

THE UNIVERSITY OF SOUTH CAROLINA  
UNIVERSITY CAMPUSES FACULTY SENATE

USC Sumter  
Sumter, SC  
November 16, 1990

THE INFORMAL SESSION

Chairperson Nancy Washington called the meeting to order at 10:00 a.m. She welcomed all who were attending to Sumter. Due to the late arrival of delegations from several campuses, Professor Washington opened by turning the meeting over to Dean Tom Lisk and Professor John Logue.

Dean Lisk and Professor Logue presented their assessment of the Integrated Skills Reinforcement faculty development project which has been presented in Sumter for the past two years.

Dean Lisk offered that the ISR program is entirely separate from administrative control once it is initiated on a campus. This is an advantage administratively but is also a disadvantage in that faculty cannot use it for tenure and promotion purposes. He indicated that the program has been an arduous one in which the faculty has met once a week to develop a study guide which is then used during the second semester in the appropriate course. Faculty have received 3 hours release time for participation in the program.

Dean Lisk extended a sincere thank-you to Vice Chancellor John Gardner for introducing JoAnn Anderson to the University Campuses and for funding provided last year and this year. The program could not have been held without Professor Gardner's interest.

Professor Logue stated that six faculty were involved in the first ISR group last year. He briefly summarized the history of the program which was generated by admissions changes in the New York community colleges. When faced with a "literacy crisis" the program was developed under the leadership of JoAnn Anderson.

The program is based on the following assumptions:

1. Language is the key to content
2. Students should use language skills in mastering content material
3. The faculty member is the expert on his/her field & students

The main objectives of the program are to:

1. Develop a faculty community around teaching and learning
2. Develop a learning guide.

A learning guide is a written effort on the part of the instructor to provide a personalized means of telling the students what is important in a course. The instructor develops a number of activities (questions, exercises, etc.) based upon the textbook for the course. The activities are designed to develop in the student the same impression of what is important in a course as is held by the instructor. Oral and written communication are emphasized in these activities. Individual instructors have considerable freedom to decide the nature and content of the learning guide. Professor Logue emphasized, as had Dean Lisk, that this experience is arduous and time consuming.

After questions from the Senate, Professor Logue indicated that if a campus attempts to facilitate ISR that a policy for publishing study guides should be determined at the onset of the program. The meeting was turned over to the Chair.

Professor Washington then recognized a guest, Susan Bridwell, Dean of Telecommunications Instruction and Independent Learning.

Campus reports were heard from the following: Dean Plyer, Beaufort; Dean Arnold, Lancaster; Dean Clayton, Salkehatchie; Dean Lisk for Dean Anderson, Sumter; Dean Davis, Union; Professor Washington for Dean May, Lifelong Learning.

Chair Washington then moved the Senate into its various committees for working sessions.

## THE FORMAL SESSION

### I. CALL TO ORDER

Chair Washington called the afternoon session to order at 1:15 p.m.

### II. CORRECTION/APPROVAL OF MINUTES

The minutes of the September 21, 1990 meeting were not approved due to the late arrival of the minutes with Professor Gardner.

### III. REPORTS FROM UNIVERSITY OFFICERS

#### A. Dr. John J. Duffy, Chancellor

The Chancellor did not have a written report. Dr. Duffy indicated there would not be a mid-year budget cut. The economic outlook for the coming year remains uncertain. CHE recommended 34 projects for the bond bill which total \$267,425,766. Tech is part of this bill for the first time. Those which are ranked through 20 should be funded. Exactly where the Sumter library renovation is on the list is deferred until Tech and USC-Sumter demonstrate that they have initiated an effort to work together. The CHE staff have written a "master plan". The college presidents in the state have met with the Executive Committee of the Commission to indicate that a master plan should include input from the colleges and citizens of the state. The master plan will now be reworked with input from institutions. The Commission will be considering proposals for: 4 year status for Sumter; BAIS and; the Learning Center concept which has already passed the Board of Trustees. After comments about the progress of the self-study, the Chancellor opened the floor to questions.

#### B. Professor John N. Gardner, Vice Chancellor

The written report of the Vice Chancellor appears as an attachment to these minutes.

### IV. REPORTS FROM STANDING COMMITTEES

A. Rights and Responsibilities Committee  
Professor Gordon Haist, Chair

The Rights and Responsibilities Committee presented the following resolution:

Be it resolved that the Rights and Responsibilities Committee recommends that the University Campuses Faculty Senate vote as follows on the University Campuses Deans' proposed changes to the faculty manual:

- a. concerning promotion and tenure, to vote against the recommendation to delete the phrase, "the applicant will be given copies...."
- b. concerning the promotion procedure from instructor to assistant professor, to vote against the recommendation to delete the statement enabling instructors to apply for promotion after two years of full-time service.

The committee also urged Senators to encourage the members of their local tenure and promotion committee to discuss inadequacies in the present procedure, and to pass recommendations for change to their representatives on the System Tenure and Promotion Committee for their consideration at their January meeting.

The Chancellor indicated that his office had not made any decision relative to the changes that the Deans had recommended in the manual the Senate had approved last April in Beaufort. He welcomed comment.

Dr. Robert Castleberry presented a motion that:

MOTION: The University Campuses Faculty Senate vote on each change in the faculty manual as recommended by the Deans.

The motion was seconded and carried.

MOTION: DELETE THE PHRASE "THE MAJORITY OF WHOM SHALL BE ELECTED BY THE LOCAL FACULTY" IN REFERENCE TO THE CONSTITUTION OF LOCAL SEARCH COMMITTEES.

The motion was seconded and carried by a vote of 13 to 11.

MOTION: DELETE SECTION PROVIDING THAT APPLICANTS FOR TENURE AND PROMOTION WILL BE GIVEN COPIES OF FILE.

The motion was seconded and the Senate voted 14 to 10 to approve the motion. The position of the Deans was upheld.

MOTION: DELETE REFERENCE TO INSTRUCTORS APPLYING FOR ASSISTANT PROFESSOR THROUGH THE TENURE AND PROMOTION PROCESS.

The motion was seconded. The motion was defeated by a vote of 1 to 20. The Senate recommended that the original wording be maintained.

MOTION: THE WORKLOAD FOR FACULTY BE

- A. 12 HOURS
- B. 12 CONTACT HOURS
- C. 12 CREDIT HOURS

The motion was seconded. The majority voted for 12 contact hours. The vote was 7 to 13 to 1 for the options as listed.

B. Welfare Committee  
Dr. Mary Barton, Chair

The committee reported that it had reviewed the overload policies at the various campuses. The committee will study the variations between the compensation for Graduate Regional Studies and courses for undergraduates. The committee made the following motion:

MOTION: IN LIGHT OF THE INCREASED EMPHASIS IN UNDERGRADUATE TEACHING, THAT ALL CAMPUSES ADOPT THE COLUMBIA MODEL OF 6.25% FOR OVERLOAD REIMBURSEMENT DURING THE REGULAR ACADEMIC YEAR. THIS WOULD PROVIDE A STANDARDIZATION OF COMPENSATION AMONG THE CAMPUSES CONSISTENT WITH THE SYSTEM CONCEPT DESCRIBED IN THE CURRENT SELF STUDY.

The motion was seconded and was approved by a majority vote.

The committee continued that in view of the projected budget shortfalls in the coming year, the Welfare Committee recommends the administration pay particular attention to the continuing need for upgrading faculty salaries.

In addition, the Welfare Committee requests that the salary information for 1990-1991 be distributed to the Welfare Committee members before Christmas so that they can review this information before the February meeting. One important issue the committee will explore at the next meeting will be the various tuition remission programs for dependents that other public institutions are utilizing.

C. System Affairs Committee  
Dr. Robert Costello for Professor John Catalano, Chair

The committee discussed five topics in its meeting of November 16, 1990. There were no motions to present from committee. The topics discussed included:

1. After minor revision by the committee, a form is being distributed to senators to fill out in order to indicate interest in participating in the Visiting Scholar Forum.
2. The committee noted a need to follow up on reports that upper level business courses are being transferred into USC-Columbia from Midlands Tech, but not from University Campuses.
3. The committee discussed pros and cons of academic forgiveness policies, a topic currently on the agenda of the System Academic Policy Coordinating Committee.
4. Rumors that task reports on "learning centers" are in preparation. Faculty input on content would be desirable.
5. Protection of System, campus and faculty prerogatives from threats posed by Tech course transfer also was discussed.

V. EXECUTIVE COMMITTEE  
Professor Rick Boulware for Dr. Carolyn West, Secretary

The Executive Committee has met twice since the last Senate meeting. The Executive Committee members are compiling a list of potential donors for the Ada Thomas Scholarship. A letter will be sent to potential donors in the spring semester requesting donations. The fund needs to acquire \$5000 to begin awarding

a scholarship. A proposal that the Vice Chair of the Senate maintain manual revisions and archival material is being considered. The 1992-93 Senate year will be the 25th Anniversary of the Senate. The oral history and History of the Senate should be completed in time for a celebration. A thank you note from Dean Varney for the presentation in September was read. A framed copy of the resolution has been presented to Dean Varney since that meeting.

## VI. REPORTS FROM SPECIAL COMMITTEES

### A. University Library Committee

The committee was meeting on the same day as the Senate meeting. A report should be available at the February meeting of the Senate.

### B. University Committee on Curricula and Courses Dr. Robert Castleberry

The MUED 154, 454 changes are still on hold. The changes were sent back to the Department for additional work and have not, as yet been resubmitted to the committee. Committee action up through October has been processed. On November 9, 1990, the Committee approved curriculum changes to the HRTA program and to the BADM programs in Banking; Finance; and Insurance and Real Estate. Also HPRE 331 may no longer need 221 as a prerequisite. The Fall Schedule of courses from the Lancaster campus is still needed as are the Spring Schedules from all campuses except Sumter. Senators are reminded to attend to the minutes of the Columbia Senate. These minutes indicate what actions have become official.

### C. University Faculty Welfare Committee Professor Don Curlovic

Dr. Curlovic reminded the Senate that all sick leave hours above 1350 will be lost on January 1, 1991 and any excess can be donated to a sick leave pool if this is done before December 1, 1990.

### D. Academic Planning Committee Dr. Deborah Cureton for Professor Bruce Nims

The Academic Planning Committee met on October 17 and November 14, 1990. The role of the committee in the University's ongoing strategic planning process was discussed in both meetings-- with Dr. David Bell on October 17 and with Acting Provost Dr. George Reeves on November 14. The committee will begin reviewing strategic planning documents at its next meeting in January.

### E. Faculty/Board of Trustees Liaison Committee Professor Kay Oldhouser

No report

### F. Research and Productive Scholarship Committee Dr. B. H. Caraway

No report

### G. Savannah River Site Committee Professor Ali Pyarali for Dr. W. O. Lamprecht, Jr.

Dr. Huray gave a report on the present status of the Savannah River Project. Awards so far to USC total \$1.16 million. Nine awards are to USC-Columbia and three are to USC-Aiken. The total amount of awards thus far is \$1.9 million. The distinguished scientist program was discussed. This will bring three scientists to USC (1 per year) at a salary of \$125,000 with an additional \$125,000 for support services and staff.

H. System Academic Policy Coordinating Committee  
Dr. Robert C. Costello

The System Academic Policy Coordinating Committee met on October 31, 1990 at USC-Columbia under the chairmanship of Dr. George Reeves, Interim Provost. Dr. Reeves informed the Committee of a USC-Columbia Self-Study recommendation citing non-uniform admission requirements among the System campuses as rationale for developing a clear statement for students regarding change of campus guidelines and procedures. In this context, one criterion suggested for change of campus eligibility was 15 hours of course work completed by a student originally admissible and 30 hours of course work completed by a student not originally admissible at the destination campus. The Committee agreed on the desirability of generating a booklet for all USC System students regarding change of campus procedures and guidelines. Other topics of discussion which may be of special interest to the University Campuses included academic forgiveness policies and mandated transfer of Technical College courses to the University. The next scheduled meeting of the Committee is November 26, 1991.

I. Other Committees

1. Insurance and Annuities Committee  
Professor Jerry Dockery

Replacement bids for the Jefferson-Pilot contracts are being considered and will be announced at the February meeting.

VII. UNFINISHED BUSINESS

There was no unfinished business to consider.

VIII. NEW BUSINESS

There was no new business to consider.

IX. ANNOUNCEMENTS

X. ADJOURNMENT

The Senate was adjourned.

Respectfully submitted,  
Carolyn A. West

attachments:

- 1) report of the Vice Chancellor
- 2) Visiting Scholars Forum

REPORT OF THE VICE CHANCELLOR FOR  
UNIVERSITY CAMPUSES AND CONTINUING EDUCATION

TO THE UNIVERSITY CAMPUSES FACULTY SENATE

NOVEMBER 16, 1990  
USC-SUMTER

FACULTY MANUAL REVISION

You will recall the University Campuses Faculty Senate has been working on revision of the University Campuses Faculty Manual for the better part of two years. The Senate has adopted a manual at its April and September 1990 meetings. The Manual then has been through a process of administrative review and we have worked very closely with the chair of your committee, Professor Jerry Dockery and also the University Campuses' Deans of the University. On October 19, we held a meeting of the five campus deans, the Associate Chancellor for Continuing Education, Professor Dockery, the Chancellor, and the Vice Chancellor to discuss your recommended changes. We concurred with virtually all of them and our recommendations will be reported to you at the November 16th meeting. This report to you is for your information and after any discussions you may have concerning the administrative responses, the Chancellor will forward to the President and the Board of Trustees the final decisions of our office about the proposed Manual. Changes will be incorporated into a printed manual subsequent to Board approval. It probably will not be possible to get this action taken by the Board until its February meeting. I wish to convey to our colleagues on the faculty our sincerest appreciation and respect for the highly professional way in which you have worked with your colleagues in the administration on making these important changes. We are persuaded that they are for the betterment of all of us. In this office, we are committed to strengthening the integrity of our faculty governance procedures. Looking towards the future, we would hope that you would look next to the tenure and promotion procedures. It is my opinion they are increasingly out of sync with the Columbia Campus with whom we are now integrated in terms of our accreditation. I will talk about that later if you interested.

FACULTY EXCHANGE APPLICATIONS

I want to remind you that Faculty Exchange applications are due November 16. If you have any questions or need assistance, please don't hesitate to contact me.

Vice Chancellor Report to  
University Campuses Faculty Senate  
November 16, 1990  
Page 2

### BUSINESS, PERSONNEL, AND COMPUTING OFFICER RETREAT

Employees from each of your campuses will be involved in the second annual System Business, Personnel, and Computer Officer Retreat, November 30-December 2. This will be held at Coastal Carolina College and North Myrtle Beach. It is our hope that the fruits of this discussion will further enhance administrative cooperation, coordination, and communication.

### SYSTEM ACADEMIC COORDINATING COMMITTEE

The committee had its first meeting of the semester on Wednesday, October 31. You will recall that this committee was appointed over a year ago by President Holderman at the recommendation of Provost Smith. The committee consists of the five USC System faculty senate chairs, the five chief academic officers, and five faculty representatives. Professor Robert Costello represents you as a faculty member, in addition to your chair, Professor Nancy Washington. I am your administrative representative. This was an organizational meeting and we decided to look at such future matters as the question of an academic forgiveness policy and the definition of "in residence" as it pertains to System degrees.

### INFORMATION FOR USC TIMES

This is to encourage you to submit information through the appropriate public relations officer on your campus for submission to University Relations in Columbia for publication in USC Times. Vice President Mahaffey and Associate Vice President Knoop are eagerly solicitous to have more news about various matters on the University Campuses.

### 300-LEVEL BUSINESS ADMINISTRATION COURSES

As you are well aware, Dean Kane has served notice that we will not be able to offer 300-level and above Columbia Business Administration courses on the University Campuses effective this coming fall. The Chancellor and I and Assistant Vice Chancellor Hunter are currently involved in discussions in attempt to give us some reprieve on this decision. We are investigating the feasibility of offering courses via telecommunications and/or by developing some system whereby Columbia faculty supervise the instruction of faculty on the University Campuses. The issue is a complicated one and involves issues of the reaccreditation of the College of Business Administration as well as financial issues. Chancellor Duffy and



Vice Chancellor Report to  
University Campuses Faculty Senate  
November 16, 1990  
Page 3

I will be meeting with budget office personnel, Acting Provost Reeves, Dean Kane, and the Interim President to attempt to bring this matter to some resolution. We need to do so prior to the submission of the fall 1991 schedule which goes in in late February. We know that the faculty on our campuses are concerned about this matter and that this is critical to the Learning Center Concept and to maintaining enrollment viability. We are doing our best to address this very complex issue.

#### WORKSHOPS ON SEXUAL HARASSMENT

Recently the Office of the Senior Vice President for Personnel Services organized and hosted workshops for System administrators on the topic of sexual harassment in the academic work place. Our office is now investigating the feasibility of bringing a similar workshop/program to each of our five University Campuses. We are particularly concerned that University Campuses employees be made aware of how unintentional sexual harassment may take place and we wish to take further steps to protect our students and employees from being subjected to such behaviors. We will provide some kind of faculty/staff development experience as soon as this can be arranged and/or our financial circumstances permit.

Date: 11/16/90

MEMO

From: The System Affairs Committee of the University Campuses  
Faculty Senate

To: University Campuses Administration, Faculty, and Staff

Subject: Visiting Scholars Forum

---

The Office of the Chancellor for University Campuses and Continuing Education is supporting a visiting scholars program which would allow for exchanges of ideas and the sharing of interests by members of the university throughout the system. Everyone is encouraged to participate in this program, bringing the expertise they possess to the attention of their colleagues on other campuses of the university.

If you are interested in having your name included on the list of visiting lecturers, please fill out the form below and return to either Michael J. Schoen, Lifelong Learning, 900 Assembly Street, Columbia or Charles K. Cook at USC Sumter.

---

NAME: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

TOPIC TITLE(S) AND SUGGESTED AUDIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORT OF THE VICE CHANCELLOR FOR  
UNIVERSITY CAMPUSES AND CONTINUING EDUCATION  
TO THE UNIVERSITY CAMPUSES FACULTY SENATE

NOVEMBER 16, 1990  
USC-SUMTER

FACULTY MANUAL REVISION

You will recall the University Campuses Faculty Senate has been working on revision of the University Campuses Faculty Manual for the better part of two years. The Senate has adopted a manual at its April and September 1990 meetings. The Manual then has been through a process of administrative review and we have worked very closely with the chair of your committee, Professor Jerry Dockery and also the University Campuses' Deans of the University. On October 19, we held a meeting of the five campus deans, the Associate Chancellor for Continuing Education, Professor Dockery, the Chancellor, and the Vice Chancellor to discuss your recommended changes. We concurred with virtually all of them and our recommendations will be reported to you at the November 16th meeting. This report to you is for your information and after any discussions you may have concerning the administrative responses, the Chancellor will forward to the President and the Board of Trustees the final decisions of our office about the proposed Manual. Changes will be incorporated into a printed manual subsequent to Board approval. It probably will not be possible to get this action taken by the Board until its February meeting. I wish to convey to our colleagues on the faculty our sincerest appreciation and respect for the highly professional way in which you have worked with your colleagues in the administration on making these important changes. We are persuaded that they are for the betterment of all of us. In this office, we are committed to strengthening the integrity of our faculty governance procedures. Looking towards the future, we would hope that you would look next to the tenure and promotion procedures. It is my opinion they are increasingly out of sync with the Columbia Campus with whom we are now integrated in terms of our accreditation. I will talk about that later if you interested.

FACULTY EXCHANGE APPLICATIONS

I want to remind you that Faculty Exchange applications are due November 16. If you have any questions or need assistance, please don't hesitate to contact me.

Vice Chancellor Report to  
University Campuses Faculty Senate  
November 16, 1990  
Page 2

#### BUSINESS, PERSONNEL, AND COMPUTING OFFICER RETREAT

Employees from each of your campuses will be involved in the second annual System Business, Personnel, and Computer Officer Retreat, November 30-December 2. This will be held at Coastal Carolina College and North Myrtle Beach. It is our hope that the fruits of this discussion will further enhance administrative cooperation, coordination, and communication.

#### SYSTEM ACADEMIC COORDINATING COMMITTEE

The committee had its first meeting of the semester on Wednesday, October 31. You will recall that this committee was appointed over a year ago by President Holderman at the recommendation of Provost Smith. The committee consists of the five USC System faculty senate chairs, the five chief academic officers, and five faculty representatives. Professor Robert Costello represents you as a faculty member, in addition to your chair, Professor Nancy Washington. I am your administrative representative. This was an organizational meeting and we decided to look at such future matters as the question of an academic forgiveness policy and the definition of "in residence" as it pertains to System degrees.

#### INFORMATION FOR USC TIMES

This is to encourage you to submit information through the appropriate public relations officer on your campus for submission to University Relations in Columbia for publication in USC Times. Vice President Mahaffey and Associate Vice President Knoop are eagerly solicitous to have more news about various matters on the University Campuses.

#### 300-LEVEL BUSINESS ADMINISTRATION COURSES

As you are well aware, Dean Kane has served notice that we will not be able to offer 300-level and above Columbia Business Administration courses on the University Campuses effective this coming fall. The Chancellor and I and Assistant Vice Chancellor Hunter are currently involved in discussions in attempt to give us some reprieve on this decision. We are investigating the feasibility of offering courses via telecommunications and/or by developing some system whereby Columbia faculty supervise the instruction of faculty on the University Campuses. The issue is a complicated one and involves issues of the reaccreditation of the College of Business Administration as well as financial issues. Chancellor Duffy and

Vice Chancellor Report to  
University Campuses Faculty Senate  
November 16, 1990  
Page 3

I will be meeting with budget office personnel, Acting Provost Reeves, Dean Kane, and the Interim President to attempt to bring this matter to some resolution. We need to do so prior to the submission of the fall 1991 schedule which goes in in late February. We know that the faculty on our campuses are concerned about this matter and that this is critical to the Learning Center Concept and to maintaining enrollment viability. We are doing our best to address this very complex issue.

#### WORKSHOPS ON SEXUAL HARASSMENT

Recently the Office of the Senior Vice President for Personnel Services organized and hosted workshops for System administrators on the topic of sexual harassment in the academic work place. Our office is now investigating the feasibility of bringing a similar workshop/program to each of our five University Campuses. We are particularly concerned that University Campuses employees be made aware of how unintentional sexual harassment may take place and we wish to take further steps to protect our students and employees from being subjected to such behaviors. We will provide some kind of faculty/staff development experience as soon as this can be arranged and/or our financial circumstances permit.