



UNIVERSITY OF
SOUTH CAROLINA
PALMETTO COLLEGE

Implementation Team Meeting

March 20, 2013

10:00 am – 2:00 pm

Capstone House – Carolina Room

9:30 am Coffee and Registration

10:00 am Welcome and Introductions – Chancellor Susan Elkins

10:10 am Opening Comments – Vice Provost Lacy Ford

10:20 am Overview of Implementation Process – Vice Provost Chris Plyler

10:30 am Academic Partnerships Update – Hermev Schlesinger

1. Online Course Development
2. Website
3. Help Desk

11:00 am Functional Area Status Updates and Issues

1. Marketing and Communications – Wes Hickman/Pete Killian
2. Advising – Sally Boyd
3. Bursar - Vanessa Samuel/Janice Hoffman
4. Financial Aid – Tabatha McAllister
5. Admissions – Mary Wagner/Scott Verzyl
6. Registration – Aaron Marterer
7. Information Technology Support – Bill Hogue/Harry Catoe
8. Library Services – Becky Gettys
9. Business Officers – Harry Bell
10. Institutional Research – Phil Moore
11. Regional Campus Deans – Lancaster, Stan Emanuel; Salkehatchie, Ann Carmichael; Sumter, Lynwood Watts; Union, Steve Lowe
12. Senior Campus Vice Chancellors of Academic Affairs/Program Contacts
 - a. Aiken – Business – Jeff Priest, Clifton Jones
 - b. Beaufort – Human Services – Harvey Varnet, Randy Lamkin
 - c. Columbia – Elementary Education – Michael Amiridis, Rob Dedmon
Liberal Studies, Organizational Leadership – Michael Amiridis, Sally Boyd
 - d. Upstate – Criminal Justice, RN-BSN – Charley Harrington, TBA, Chastity Ramos

Noon Lunch – Functional Area Table Discussions/Next Steps

1:00 pm Functional Area Reports

2:00 pm Adjourn

Next Meeting – Thursday, April 18, 2013 - 10:00 am – 2:00 pm



UNIVERSITY OF
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Implementation Team Meeting Questions
3/20/2013

Advising

1. A detailed process for admission is required
 - a. Deadlines for each program
 - b. How long will the transfer of information take? (AP → EU → Program)
2. If a student begins at a 2-year campus, is he/she then advised by the 4-year campus after admission into Palmetto College?
3. Can non-South Carolina residents be admitted to Palmetto College?
4. Will Palmetto College students have access to all campus libraries?
5. WEBSITE – Remove sentence that refers to GPA.

Financial Aid

Web tuition rate is inaccurate

FA/Bursar = handle individual campus fees/charges

FA = Suggestion web

List degree with campus, include the Regional Campuses

(Lancaster/Sumter have emails)

Salk/Unione

USC Columbia → no information about Regional campuses for links

International Students

Again (remain for the campus.)

Fees Question – Tuition

Aiken and Beaufort have agreements with a few counties in border state (Georgia) to allow payment of in-state tuition.

Will this be the same for Palmetto Programs?

Bursar/Business office

Tuition fees (Aiken rate)

Are there other individual campus fees

- Technology fee
- Programs fees

- Application fee
- Matriculation fee
- Student activities/services
- Library

Board mandated fees

What about reciprocity

Get FA Options

Financial Aid maybe available in the form of student loans??

What about other aid?

Get educated.com link??

Financial

Link to separate page for each campus FA general information (not: next drop) stack

How will refunds, RRV's and return of Title IV be handled for these students?

How will these students be identified in Banner?

PC student (vs) Incoming freshman in the same program

Concerns with the students being able to pay their bill in a timely manner.

Ron Cox

1. Because of the different catalogs and course numbers, the 4 yr campuses will need to identify the USC courses which they deem equivalent to their degree requirements. (General Ed and Major level)
2. Do the 4 yr. campus general ed. Requirements incorporate the Carolina Core? If not, it could negatively affect our AA & AS graduation rates.
3. Most of the 4 yr. campuses require 30 hours in residence and half the major coursework at the degree granting institution. Will this hold true as well for students entering these programs thru Palmetto College?
4. Tuition should go to Palmetto College for distribution to participating campuses.

Wes Hickman

1. Regional Campuses is not part of flow-chart, but it will be primary introduction point for regional campuses students
2. Regional campuses use Columbia bulletin/courses. We (regional campuses) need clear articulation agreements with 4 yr. campuses detailing how Columbia courses fit in their degree programs
3. Applications to program should be allowed to go from Regional Campuses to central area without having to do it online.

4. Regional Campus students who are transfer students need to have their coursework evaluated quickly and officially.
5. Regional Campus students may want to/need to take more courses (on regional campus) beyond 60 hrs. (but before 90 hrs). Clearly last 30 hrs. needs to be done in house, but need some flexibility between 60-90
6. Regional campuses → PC degree should be change of campus/no new application fee since already in system?
7. Fee structure for student if admitted into PC degree, but still needs lower level course (eg. Spanish 122) at Regional Campus.

Harriet Hurt

What about orientation?

Kris Finnigan

I'm going to consult with USC Aiken, Beaufort and Upstate to make sure all of us are ahead of the game in terms of reporting our respective programs as online to CHE & SACS ASAP!

Each campus also need to complete State Authorization filing ASAP in proximity states – GA, NC, FL, TN and VA – Especially if we are registering out of state students.

??

1. Revenue plan?? What is it?? Why is this not higher upon the discussion list?
2. Re: Library issues – what about RC faculty teaching in senior C. Program (eg. Sumter faculty teaching a class for Upstate's CJ degree).
3. Will RC faculty be “allowed” to teach – SC programs?

Website

Currently includes no mention of regional campus financial aid.

RN to BSN faculty

1. Currently there are problems with the administration of multiple choice tests on blackboard...significant problems. Must be resolved.
2. Clear mechanism by which campus faculty can request funding for software (eg. TurnItIn.com) from Palmetto College
3. Clarity in how “cross-registration” /transient courses transfer within Palmetto College (eg. Upstate CJ student takes a USCB psychology course through PC.....how is this handled/counted?) How does cross-registration impact residency requirements?
4. How transparent will PC offerings be system-wide (ie, will a CJ student at Upstate see courses offered by USCB...through PC...and will that Upstate PC student be able to register for that USCB Palmetto course? Will ALL campuses in PC handle this issue the same way?
5. Captioning materials for hearing-impaired. Do we have this capacity?

6. Concerned about confusion on part of students where to go, where degree comes from?
7. Concerned about too many layers in process do not need the extended university level – each senior campus has own admissions.
8. WEBSITE – All references to nursing should be RN-BSN 2.0 GPA unacceptable for nursing RN-BSN
9. Nursing currently charges \$40.00/credit hour nursing fee – will we still keep these fees or lose this revenue?
10. If a student applies directly to the senior campus their tuition would be different from a student applying through PC and both could be in the same program – disparity is problematic.
11. Will faculty teaching in any of the PC degree programs have full access to the online databases available to faculty on the Columbia campus? Will students have access?
12. What support personnel will be hired on each campus? How many?
13. Please find an Aiken/Sumter Business professor for the entry page, Michele Harmon is Biology. Also, please find a photo of an Aiken/Sumter student for the business page.
14. Faculty bio pages – linking
15. Flash won't work on a kindle
16. Distinguish/differentiate OL vs. Business – who are the prime candidates?
17. Why should we trust the flagship to provide equitable compensation? To the campuses? Who has the money?
18. The extended university appears to be redundant – are the advisors we just hired deemed incompetent to correctly direct students when we hired them to be able to HAVE that skill.
19. Enhanced technology to offer top of the line interactive courses. These should include asynchronous and synchronous options.
20. If a prospect contact the program contact or admissions directly, do we refer them to the top of the “flow chart” or keep them?

Admissions

Website:

- Application fees are different at different campuses.
- Programs may have different deadlines
- Identify each program with the name campus. It is mentioned on the home page but not on the academic pages.
- Need to link specific course requirements on the major pages (ie. 60 hours – link to the specific hours)

USC Beaufort Questions

What is the official start date for PC

Using Aiken's tuition and a fixed set of fees – what are they now

Registrar's coding concern (done by Aaron at USC-C)

Out of state tuition rate – whose to use

Fees charged for USCB students to sit in a PC class

60 earned hours to be admitted to PC degree program – what do we do for a student with less than 60 hours

Marketing plan – USC-C has one but we have not seen it yet

Library access – student has USCB privileges

Web site – Acad. Partnerships about o display the site – need pointers to campus sites, too

A student currently enrolled at a USC campus who is admitted to a Palmetto College program would be a "change of campus" or a new application?

A student admitted to Palmetto College program wants to enroll in an on-ground course. Can they? What tuition?



Implementation Team - Functional Area Reports
3/20/2013

Marketing

Dr. Elkins: There are some issues with the website. The changes were submitted and the current site doesn't reflect changes presented. We are discussing whether to take the site down or make the changes quick enough to leave it up.

Wes: AP received the website changes yesterday afternoon and they should be in the process of being made.

Marketing and Communications will get in touch with campus communicators to discuss Palmetto College with them.

Campus representatives here today should go back and make sure their communications staff know about the program.

There was a question about flyers to take to campuses. Communications will make the first round of flyers and distribute to the campuses.

Website, whether to leave the site up or down. We haven't started marketing so no one is aware of the site.

We should be pretty much ready to accept applications on all of the campuses. Once the website is live, that will be the primary way students find out about the program.

Advising

Deadlines for each program, what are they?

How long will it take for student information to get from AP to Ext Univ to the program?

If a student begins at a two year campus and finishes their associate degree, does the two year campus advisor still advise them?

Can non South Carolina resident apply?

Will Palmetto College students have access to all campus libraries databases?

Bursar

Brought a list of pre-compiled questions.

There will be a resident / non-resident rate.

Who will handle residency? The campus that "owns" the student would handle their students. Website is a great concern due to advertising the incorrect tuition.

Additional meetings are needed to address the Bursar's offices' questions.

Question: additional fees for courses? We have one tuition one tech fee, but what happens to course fees. This needs to be determined.

Financial Aid

See note cards

Admissions / Registration

Students will be using the Banner application process. There will be a listing for Palmetto College. There have been discussions of a common app that will need to be discussed later.

Where in the process of student contact would the student actually apply? The admissions team will address this question and return with an answer.

Are the admissions requirements any different for the requirements entering that program?

Student must have at least 60 hours. Students not meeting this could be admitted as a "normal" student to get up to the 60 hours and have a change of major to Palmetto College.

The Bursar's office has setup the fee schedule based on concentration and instructional method. Once the student has these attributes, they will have the Palmetto College rate assessed.

The students won't be admitted into Palmetto College, they will be admitted to the campus that provides the degree they are seeking. That campuses' requirements would apply for the student. There is an application to change campuses. Applying from outside, they would have an application fee not for an internal change of campus.

If the student changes into Palmetto College and are on the campus that offers the program, it will be a change of major, if the program is on a different campus they would be a change of campus application with no fee.

Janis, the website needs to mention that there may be different fees for each program.

Scott, how do we give preference to Palmetto College students for seats in these classes so traditional students won't crowd out the classes?

Information Technology

Assuming Blackboard is the key delivery technology.

What does the faculty need from us?

How can we help in terms of student support?

Does the campus IT helpdesk serve their programs students?

We need further information for faculty/student support.

A desire was expressed for folders in blackboard/somewhere else where documents can be placed for students to access.

Library

Each campus has their own databases within the system. By students being owned by the campus offering the program, they will have access to that campus' database. Libraries are meeting this Friday to discuss student access. Librarians will be building out online resources for these programs.

How would walk in students be handled?

Some resources have access to a similar core group of databases, but maintain their own as well.

Library issues will come up once the courses are up and running.

Question: if a student needs to order a physical book from ILL. Students can choose what campus that a book needs to be delivered to. You could def get the book delivered to a campus near you. There are 56 libraries in the consortium.

PASCAL can delivery to tech school and not to a local library.

Databases can't be common due to money required to purchase them all. There is an electronic ILL.

Dr. Elkins has requested we look at the core needs of the seven programs and try to make them available for the entire system.

Business Officers

They have their questions in writing.

Intuitional Research

Nothing unless we have a question.

Regional Campus Deans

Issues of communication. The campuses will need to know the four year equivalent courses for general education to ensure students are getting the proper foundation.

The regional associate degrees are going towards the Carolina core and wanting to make sure that will work.

The senior campuses have 31 hours where we all do basically the same thing. Each of them being accredited separately.

Senior Campuses

Common pool of courses that serve as cognate and majors.

Residency requirements?

Issues involving Institutional Research and where students are linked.

Uncertainty for assistive technology.

Processes for additional degree program approval.

Be mindful to avoid brand confusion.

Be mindful of transparency.

Mountain of administrative items, policies and procedures.

We don't have a formal course by course articulation agreement. Students have been moving from campus to campus, would it be helpful to create an articulation agreement that would be updated annually? Aaron has a draft and will present to the campuses.

Academic Partnerships

They are working on changes now and waiting on whether we want to have it up or not for the time being.