouting, defamatory language, unwelcome nonsexual physical contact, threats and intimidation, public ridicule (e.g., ad hominem attacks), conspicuous exclusion, and scapegoating. Behaviors that might constitute protected class harassment, discrimination, or sexual assault should be reported to the Office of Civil Rights and Title IX.

For purposes of this policy, any reference to allegation of incivility refers to the behavior of a faculty member. Any university employee can allege faculty incivility through the procedures described in this policy. Depending on the nature and severity of the complaint, allegations may be addressed at the unit level (department/division or individual campus) or escalated to the Faculty Civility Advocate or the Office of Civil Rights and Title IX.

- A. In cases of workplace incivility, the university will take reasonable actions pursuant to this policy. It is appropriate, however, for the university to respond differently to different types of incivility. The procedures outlined herein are intended to provide a fair and orderly means of handling allegations of workplace incivility and to be a bridge to existing university procedures and policies and the provisions of the Faculty Manual.
- B. Since a charge of incivility, regardless of whether it is justified or not, may seriously damage an individual's career, any such issues must be handled in a confidential manner to the extent allowed by applicable law. Premature disclosure of information concerning or allegation may itself constitute incivility. Only necessary participants should be involved at each stage of the procedure. Any inquiry or investigation must also be handled promptly and expeditiously and with full attention to the rights of all individuals involved. It is understood that anyone conducting an inquiry or investigation, e.g., the Faculty Civility Advocate or members of the Grievance Committee or *ad hoc* committee, must possess the special knowledge necessary to judge the situation, but must also have no immediate personal interest in the case.
- C. The time between receipt of a formal complaint by the Faculty Civility Advocate and completion and disposition of an investigation should not exceed 45 business days. Should the formal investigation take longer than 45 business days to complete, the record of inquiry should include documentation of the reasons for the extension of the period and the individuals involved should be notified.

PROCEDURES

- A. The Executive Vice Chancellor in consultation with the chair of the Faculty Senate, the Vice Chancellor for Human Resources and Operations, and the chair of the Grievance Committee or their designees will appoint a tenured faculty member at the rank of professor, a tenured librarian or a third-party mediator to serve in a part-time capacity as the Faculty Civility Advocate (FCA). If the FCA has a conflict of interest in any case brought before them, an alternate will be appointed by the Executive Vice Chancellor in consultation with the chair of the Faculty Senate. The FCA will file an annual report with the chair of the Faculty Senate and with the Executive Vice Chancellor. The FCA will receive the same training as the Grievance Committee or *ad hoc* committee and any other training deemed necessary for the position. The position is renewed annually.
- B. Complaints of workplace incivility can be addressed through informal or formal processes. Procedures for handling each type of complaint are described below. Faculty are strongly encouraged to seek informal resolution of their concerns within their academic unit (division or local campus) or through the university faculty ombuds before filing a formal complaint.
- C. Unit (division chair or academic dean) heads and deans must refer all complaints of incivility by a faculty member that cannot be resolved through informal resolution within

the academic unit or through consultation with the faculty ombuds to the FCA for formal resolution.

D. Informal Resolution

The faculty and administration of the Palmetto College Regional Campuses believe maintaining a welcoming work environment free of incivility is essential to the overall success of the institution. This policy aims to restore a positive workplace expediently. When possible, faculty members are encouraged to resolve instances of workplace incivility informally, with or without mediation. When attempting to resolve an issue informally, faculty should consider these guiding principles for professional communication:

- Make at least two attempts to meet in person (face-to-face or virtual) with the other party;
 - Find a neutral space to discuss the issue(s);
 - Look for common ground;
 - Communicate value for each other's contributions;
 - Operate in the moment;
 - Choose what is best for the Palmetto College community (faculty, staff, students, local stakeholders); and
 - Focus on behaviors, not perceived intrinsic traits.
1. Any employee who feels they are a victim of workplace incivility is encouraged to speak with their supervisor or academic unit head. If the allegation is against the employee's supervisor or unit head, the employee should report to that person's supervisor. If the complainant and respondent are from different units (divisions or campuses), either the complainant or the complainant's supervisor should contact the respondent's supervisor. As needed, the parties involved can pursue mediation or consultation with the faculty ombuds, if appropriate. The respondent's supervisor can impose a sanction of counseling, oral warning or written reprimand, following the procedures of the Faculty Progressive Discipline policy. Informal procedures are aimed at stopping the incivility as rapidly as possible.
 2. If applicable, the initial complaint can be elevated to the academic deans. The academic dean can impose a sanction of counseling, oral warning, written reprimand, probation, administrative reassignment or demotion, following the procedures of the Faculty Progressive Discipline policy. Sanctions beyond written reprimand can be appealed through the faculty grievance process.
 3. An employee who believes that they are a victim of workplace incivility and that informal resolution has not been successful can file a formal complaint as described below.

E. Formal Resolution

1. Any employee who wishes to file a formal complaint of incivility is encouraged to speak with the FCA. The FCA can help the employee understand what constitutes incivility and direct them in the filing of a formal complaint. Formal complaint

procedures are initiated with a written request for investigation of workplace incivility which is filed with the FCA. The FCA will inform the Vice Chancellor for Human Resources and Operations for Palmetto College that an investigation is underway providing only necessary information pursuant the confidentiality clause below. This request may be made by the complainant, the institution or any of the parties involved.

- a. If the FCA has a conflict of interest based on prior relationship with either the complainant or the respondent, the FCA, in consultation with the Executive Vice Chancellor and the Vice Chancellor for Human Resources and Operations, will appoint a member of the Grievance or *ad hoc* committee as acting FCA for the specific investigation.
- b. The FCA will investigate the allegations in a level of detail sufficient to determine whether there are grounds for a charge of workplace incivility. The FCA will investigate the allegations in a level of detail sufficient to determine whether the preponderance of evidence support a finding of workplace incivility. Following this investigation, the FCA will prepare a file indicating what evidence was reviewed, summaries of relevant interviews and the conclusions of the inquiry. A copy of the report must be made available to the complainant(s) and the respondent(s) for comment. Any comments by the complainant(s) and the respondent(s) should be made part of the file. The FCA should review the complaint and conduct the investigation within 45 business days. The Office of the Executive Vice Chancellor will receive and maintain the file for a minimum of five years.
- c. In conducting an investigation, the FCA will follow procedures appropriate to the circumstances needed for both a complete investigation and fairness to all individuals involved. The FCA should seek all relevant materials and documents, including, but not limited to, statements from the complainant(s) and respondent(s), relevant correspondence, electronic communications, witness testimony, and memoranda of telephone calls. Whenever possible, interviews should be conducted of all individuals involved either in making the allegation or against whom the allegation is made, as well as other individuals who might have information regarding key aspects of the allegations. The FCA should strive to interview the complainant(s) first. Thereafter, the respondent(s) should be the next person(s) interviewed. Witnesses identified by the complainant and the respondent should be interviewed next. All attempts to interview any of the parties, including all witnesses should be carefully documented. Complete summaries of these interviews should be prepared and provided to the interviewed party for comment or revision and included as part of the investigatory file. Throughout the investigation, the complainant(s) and the respondent(s) should be advised

of the progress of the investigation and be afforded the opportunity to respond and provide additional information.

- d. Upon conclusion of the investigation, the FCA will submit to the Executive Vice Chancellor a formal written report of the findings. This report must contain all of the following elements: (1) Listing of the complainant's allegations; (2) The complainant's requested relief; (3) Detailed indication of all documentation reviewed by the FCA which must be attached as numbered exhibits to the report; (4) Analysis of each allegation containing the statements made by the complainant, the respondent(s) and the witnesses; (5) Conclusion of the matter (the complainant's allegation(s) of workplace incivility are substantiated, are not substantiated, or there is insufficient evidence to make a determination); and (6) Recommended remedy. A copy of the report, should be made available to the complainant(s) and the respondent(s) for comment and any comments by the complainant(s) and the respondent(s) made part of the file.
 - e. If the FCA concludes that there are no grounds for a charge of workplace incivility, then no further inquiry is necessary. The case will be considered closed. Diligent efforts, as deemed appropriate by the FCA, should be taken at this time to restore the reputation of the respondent(s), and to protect the position and reputation of the person who, in good faith, made the allegation of bullying.
 - f. If the FCA finds that workplace incivility has occurred, the FCA can consult separately with the complainant(s) and the respondent(s) as well as with the unit head (division chair or academic dean) or campus dean to discuss options for resolution. These options include but are not limited to separation of the parties involved, appropriate counseling for either or both parties, or disciplinary action as defined in the Faculty Progressive Discipline policy. Recommendation for resolution or disciplinary action should be in the context of the severity of the incivility and any prior history of incivility by the respondent.
 - g. Recommendations for disciplinary actions beyond a written reprimand proceed from the faculty member's supervisor to the campus dean, to the Executive Vice Chancellor and at each stage must be communicated to the complainant(s) and respondent(s) in writing in consultation with the Vice Chancellor for Human Resources and Operations and the Office of General Counsel.
2. After a determination by the Office of the Executive Vice Chancellor or upon a decision that the alleged behavior does not violate this incivility policy, complainant(s) or respondent(s) dissatisfied with the proposed resolution may appeal to the Grievance or *ad hoc* Committee. The appeal must be based on denial of

procedural due process or denial of academic freedom. The petition shall state the factual basis for the allegations and the relief requested. Either the complainant or the respondent can file an appeal within 10 business days of receiving the report from the FCA. If the respondent has been determined responsible for incivility, appeal to the Grievance or *ad hoc* committee is effectively appealing both the adjudication and the sanction.

- a. Within 10 business days of the appeal all parties named in the complaint are notified in writing that the appeal has been filed and that the complaint and finding will be reviewed.
- b. Any member of the committee who has a conflict of interest must recuse themselves from the review. The committee will have access to all documentation and material collected during the investigation conducted by the FCA.
- c. The FCA will serve as a non-voting observer in all meetings and facilitate the needs of the committee. The Executive Vice Chancellor will also appoint an individual to serve as non-voting administrative support in all meetings. This representative will be responsible for recording the proceedings of all meetings.
- d. The committee will review the complaint and conduct any additional interviews or collect additional documentation deemed necessary to the review within 30 business days unless unusual circumstances require more time. Extensions should not be for more than 15 additional business days and must be requested in writing. Any further extensions require the approval of the Executive Vice Chancellor. All parties involved shall be notified of the extensions.
- e. The committee will be supported by the Office of the Executive Vice Chancellor. This support will include assisting the committee in their needs throughout any additional investigative procedures and assuring that the investigation is conducted in accordance with the processes and procedures set forth in this document.
- f. The committee will submit its decision on the appeal to all parties involved, including the Office of the Executive Vice Chancellor and the Office of the Chancellor. If a finding of incivility is upheld, the panel can recommend the same resolution or disciplinary action as the FCA or one that is less or more severe. The direct supervisor of the respondent is responsible for implementing the resolution or disciplinary action. Documentation must be maintained in the respondent's unit personnel file and added to the case file. The entire case file must be maintained in the Office of the Executive Vice Chancellor for a minimum of five years.

- g. The chancellor will be the final authority to whom a grievance or appeal may be submitted.

F. Confidentiality

1. Persons gathering general information, seeking guidance or filing a complaint may be concerned about the confidentiality of the information that they are sharing. While the university wants to create an environment in which individuals feel free to discuss concerns and make complaints, the university may find it necessary to take action despite a request for confidentiality when its officials are informed that extreme incivility may be occurring.
2. Identifying information about the parties involved (e.g. names, department or unit), may be necessary in order for action to be taken on the complaint. Only this information will be shared with Palmetto College Human Resources at the beginning of the investigation.
3. The confidentiality of the information received will be protected to the extent allowed by applicable law. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university's legal obligation to act upon the charge and the right of the alleged offender to be informed. To the extent possible, the proceedings will be conducted in a manner that protects the confidentiality of all parties involved.

G. Non-Retaliation

1. The confidentiality of the information received will be protected to the extent allowed by applicable law. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university's legal obligation to act upon the charge and the right of the alleged offender to be informed. To the extent possible, the proceedings will be conducted in a manner that protects the confidentiality of all parties involved.
2. Protection of the complainant and respondent: When a complaint of incivility is filed, the alleged offender will be informed of the allegations, the identity of the complainant and the facts surrounding the allegations. In the event the allegations are not substantiated, reasonable efforts should be taken to restore the reputation of the alleged offender if damaged by the proceedings, and to protect the position and reputation of the person who, in good faith, made the allegation of workplace incivility.

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| ADMINISTRATIVE DIVISION Palmetto College Administration | | POLICY NUMBER PCACAF 1.82 |
| POLICY TITLE Faculty Progressive Discipline | | |
| SCOPE Palmetto College Campuses | | DATE OF REVISION |
| RESPONSIBLE OFFICER Executive Vice Chancellor for Academic and Student Affairs and Associate Provost | | ADMINISTRATIVE OFFICE Office of Executive Vice Chancellor for Academic and Student Affairs and Associate Provost |

PURPOSE

The University of South Carolina expects members of its community to demonstrate an unwavering commitment to the highest standards of ethical behavior. This policy establishes parameters for determining sanctions for those faculty behaviors that do not meet these standards, following investigation and adjudication specific to the allegation.

DEFINITIONS

Administrative Reassignment: Modified duties assigned to a faculty member to separate them from the circumstances of the adjudicated behavior. Administrative reassignment may be used as an interim measure pending investigation or as a sanction.

Counseling or Oral Warning: A private discussion between the supervisor and employee to correct minor deficiencies in conduct or inappropriate workplace behavior.

Demotion: The assignment of an employee from one established position to a different established position having a lower State salary range or, for employees in positions without a State salary range, assignment of a lower rate of pay to the employee. The university does not support rank demotion for faculty, but a sanction could include removal of administrative appointment and/or salary adjustment outside of base.

Faculty: All employees who hold a tenure-track or professional-track title as defined by university policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

Probation: Defined period of time during which a faculty member is not eligible for promotion or any non-mandated increase to base or non-base compensation.

Regional Palmetto College: Palmetto College Central, Palmetto College Columbia, the University of South Carolina Lancaster, the University of South Carolina Salkehatchie, the University of South Carolina Sumter, and the University of South Carolina Union shall individually be referred to as a Regional Palmetto College and shall collectively be referred to as Regional Palmetto Colleges throughout all university policies.

Revocation of Tenure: Termination or dismissal of a tenured member of the faculty shall be only for cause and must follow the procedures for termination in the Palmetto College Campuses Faculty Manual.

Suspension: An enforced leave of absence without pay pending investigation of serious charges against an employee or for disciplinary purposes.

Termination for cause: Disciplinary action whereby the employee is separated from employment with the University of South Carolina due to the frequency or nature of their misconduct or inappropriate workplace behavior. Termination for cause requires, at minimum, recommendation by the Grievance Committee or *ad hoc* and approval by the president.

Unauthorized Use or Misappropriation of University Equipment or Property: Theft or unauthorized use of university equipment or property, or other misappropriation of university assets, including but not limited to cash, equipment, or supplies.

Workplace incivility: Workplace incivility is behavior or a pattern of behaviors that would cause a reasonable person to experience substantial emotional distress and/or interferes with their ability to work.

Workplace Violence: The act or threat of violence of any kind.

Written Reprimand: Official statement given to an employee documenting misconduct or inappropriate workplace behavior and identifying a timeline for necessary remedial actions.

POLICY

This document sets forth the University of South Carolina Regional Palmetto College Campuses' policy on disciplinary action and termination for cause for faculty employed by the university. It is intended to assist supervisors in taking consistent disciplinary action for similar instances of employee misconduct or inappropriate workplace behavior. This policy applies to faculty who are in FTE, research-grant or time-limited positions.

A. Scope of Allegations

Before any sanction can be imposed, any allegation of faculty behavior that is not consistent with the expectations of this university as articulated in the Faculty Manual and the various policies and procedures must be investigated following the process associated with that behavior. Examples of such behavior include but are not limited to those described in the following documents:

- PCACAF 1.80 Faculty Workplace Civility
- [BTRU 1.18 Conflict of Interest](#)
- [HR 1.02 University of South Carolina Ethics Policy](#)
- [HR 1.27 Nepotism](#)
- [RSCH 1.00 Misconduct in Research and Scholarship](#)

- [UNIV 2.10 Prohibited Consensual Relationships](#)
- [Employee Standards of Ethical Conduct](#)

1. Available Assistance

- a. Faculty and their supervisors are encouraged to seek resolution of workplace disputes through their supervisory line of authority first. However, if that option is not realistic given the elements of the dispute, both faculty and their supervisors are encouraged to contact the Faculty Ombuds, the Faculty Civility Advocate, the Office of the Executive Vice Chancellor for Academic and Student Affairs and Associate Provost (hereafter known as the Executive Vice Chancellor) or the Vice Chancellor of Human Resources and Operations as appropriate to the circumstances. Faculty and their supervisors may not be forbidden or discouraged from contacting any of these resources, nor may any retaliatory action be taken against any faculty member or supervisor for that reason.

2. Interim Measures

- a. For serious allegations of the violation or deficiency, interim measures such as administrative reassignment or suspension may be assigned pending investigation to protect the complainant or the broader university community. Interim measures are to be short lived actions taken during the period that an allegation is being investigated and the issuance of interim measures is not a determination of responsibility by the university. Interim measures are intended to help the university protect community members from potential threats to health or safety. Any interim measures can be assigned only after consultation with and approval of both the Office of the Executive Vice Chancellor in consultation with the Office of General Counsel.

3. Investigation

- a. For allegations addressed in the documents in policy section A above, the investigation will follow the indicated procedures and reporting specific to that allegation.

B. Disciplinary Action

1. Disciplinary action should be conducted by progressive and constructive measures for the correction of employee misconduct or inappropriate workplace behavior
2. Whenever practical, coaching and counseling should precede any disciplinary action.
3. For just cause any faculty member may be counseled, warned, reprimanded, suspended, demoted or terminated whenever such action is considered necessary by the authorized supervisor, department chair, or higher-level administrative official within the employee's line of supervision.
4. Faculty who have engaged in misconduct or inappropriate workplace behavior may be given the opportunity to improve before being terminated, depending on the level of the offense.

5. The circumstances surrounding the misconduct or inappropriate workplace behavior will normally suggest what disciplinary action should be taken. Circumstances to be considered include the severity of the misconduct or behavior, the number of times it has occurred, and any previous counseling or disciplinary actions taken.
6. If the recommended disciplinary action is oral warning, counseling or written reprimand, the supervisor may proceed without additional approvals. However, the Office of the Executive Vice Chancellor and the Vice Chancellor for Human Resources and Operations are available for consultation as needed.
7. If the recommended disciplinary action is a written reprimand, the action should also include the following steps:
 - a. The supervisor presents all facts surrounding the incident(s) to the next level unit head with a recommendation for discipline.
 - b. If the head of the academic unit (division chair or academic dean) agrees with the recommendation, the matter is discussed with the campus dean, or in cases where the unit head is the campus dean, the Office of the Executive Vice Chancellor.
8. Any disciplinary action beyond a written reprimand should include the following steps:
 - a. The supervisor presents all facts surrounding the incident(s) to the next level unit head with a recommendation for discipline.
 - b. If the head of the academic unit (division chair or academic dean) agrees with the recommendation, the matter is discussed with the campus dean, or in cases where the unit head is the campus dean, the Office of the Executive Vice Chancellor.
 - c. The Office of the Executive Vice Chancellor in consultation with the Office of General Counsel, will provide feedback, as necessary, and present the case and recommendations to the Chancellor.
9. Disciplinary actions should be signed and dated by the faculty member and the supervisor. The faculty member's signature on such documents denotes only receipt of the action and does not necessarily imply agreement with its contents. If the faculty member refuses to sign the disciplinary action, a notation of this will be made on the document. If possible, a witness should sign to acknowledge that the employee received the information but refused to sign the documentation. The documentation must be recorded in the respondent's unit personnel file and reported to the entity that investigated the allegation, if outside the unit (e.g., Faculty Civility Advocate, Office of Civil Rights and Title IX).
10. Any disciplinary or performance-based action that may be grieved by appeal to the Grievance Committee must be reviewed and approved by the Office of the Executive Vice Chancellor.

C. Types of Progressive Disciplinary Action

1. Counseling or Oral Warning

An oral warning or counseling by the supervisor is normally sufficient for the first occurrence of a minor offense. Counseling and oral warning may not be grieved through the university grievance procedure.

2. Written Reprimand

If a repetition of a first offense occurs, or if a more serious problem occurs, a written reprimand should be given to the employee. Written reprimands become part of the employee's file and may not be grieved through the university grievance procedure.

3. Probation

If a repetition of a first offense occurs, or if a more serious problem occurs, the written reprimand may include probation, typically defined as a period of time during which a faculty member is not eligible for promotion or any non-mandated increase to base or non-base compensation.

4. Administrative Reassignment

If repetition of an offense occurs for which a written reprimand has been given, or if misconduct or inappropriate workplace behavior occurs that is serious but for which suspension is not appropriate, the faculty member may be assigned different responsibilities, often requiring work in an alternative setting, for a defined period of time.

5. Demotion

- a. If repetition of an offense occurs for which a written reprimand has been given, or if misconduct or inappropriate workplace behavior occurs that is serious but for which suspension is not appropriate, the faculty member may lose administrative appointments and/or salary adjustments outside of base.
- b. Serious misconduct or inappropriate workplace behavior may be cause for demotion without prior disciplinary steps having been taken.
- c. A demotion may be grieved through the Palmetto College grievance procedure. As stated above, any disciplinary or performance-based action that may be grieved must be reviewed by Office of the Executive Vice Chancellor prior to the action being taken unless the seriousness of the violation or deficiency calls for immediate action.

6. Suspension

- a. If repetition of an offense occurs for which a written reprimand has been given, or if misconduct or inappropriate workplace behavior occurs that is serious but for which termination is not appropriate, the faculty member may be suspended.
- b. Disciplinary suspension is without pay.
- c. If the faculty member has been charged with a crime for which there is probable cause for arrest or which raises a reasonable concern or belief by the Executive Vice Chancellor or the Executive Vice Chancellor's designee, that the presence of the faculty member on the job would or could be harmful to the faculty member, other faculty or staff, students, or other members of the university community, or

that the faculty member would be unable to properly perform the duties of their position, the faculty member may be suspended pending a thorough review by the university. In the event no wrongdoing by the faculty member is established, the employee may be entitled to back pay.

- d. Suspension may be grieved through the university grievance procedure defined in the Faculty Manual. As stated above, any disciplinary or performance-based action that may be grieved must be reviewed by the Executive Vice Chancellor or their designee prior to the action being taken unless the seriousness of the violation or deficiency calls for immediate action.
7. Termination for cause
- a. A faculty member may be terminated due to the frequency or severity of their misconduct or inappropriate workplace behavior.
 - b. Termination for cause may be grieved through the university grievance procedure. As stated above, any disciplinary or performance-based action that may be grieved must be reviewed by the Office of the Executive Vice Chancellor prior to the action being taken.
 - c. For professional-track faculty and pre-tenure faculty, termination for cause requires, at minimum, recommendation by the Grievance Committee and approval by the chancellor.
 - d. For tenured faculty, termination for cause requires, at minimum, recommendation by the Grievance Committee, approval by the chancellor, and approval by the president. A decision by the chancellor to terminate a tenured faculty member may be appealed to the Tenure and Promotion Committee.

PROCEDURES

- A. A faculty member found responsible for any form of misconduct can be recommended for any of the disciplinary actions identified in policy section F above, as appropriate to the severity and frequency of the misconduct.
- B. A faculty member cannot appeal a sanction of oral warning, voluntary or mandated counseling or written reprimand.
- C. A faculty member may appeal to the Grievance Committee any sanction of probation, administrative reassignment, demotion, suspension without pay, or termination for cause.
 1. If the Grievance Committee approves the appeal of any sanction, it must recommend an alternative sanction appropriate to the finding of misconduct.
 2. If a sanction of suspension without pay is reversed upon appeal, the faculty member is entitled to any compensation withheld during the suspension.
 3. A faculty member recommended for termination for cause will be suspended without pay pending any appeal of the termination. Other sanctions will be in effect during the appeal process.

- D. The Grievance Committee should review the appeal of sanction and respond within 20 business days.

DRAFT



UNIVERSITY OF **South Carolina** LANCASTER

FO Executive Committee
Faculty Organization Report
November 7, 2025

The USCL Faculty Organization Executive Committee met on Thursday, October 30, 2025. Topics of discussion included:

1. Class Climate Draft Form Added to the Faculty Resources Page

- a. Located under the Tenure and Promotion heading
- b. With the Class Climate database going away, faculty member access to a blank Class Climate evaluation form is important. This will be useful for those going up for tenure and promotion that have been evaluated this way. Having it posted on the website also makes it available to anyone writing a summary of teaching evaluations.

2. Review of Compiler Policy

- a. Reviewed draft of potential updates to the Compiler Policy

3. Guidelines for Committee Administrative Appointments

- a. Background: A faculty member requested clarity and documentation on administrative appointments approval process
- b. The Executive Committee members shared this request in the September Dean's Advisory Council Meeting
- c. The deans reviewed all committees that had administrative appointments and document who approved the appointments for that committee
- d. These are shared as guidelines for Administrative Appointments for committee creation

4. Amendments to the Bylaws

- a. Motion prepared for addition of Residency Appeals Committee
- b. Motion prepared for removal of student representatives

Guidelines for Committee Administrative Appointments

This document outlines who approves the administrative appointments for the committees listed below and the associated rationale.

Academic Honor Code Council

- **Associate Dean:** AD deals with codes of conduct violations.

Admissions, Petitions, and Grade Change Committee

- **Associate Dean:** These petitions go through the AD, and the AD is on this committee.

Curriculum Committee

- **Associate Dean:** Curriculum falls under the Academic Dean, and the AD is on the committee.

Disciplinary Committee

- **Associate Dean:** Disciplinary actions fall under the AD, and the AD is ex-officio chair of the committee.

Hiring Priorities Committee

- **Campus Dean:** This falls under Human Resources, which falls under the Campus Dean

Library Committee

- **Associate Dean:** The Library falls under the AD

Native American Studies Advisory Committee

- **Associate Dean:** NASC falls under the AD.

Residency Appeals Committee

- **Associate Dean:** Admissions falls under AD

Scholarships and Special Awards Committee

- **Associate Dean:** Although Shana falls under the Campus Dean, the scholarships go through Financial Aid, and so fall under Academic Dean. The AD is on the committee.

Student Affairs Committee

- **Associate Dean:** Student Affairs literally falls under the Associate Dean for Student Affairs. AD is on the committee.

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Members of the committee:

Jerrold Yarosh (chair), Tracey Mobley Chavous, Bettie Obi-Johnson, Suzanne Penuel, Li Cai, Sahar Aghasafari, Rebecca Freeman

Current searches underway (committees formed):

- Biology-Tenure Track
- Health Promotion, Education and Behavior/Director of Health Coaching Program-Instructor
- Nursing Sim Lab Coordinator-Instructor

Searches to start shortly (committees are being formed):

- Sociology-Instructor
- Psychology-Instructor
- Computer Science-Tenure Track / Instructor
- Academic Dean search to start in Spring 2026

Recently we have been able to hire many faculty members across a wide range of disciplines, and this has positioned USCL well in meeting student needs. With the slate of current searches, if successful, we will fill key areas of need. To this end, there are no pressing needs to address, thus this report is more forward looking towards the next 3 to 7 years and the possible needs that could arise from retirements, professional shifts, to personal demands.

Future needs may include an additional Political Scientist to meet the popularity of POLI 201, as this course fulfills a Carolina Core requirement. A hire within Political Science would allow current faculty to teach within their hired disciplines along with coverage of any possible future retirements. This position would be best suited as a Tenure Track hire.

Other disciplines like Chemistry are a possible future area of need in 3 to 5 years. This position would teach in addition to being the lab manager. The inclusion of this position within this report is to allow extra time and consideration to conduct a search to have the new hire trained by current faculty for one to two semesters. There is a need to further discuss whether this position would be best filled at the instructor or tenure track level and what Columbia would allow us to pursue.

While nothing is finalized as things are constantly in flux both personally and professionally for our faculty at USCL and thus things may come up that would change the hiring priorities.

Additional Feedback:

There is continued concern over the need to provide protection to faculty. The committee is a strong advocate for tenure track positions when possible. The necessary parties should evaluate the merits of conducting tenure line searches over other options to bolster faculty protection when appropriate.

Computer Science has been a significantly difficult position to hire for and the committee had a productive discussion on ways to improve the chances of success which included:

Hiring Priorities Committee Fall 2025 Report 11-7-25

- The possibility of a visiting professor position to meet needs and would fill the role for a specified span, this could then turn into a fulltime role and or allow additional time to pursue qualified and interested candidates while still meeting student demands
- See if there are other Palmetto College Campus faculty who could teach here and or online, this again is more of a temporary solution, but could work for a specified time to meet student demands
- Revisit if Columbia and the Computer Science department would approve a hire with a master's degree to teach courses beyond 101 and 102 as there is 2+2 model that Columbia already uses with some technical schools, thus there is precedent of being allowed
- While many students want to pursue a degree in computer science there are students who take these courses instead of math; thus, there are other options available to students to meet the ARP requirement

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| Brief Title of Proposed Change | Update to Compiler Policy |
| Committee Proposing Revision | USCL Campus Compiler |
| Date of Presentation to Faculty | 11/7/2025 |
| Faculty Approval Date | |

Rationale for Proposed Revisions

- The Campus Compiler position at USCL is an elected position, open to all faculty members. Class Climate had a built-in compilation tool that allowed the Compiler to create reports with minimal technical skills. Currently, Explorance Blue has no such compilation tool. Rather than requiring the Compiler to possess advanced technical skills, this proposal allows the faculty to continue electing Compilers using the normal procedure. This proposal creates a safety net in the absence of a compilation tool: The Compiler may request aggregate data from USCL's Institutional Effectiveness and Research (IR). The Compiler will continue communicating with tenure and promotion candidates and will provide them with summary tables, as described in the Faculty Manual. IR will simply act as a compilation tool.
- Currently, Explorance Blue provides IR raw data from all PC campuses, with separate CSV files for each term. Working with split raw data, as well as having a separate Compiler, will likely require more time to complete the summary tables. Since the Faculty Manual requires the Compiler to provide summary tables to the candidates by June 1, the compilation process should start earlier than the current policy requires.

Summary of Proposed Revisions

- Allow IR to provide aggregate data to the Compiler.
- Begin the compilation process at an earlier date.

| Current | Proposed |
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| For faculty member going through these processes (referred to as "the candidate" below), the compiler will create a report that includes the following: • An average of the course evaluations of the candidate. • The campus-wide average for the same timeframe. Faculty who wish to make comparisons with others in their discipline or similar disciplines may request the average for those disciplines at USCL or across Palmetto College. It is the candidate's responsibility to provide the compiler with an appropriate definition of their discipline. | For faculty member going through these processes (referred to as "the candidate" below), the compiler will create a report that includes the following: • An average of the course evaluations of the candidate. • The campus-wide average for the same timeframe. Faculty who wish to make comparisons with others in their discipline or similar disciplines may request the average for those disciplines at USCL or across Palmetto College. It is the candidate's responsibility to provide the compiler with an appropriate definition of their discipline. Absent a compilation tool, the compiler may request aggregate data from Institutional Effectiveness and Research (IR). |

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| <p>Timeline Within one week after the Faculty Organization election results are announced, the following will occur:</p> <ul style="list-style-type: none"> • The outgoing compiler will provide the elected compiler with all login and training information. • The elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion, or post-tenure review. Before the last day of class for the spring term, the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15. The candidate will provide the compiler with the information requested below. The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 20. The candidate will review the screenshot and notify the compiler of any errors by May 25. By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual. Comparison data and data from Palmetto College might not be available by June 1. | <p>Timeline Within one week after the Faculty Organization election results are announced, the elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion, or post-tenure review. Immediately after receiving the list, the compiler will contact each candidate. The candidates should return contact as soon as possible and no later than April 21. The candidate will provide the compiler with the information requested below. The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 1. Absent a compilation tool, the compiler may request this list from IR. The candidate will review the screenshot and notify the compiler of any errors by May 7. Absent a compilation tool, the compiler will request aggregate data from IR by May 10. IR will return aggregated data to the compiler by May 21. By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual. Comparison data and data from Palmetto College might not be available by June 1.</p> |