Call to Order (3:00 p.m.) in Library 237

Welcome to visitors

Approval of the Minutes of September 24th, 2019 meeting

- Correction on page 7
- Approved
- Updated in FS folder and on website

Administrative Reports:

- Report of the Chancellor: no report
- Report of the Executive Vice-Chancellor for Academic Affairs
  
  o Dr. Skipper – Budget Presentation - Vice Chancellor for Business & Finance Beth Patrick will give a presentation on the USCB budget Friday, October 25 from 2:30-3:30. This will follow a similar presentation VC Patrick gave for Staff Advisory Council in August.

  o Strategic Planning – Recommendations from the Academic Master Plan and the SPI Subgroups have been mapped to the USCB Strategic Plan 2023. The updated document will be presented to Chancellor’s Cabinet on Monday, 10/7. The result is we now have a modified SP reflecting the AMP and subgroup recommendations. Significant updates include: Re-envision and build academic programs to enhance relevance (reflects Academic Program Planning process), reboot General Education (Swati Debroy is new Gen Ed Coordinator), incentivize interdisciplinary faculty research, anticipate and embrace technological advances, increase delivery and support for non-traditional students.

  o Dean, School of Humanities and Social Sciences – This is an internal search as we have the requisite talent and experience at the university. Applications due October 10.

  o Sea Islands Institute funding – Announcement forthcoming. This year the committee will prioritize interdisciplinary projects.

  o Promotion of Minors – This year we will begin promote minors across Academic Affairs, Advising, Career Services and Student Success. Ideally minors should be in a field unrelated to major. According to WSJ article, students pursuing minors tend to have higher GPAs. They gain diverse skills, enabling them to work in various fields for multiple companies. The fusion of

- Correction from 8/23 Faculty Senate meeting: CEMHT funding from the Town of HH counts towards USCB sponsored research. LRITI (fee for services) does not.

- Campus updates – Bob LeFavi and Charlie Calvert

  - Questions for Dr. Skipper:
    - Dr. Cohan: requested Dr. Skipper discuss efforts being made for handling communications around natural disasters (hurricane) and how the communication can be done in a more streamlined way as an academic institution
      - Did discuss at Academic Council
      - Standard “inclement weather” statement in syllabi
      - Typically, Dr. Skipper emails faculty with supplemental information (e.g.-mindful of individual student needs). Increased amount of information in the email.
      - Dr. Skipper: Larger shut down and reopening of the university: discussed with those involved the decoupling of things that don’t need to happen simultaneously. For example, the residence halls were ready to open, but the dining halls were not (serving those on campus during emergency). Requested specific suggestions if there were any.
      - Dr. Cohan: questioned why the handling of how information is communicated isn’t being done when there is not a crisis. Further commented: With multiple formats of courses offered (face-to-face, online, hybrid) and personal actions during a crisis, students seem to be hearing before faculty. Suggested that there should be faculty consultants who would be responsible for communication with faculty/students/stakeholders so that the communication is mindful reflecting to students the purpose of why we’re here (academic institutions).
      - Dr. Skipper: Students have different needs and experiences. Has added to the academic plan for inclement weather indication that we can’t assign graded work during the closure. We were able to open online classes and have asked to open these courses before campus opens when possible.
      - Dr. Cohan: suggested ideas for how communication may be handled and referred to other institutions’ policies of handling inclement weather.
      - Dr. Skipper: stated a committee to address this could be created and he would receptive to suggestions.

  - Dr. Bob LeFavi: Beaufort campus update
- Harrington building: Chris Robinson taking students to new building; has gallery and workspace; just serving visual art and design.

- City of Beaufort put together a task force to locate new space for USCB in Beaufort. Top of priority list is to get USCB access to the Bridges Prep building (across the street from the dorms). May be used for student recreation and has two discovery labs.

- Another initiative: entrepreneurs and developers put together initiative to provide space to Brent Morris and the Institute for the Study on Reconstruction Era (ISRE) and potentially other academic enterprises of USCB.

- Development of a new academic program: tech related and will tie in military.

- Shark Tank Café: open now; 50 yards from the dorm; open when Outtakes is not open.

- Parents’ weekend: 10/4

- Dr. Charlie Calvert: Hilton Head campus update
  - MW, TR class schedule; transportation is M – F. Can take the shuttle from campus, use ID to take trolley on the island.
  - 900 OLLI participants came through the campus during the summer; 8 separate tours per day.
  - One catering a week; one or two conferences per month.
  - MW is Quantity Food Lab.
  - TR: food science.
  - Internationally: inviting hospitality students from other countries to come by the campus; Four students from China recently visited; One student is bringing her international relations director and faculty members back in January; preparing to sign a transfer agreement with Woosong University.
  - CETT: from Barcelona visiting; looking for a school to send students to as an international partner.
  - Hubei Normal University: signed transfer agreement and hoping to have students.
  - Center for Event Management: students analyze service level of restaurants and hotels well received.
  - LRITI: sending students to five events to continue to do research in the area; survey, analyze, and report.
  - SACS visit November 12th: site review.
Hospitality Innovation and Technology Lab: $90,000 worth of equipment (like a Kinkos); students learning how to use equipment; will print for individuals

Committee Reports:

Academic Steering Committee

- **Dr. Erin McCoy** - 27 Sept 2019

  The Academic Steering Committee met via email and approved the following policies regarding International Study at USCB:
  - 306 (one-time enrollment fee for international students at USCB)
  - 307 (Faculty/Staff-led overseas programs)
  - 308 (international travel policy for USCB students)

  Dr. Babet Alvarez explained the process for development of policies: The Study Abroad Subcommittee presented them to the International Programs Committee, and they were then reviewed by Dr. Skipper and Dr. Alvarez and presented to the Deans Council. They have now been submitted to Academic Steering Committee.

  Dr. Bud Sanders: commented on 306: “for the purpose of the policy, a person shall be considered a student” for definition of student.

  The Academic Steering Committee was also given an Honors Court policies proposal, which the Committee forwarded to the Honors Court Committee.

  - See attached (draft USCB policy statement 306, 307, 308, September 27).

Courses and Curricula Committee

- **Dr. Brett Borton** – The Courses and Curricula Committee met on Sept. 20, 2019 at 2:30 p.m. in LIB 243. The committee reviewed and approved the following proposals:
  - New Program Proposals
    - Education
      - Proposed Minor in Education with requirements and electives.
  - New Course Proposals
    - Mathematics
      - MATH B497 - Reading for Senior Thesis
      - MATH B499 - Senior Thesis
    - Nursing and Health Professions
      - NURS B325 -- Nursing Informatics and Technology
      - NURS B360C -- Clinical Care of Childbearing Families
Course Change Proposals

- Nursing and Health Professions
  - NURS B301 -- Contemporary Professional Nursing Practice (Removed from abeyance; revisions to course description and SLOs).
  - NURS B320 -- Pharmacologic Interventions (Formerly Clinical Pharmacology; revisions to title, course description and SLOs).
  - NURS B330 -- Transcultural Health Practices (Formerly Transcultural Health; revisions to title, course description and SLOs).
  - NURS B356 -- Care of Childbearing Families (Formerly Women’s Health Nursing; revisions to title, course description, SLOs and credit hours).
  - NURS B358 -- Care of Children (Formerly Children’s Health Nursing; revisions to title, course description and SLOs).
  - NURS B410 -- Leading in Organizations (Formerly Professional Nursing Leadership and Management; revisions to title, course description, SLOs and credit hours).

- Academic Steering Committee added a level to the approval process involving deans; once proposal is approved by department chair, will then have to go to the dean of that school for signature before it comes to C3. Forms being updated to add signature.

- Next Meeting: Friday, Oct. 25 2:30 p.m. LIB 243

- Submission deadline: Monday, Oct. 21 @ 5 p.m.

- Email to bortonb@email.sc.edu

Faculty Development Committee

- Prof. Angell - The Faculty Development Committee invites your proposals for research and project funding.
  
  - A proposal form was emailed to you via Academic Affairs on September 23rd. The deadline for submissions is October 15th.
  
  - If you have any questions, please feel free to contact a member of your Faculty Development Committee.

  **Members are:** Joanna Angell (Chair. email: angelle@uscb.edu), Chesanny Butler, Deb Cohan, Xuwei Liang and Lukasz Pawelek.

We want to fund YOUR development! Apply Now!

Meeting notes: The Faculty Development Committee met on September 20th to set in motion the submission and review process for requests for Faculty Development funds. With slight edits, the proposal forms were emailed to all faculty on September 23rd and
the new form added to both Blackboard and the Faculty Senate webpage. The deadline for submissions is October 15th.

The allocation for Faculty Development funds for the year is $25,000, to be distributed to both tenured and tenure-track faculty, with preference for those presenting (at) and not simply attending conferences.

We also commenced to review our charge as stated in the Faculty Manual and would like to consider new proposals and ideas for faculty development beyond the review and allocation of funding. We encourage faculty to contact any of us to discuss faculty development needs and potential programming.

(Joanna Angell, Chesanny Butler, Deb Cohan, Xuwei Liang, and Lukasz Pawelek)

Faculty Grievance Committee
- **Dr. Jim Griesse** - (Dr. Wallace reported on his behalf)
  - Issue on table; Jim will reach out to Faculty Welfare Committee; more information to come

Faculty Library Committee
- **Dr. Canada** –
  - Presented information regarding accessing resources.

  - Further clarification from Melanie Hanes-Ramos: The Library Website A-Z list [http://guides.uscb.edu/az.php](http://guides.uscb.edu/az.php) is the recommended link for direct access to all the library’s electronic resources along with a variety of Open Source resources.

Faculty Manual Review Committee
- **Dr. Hoffer** – The Faculty Manual Review Committee has communicated regularly via email so far this semester in order to schedule its meetings as well as to 1) elect its committee chair and 2) formally invite the Grievance Committee to review sections of the manual pertaining to its charge and recommend any revisions as its members see fit. The committee met face-to-face on Friday, September 20th (rescheduled due to Dorian). At this meeting, we reviewed last year’s progress with new committee members, discussed additional changes to Section 1, and set our goals and timelines for the academic year. The committee will meet again on Friday, October 18th at 2:30 in LIBR 238 to continue finalizing last year’s proposed revisions to prepare the manuscript for faculty review; we will also commence working on “round 2” of these revisions, beginning with Section III: Faculty Review and Section IV: Promotion & Tenure.

Faculty Welfare Committee
- **Dr. George Pate** - Since the last faculty senate meeting, the Faculty Welfare Committee met once on September 16th. At that meeting, to committee elected George Pate to serve as chair. The committee discussed our charge from faculty senate re: pro-rated payment for faculty teaching summer classes. The committee is currently in the process of
gathering information on this issue and will continue to report on progress and seek input as we progress toward a recommendation to this body.

Promotion and Tenure Committee

- **Dr. Bruce Marlowe** - no report.
  - Dr. Skipper: November 15th will be orientation for those going up for promotion and tenure next year. Two additional workshops in the spring.

QEP Committee

- **Dr. Roberts & Dr. Sawyer** –

  QEP Report for Faculty Senate
  October 4, 2019

Faculty Fellow applications have been submitted, and we are excited to announce that our Faculty Fellows for the fall 2019 semester are:

- Brett Borton, Communication Studies
- Elizabeth (Lee) Johnson, Education
- Timothy (Mac) James, History
- Dawn Robinson, Human Services
- Najmah Thomas, Human Services
- Erin McCoy, Interdisciplinary Studies
- Pamela Phillips, Nursing

These faculty members are well underway having students work on various projects that benefit our community. Additionally, our Students Connected leadership team is teaching courses in Communication Studies, Philosophy, and Sociology. Please reach out to us if you would like to get involved!

Our Bluffton campus fall kick-off event is being held on Thursday, October 3 at 11:30am in Campus Center 105. Thanks to those of you and your students who can attend in the midst of busy semesters!

We hope you will also join us for the other upcoming Students Connected events:

- Friday, October 4 at 12pm in Library 243 is a Recruitment Event for Foundational and Traditional Experiential Courses – come if you are interested in finding out how easy joining Students Connected with an existing course can be!)
- Thursday, October 24 at 12pm in Campus Center 105 is our GLDCE Interest Session – faculty welcome, but also encourage your students to attend and learn the steps for receiving Graduation with Distinction in Community Engagement (they are already on the way if you are teaching a Students Connected course!)
- Friday, November 15 at 12pm in Library 267 is an Interest Session for Community-Partnered courses – join us to find out about upcoming opportunities for community-partnered courses or share your ideas for a class that could be partnered with a local organization
Question about how faculty finds out more information for use during advising: QEP Blackboard site organization; Students Connected Faculty site that you should be enrolled in; has information

Student Research and Scholarship Day Committee
- Dr. Cavanagh & Dr. Hammond: Event to take place on April 20th, 2020. Additional information to come.

International Programs
- Dr. Alvarez-IPC chair: introduction of the new faculty membership and leadership of IPC and subcommittee reports/announcements:
  IPC Subcommittees:
  1. Campus Internationalization (CI) – continuing chair Volkan Sevim
  2. Fulbright & International Opportunities (FIO) – new chair Alyssa Mayer
  3. Study Abroad (SA) – new chair Chesanny Butler

Thank you and welcome to all members of the IPC: Joe Iglesias, Liz Serieux; welcome everyone who would like to participate in making USCB more global.

- Internationalization Subcommittee: Dr. Volkan Sevim, Chair
  - International Week: 11/18 – 11/22 information to come

- Fulbright & International Opportunities (FIO) – new chair Dr. Alyssa Mayer
  - The Fulbright Subcommittee met on September 13th, immediately after the full International Programs Committee meeting.
  - Dr. Mayer stepped down from the Campus Internationalization Subcommittee at the start of the school year and moved to the Fulbright Subcommittee. Dr. Mayer has taken over as Chair of the Fulbright Subcommittee, replacing Dr. Cavanaugh, who will be away from campus this spring.
  - We have two students applying for Fulbright this year. The Subcommittee will be meeting October 7th to review student applications before the October 8th application deadline. The Committee would like to thank the faculty who have supported these students throughout the application process.
  - Dr. Panu will be traveling to France on a short-term Fulbright in October and will be presenting his experience with the program on Monday, November 18th during USCB International Week.
  - The Subcommittee will have a regular meeting on Friday, October 25th, before the next full IPC committee meeting.
  - If anyone has any questions or ideas for the Fulbright Subcommittee, please contact Dr. Mayer at almayer@uscb.edu.
• **Study Abroad: Dr. Chesanny Butler.** The Study Abroad Subcommittee hosted their Faculty and Staff How to Create a Study Abroad Program on September 27th. We had representation from Student Affairs, Biology, and Philosophy in attendance. We would like to offer personal sessions to anyone interested in creating a study abroad experience for students, either as a non-credit option or tied to a course. We highly encourage interdisciplinary opportunities and will be happy to answer any questions you may have about the process. Please feel free to contact Dr. Butler via email: csbutler@uscb.edu or current policies.

**Unfinished Business**

**Dr. Alvarez-** requesting Faculty to vote regarding which language they would like to be used for Plagiarism, the voted-on May 2001 version from the Faculty Handbook or the 2018-19 version in the Faculty Bulletin.

• See attached draft of plagiarism policy.

• Motion and second to postpone vote on this.

**Dr. Kimberly Dudas-** Update on the work completed last year by the Health Center Task Force (headed up by Doug Oblander) and where the process is now.

• Options explored

• Committee has made recommendations in report presented to the chancellor before Dr. Oblander left. Report is waiting until new Student Development Vice Chancellor comes on board December 2.

• Question from faculty: How comprehensive will plan be?
  
  o Dr. Dudas:
    • one recommendation to provide very limited services
    • another is to outsource
    • third idea is more comprehensive, bring counseling services as part

**New Business**

• **Deb Cohan: “Parking Problems”.**
  
  • Comment on students parking habits, food truck takes up 3 spaces
  • Request more faculty/staff parking beyond Hargray lot
  • Disagreement from faculty member: students should get the preferences
  • Additional agreement: should have additional faculty parking because faculty has grown
  • Motion and seconded: move to address this to refer this to the Faculty Welfare Committee.
• **Question posited:** how many faculty spots are there? Comments: Dr. Staton – previously examined and needed more parking for faculty; Dr. Malphrus – need for faculty AND staff and Henry Garbade was amiable to more faculty spots;

• **Comments:** other campuses require students to pay for parking

• **Dr. Violette** asked that additional comments be sent to Dr. Pate

• **Dr. Lisa Ciresi** – comments regarding Academic Dishonesty. Dr. Ciresi would like to raise awareness that we are trying to revise the procedures concerning Academic Dishonesty. As the currently appointed chair of the Honor Court (unless changed since last spring), Dr. Ciresi would like ask for input from faculty – perhaps even put together a committee to review the current policies and revise them so we have a step-by-step plan in place for the Instructor who suspects there might be a potential case of academic dishonesty from a student.

  - Motion and second: Motion to create an ad hoc committee to review and come up with an explicit set of steps and procedures for due process under the title of academic integrity. “Academic Integrity to Review Procedures”
    - Representatives from different schools and disciplines in order to define what plagiarism and identify possible differences across disciplines (input from faculty and staff)
  
  - Dr. James recommended that this committee also look into the plagiarism statement.
  
  - Dr. Ciresi: In the meantime, form created for use if academic dishonest is suspected. Will reach out to department chairs and receive input.

  - Dr. Staton: commented that academic dishonesty should be reported to Twyla to help identify frequent “cheaters”
    - Comment: may need training for recognizing plagiarism for Faculty Senate
    - Dr. Violette suggested that Faculty Development Committee coordinate with Dr. Skipper’s office to determine

• **Vote on C3:**

  - Motion and seconded: pass the new program proposed minor in education

  - Motion and seconded: Motion for all recommendations from C3 be approved as one. Motion passes.

  - Motion and seconded: Motion to bundle all recommendations and pass as one. Motion passes.

• **No other new business**

**For the Good of the Order & Announcements**

• **Dr. Kim Ritchie:** The Student Scholarship and Fellowship Committee (SS&FC) would like to report on the following:
All faculty: Please report the number of USCB students who have applied for nationally competitive fellowships to Brian Mallory at malloryb@uscb.edu. Please include student names, year, and fellowship.

The Provost Office has allocated $5,000 each year for students presenting their mentored research at state, regional or national conferences. Please contact Kim Ritchie at kritch@uscb.edu for the application process.

We strongly encourage all faculty to work with their top students in applying for national competitive fellowships, grants, scholarships and internships.

- **Ann Holderfield: The Sea Islands Center Gallery**, the gallery of the Department of Visual Art & Design, is pleased to present artwork by Amie Esslinger. *Difficult Places* opens tonight, Friday, October 4 at 5:00 p.m. and ends at 7:30 p.m., with an artist talk at 6:00 p.m. Esslinger’s colorful paintings and mixed media installations aesthetically reference the field of microbiology. The exhibit will be on view until Saturday, October 26. For more information about the artist, see her [website](#). We are also participating in the [16th Annual Fall Art Walk](#) on Saturday, October 26, from 5-8 p.m. See our [facebook page](#) for more info or contact Ann Holderfield, gallery co-director, at holderfk@uscb.edu.

- **GIGS conference**: October 18th is conference.

- **Dr. Malphrus**: distributed information about 4th Annual Pat Conroy Festival.

- **Dr. Brent Morris**: preliminary meeting of Student Steering Committee (or Club) October 8th in PET at noon.

- **Dr. Morris**: The launch of the ISRE will take place in November. David White, winner of this year’s Pulitzer prize in history, will be the keynote speaker.

- **Dr. Pawelek**: Latino Music and Food Fest - October 13th

- **Dr. Swofford**: Dec. 3rd from 8 p.m. until midnight, the writing center is hosting their third “Write In”. This is part of an international event. Students may come and work on their end of course projects.

- **Dr. Swati Debroy** was commended for her success in helping students successfully compete for the Research Experience Undergraduate (REU) program with Harvard University.

Adjournment