Faculty Senate Date Meeting Minutes
For Friday, March 20, 2020

Call to Order (3:00 p.m.) digital meeting

Quorum established

Welcome to visitors

Approval of the Minutes of February 14th, 2019 meeting
  • Motion to approve, second, approved.

Administrative Reports: provided after committee reports

Report of the Chancellor:
  Dr. Panu –
  o Expressed gratitude and appreciation to faculty and staff
  o Emphasized key priorities. Put health, welfare, and safety of USCB community
  o Importance of limiting the spread of virus
    ▪ Guidance from state and national level
  o Maintain academic excellence and integrity
    ▪ Issues
      • refunds for housing, meals, parking, fees, etc.
      • Enrollment concerns
      • Financial impacts
    ▪ Meeting daily to consider issues
    ▪ Priority of delivering quality instruction online
      • Differing opinions related to online learning
  o Decisions impacting USCB made locally and system wide

Report of the Executive Vice-Chancellor for Academic Affairs
  Dr. Skipper –
  o Meeting with faculty on Monday, 3/23, for COVID 19 update
  o Online resources
  o Literature about moving to online learning
  o Recommends asynchronous
  o COVID 19 research projects – proposals through USCERA by 5 p.m. on April 8, 2020. Dr. Amy Sears can help with submission as needed.
Open for questions for Dr. Panu and Skipper

Dr. Deborah Cohan - When will grading decision be finalized?
- Dr. Skipper - pass/fail is being considered for students and will be decided by students
  - Currently prohibited for students below 2.0
  - Proposing to open to all students limited to gen ed. classes and electives
- Dr. Bud Sanders - posed questions discussion in the Faculty Senate Blackboard page
  - Participate in the discussion
- Dr. Swofford – Will students who do not receive satisfactory requirements with a “D” receive an “F”?
  - Dr. Skipper - Students who make a “D” will receive pass. D is passing grade
- Dr. Swati DeBroy – does pass imply they have qualified as a pre-requisite class?
  - Dr. Villena-Alvarez – If the students pass the class, this meets the pre-requisite for “passing” the class.

Dr. Eric Montie – Are employees allowed to work in the lab and field at this time?
- Dr. Panu – Currently limited to essential functions and staff. Some research falls into this category, but safety and social distancing precautions are first. Limit conditions of work as needed.

Dr. Montie – Is the grants and contracts department still functional? If we have questions on federal grants, can we call USC?
- Dr. Panu – call Amy Sears first and she will follow up with you.

Dr. Lynn McGee – We need the pass/fail decision quickly. Can leadership commit to a timeline for the decision?
- Dr. Babet Villena –Alvarez- already have a provisional proposal that’s being finalized. Faculty will be notified.
- Dr. Eric Skipper – Varying opinions are being expressed. Institutions that serve primarily minority populations are moving toward allowing students to make the choice. Should have an answer on Monday. Continue to monitor what faculty has to say.

Dr. Panu – procedure for coming on campus for faculty
- Discouraging extended work on campus.
- Allowed if necessary, but will complete survey form to monitor any level of exposure that may be present.

Dr. Joanna Angell – May students work in art studios?
- Dr. Panu – limit. May complete project if necessary. Need supervision. Minimal number of students to 3 or 4.

Dr. Monte – What happens if students do not engage in online teaching effort?
- Dr. Skipper – This is where pass/fail comes in. There may be connectivity issues, but communication will have to happen.
- Dr. Panu – want to ensure we have robust retention. Keep the topic of retention in mind and deal case by case.

Dr. Staton – provided a link to the pass/fail option form
uscb.edu/registrar/forms/pdfs/Pass-Fail_Aug19a.pdf

Dr. Ellen Malphrus requested mini-poll to ask faculty if they lean toward pass/fail.
Vote held – poll: Are you in favor of allowing students to decide on pass/fail option? (28 yes, 18 no, 24 no response)

- Dr. Angel – What is the date for students to get their things from residence halls? May they pick up supplies from our art studios on that day?
  - Dr. Panu – We need to do this in an orderly manner.
  - ? – We need a few more days to figure the timeline, but if there is something you need for students to drop off, we can discuss whether housing can be a drop off point. We will have a system and limit the number of people. Students will be notified the middle of next week.

- Dr. Panu requested faculty continue to send their ideas.

- Dr. Dudas – provided the link to the current pass/fail policy, page 80, it is student’s decision uscb.edu/registrar/university_bulletin/2019-2020%20Bulletin%20FINAL13.pdf

- Dr. Dudas – Commented that not all areas are served by Internet providers in the Lowcountry rural areas.

- Dr. Sarah Swofford – commented that SC rural communities don’t have infrastructure for Internet as all—Hargray won’t serve those areas.

- Dr. Panu – commented that these concerns are being considered

- Dr. Dudas – providers are providing unlimited data which allows students to use phones as hotspot for WIFI service

- Dr. Peter Swift – Will students be counseled on grad school implications of p/f?
  - Dr. Villena-Alvarez – form for p/f includes information about ramifications for pass/fail and that certain graduate programs may limit the number of pass/fails that our students can have.

- Dr. Ron Erdei – With regard to online proctoring services, students in a typical semester are responsible for paying (out of pocket) for those services. Are we in talks (or have they concluded) with regard to these fees during this non-typical semester.
  - Dr. Lori Vargo - Already information for free proctoring service available on Respondus and this can be accessed through USC

- Dr. Jayne Violette – What is the status for ongoing searches at this time?
  - Dr. Panu – not decided yet. Probably Monday.

- Additional comments and questions included in the Faculty Senate Chat Transcript in the FS 3/20 meeting folder.

Committee Reports:

Academic Steering Committee
- Dr. Erin McCoy – No report.

Courses and Curricula Committee
- Dr. Brett Borton – The Courses and Curricula Committee met on Feb. 21, 2020 at 2:30 p.m. in LIBR 243. The committee reviewed and approved the following proposals:

  Program Modification Proposals

  Natural Sciences
• Establish BIOL B441/441L as capstone requirement for Biomedical Sciences concentration.
• Establish either BIOL B471/471L or BIOL B475/475L as capstone requirements for Coastal Ecology and Conservation concentration.
• Adding concentration in Marine Biology to the B.S. in Biology degree program.

**Mathematics**

• Addition of EDCI B320 (Curriculum Planning, Technology and Assessment in Secondary Education) as required course for B.S. in Mathematics – Secondary Mathematics Certification, replacing EDCI B243.

**Visual Art & Design**

• Acceptance of ARTS & MARTS courses as 200+ and 300+ level program requirements for either the ARTS major or MART concentration.

**New Course Proposals**

**Humanities**

• LANG B101 – Integrated Linguistic Skills for Native Speakers I
• LANG B102 -- Integrated Linguistic Skills for Native Speakers II
• LANG B201 -- Integrated Linguistic Skills for Native Speakers III

**Natural Sciences**

• BIOL B450 – Biological Oceanography
• BIOL B490 – Marine Policy

**Nursing and Health Professions**

• NURS B326C – Clinical Care of Adults with Acute and Chronic Conditions
• NURS B430C – Clinical Synthesis and Seminar

**Course Change Proposals**

**Nursing and Health Professions**

• NURS B326 – Major revisions to course title, description, SLOs and credit hours.
• NURS B300 – Removal of BIOL B243 & BIOL B244 as prerequisites.

Next Meeting: Friday, March 27 2:30 p.m. LIB 243; proposals that need to be considered by C3 need to be submitted in time for the April meeting, the last of the semester

**Faculty Development Committee**

• **Prof. Angell** – The Faculty Development Committee met and awarded its remaining funds to 12 proposals.
  
  o $20,247 was requested for Research and $9,827 was awarded.
We understand that many of the conferences for which funding was requested will be (or have been) cancelled or postponed, and research projects involving groups of people will also be postponed. We plan to discuss this at our next meeting. - Stay tuned and Best Wishes, Your FDC.

Faculty Grievance Committee
- Dr. Griesse – Did meet. No report.

Faculty Library Committee
- Dr. Canada – The backdoor connection to Kanopy no longer works. So we don't have that option anymore, I'm afraid. It is possible for students to gain access to similar services through their county library. For example: Hoopla Digital is available thru Beaufort County Library and Kanopy is available to residents of Richland County.

Faculty Manual Review Committee
- Dr. Lauren Hoffer – No report, but if you'd like to email me your feedback on the draft that was circulated prior to the break, please feel free to do so. The manual committee will discuss plans re: moving forward and be in touch with the faculty.

Faculty Welfare Committee
- Dr. George Pate – Faculty welfare has not met. But everyone please see our page on the Faculty Senate Blackboard. Please look at the draft report on summer pay and provide your feedback on the Microsoft Form on our page. I will also put our parking survey there. Although that seems somewhat less pressing at present. We will try to meet digitally soon to discuss remaining business.

Promotion and Tenure Committee
- Dr. Bruce Marlowe – P&T Report: We have one post-tenure review remaining, which we will complete next week. Once complete, that will conclude our work for the year. Workshops have already been completed.

QEP Committee (Ad Hoc)
- Dr. Roberts & Dr. Sawyer – An email is coming from the Students Connected Leadership that provides some alternative options for virtual experiential learning as we all work to transition our classes to online delivery. If you need more detailed help, please feel free to reach out to Dr. Sawyer or Dr. Roberts.

Student Research and Scholarship Day Committee (Ad Hoc)
- Dr. Cavanagh & Dr. Hammond: There are significant changes to this year’s Student Research and Scholarship Day. More information will be sent by Monday, 3/23/20. We are in the process of organizing a SRSD event, but it is greatly modified. We hope to have information to all early next week. This will now be a digital event. Students should submit abstracts now through the website. Again, more to come.

Committee for Academic Integrity (Ad Hoc)
- Dr. Lisa Ciresi: We were not able to meet, but are trying to communicate via email and finalize the drafts for "Notification" if you have any issues, please contact office of Provost first.
International Programs

- Dr. Alvarez-IPC chair:

IPC Subcommittee Reports:

- Internationalization Subcommittee: Dr. Volkan Sevim - The Subcommittee met in February. We are currently working on our most recent International Programs Newsletter. We will email it to everybody in April.

- Fulbright & International Opportunities (FIO) – Dr. Alyssa Mayer
  
  o Disregard the report from the agenda. Neither of these events is happening now. Perhaps that goes without saying, but there it is, on the record.

- Study Abroad: Dr. Chesanny Butler – IPC Report to Faculty Senate
  
  o These comments were submitted prior to the changes related to COVID 19. Some events will not take place, and more information is to come.

  o On March 23rd and again on March 26th from 4-5pm in SciTec 123 the Study Abroad Subcommittee, Office of the Registrar, Office of Military Services, and Financial Aid will be hosting a special workshop for students on applying for the Gilman and Gilman-McCain Scholarship for Study Abroad. We hope to also include this session again in August of 2020 during the welcome week to help our students learn more about funding opportunities available for those wishing to engage in a study abroad opportunity while here at USCB. Please encourage your students to attend.

  o The Gilman Scholarship Program broadens the student population that studies and interns abroad by supporting undergraduates who might not otherwise participate due to financial constraints. The program aims to encourage students to study and intern in a diverse array of countries or areas and world regions. The program also encourages students to study languages, especially critical need languages (those deemed important to national security).

    ▪ The U.S. Department of State’s Benjamin A. Gilman International Scholarship Program enables students of limited financial means to study or intern abroad, providing them with skills critical to our national security and economic prosperity. The Institute of International Education has administered the program since its inception in 2001.

    ▪ The new scholarship is known as the U.S. Department of State’s Gilman-McCain Scholarship which provides awards of $5,000 for child dependents of active duty service members to study or intern abroad on credit-bearing programs. This new scholarship, which began in the Fall of 2019, is open to the Children of Military Families enrolled at accredited U.S. colleges and universities who receive any type of Title IV federal financial aid.

  o The workshop will provide information on this program and provide students with an opportunity to work with faculty and staff in creating a competitive application.
Student Scholarship and Fellowship Committee

- **Dr. Kim Ritchie:**
  - The Student Scholarship and Fellowship Committee (SS&FC) is happy to report that 9 students were awarded funds for travel to state, regional and national meetings for 2019/2020. For future travel funds for students presenting their work, please contact Kim Ritchie at kritch@uscb.edu for details on the application process.
  - We continue to encourage all faculty to work with their top students in applying for national competitive fellowships, grants, scholarships and internships.
  - Kim Ritchie (Chair), Kim Cavanagh, Beth Hammond, Babet Villena-Alvarez

Unfinished Business

- None.

New Business

- Courses and Curricula Committee votes
  - Motion to approve all program modification proposals as group, moved, second, discussion
    - Dr. Staton asked if there was a new concentration proposal.
      - Dr. Borton: This was a program modification proposal.
  - Program modifications motion to approve, second, approved (54 yes, 19 no, 0 abstentions)
  - Motion to approve all new course proposals as group
    - Moved, seconded discussions (none) approved (52 yes, 0 no, 1 abstention)
  - Motion to approve all new course proposals, second, discussion (none) approved (52 yes, 0 no, 0 abstention)
  - Motion to approve all course change proposals as group
    - Moved, seconded, discussion (none) approved (59 yes, 0 no, 0 abstentions)

For the Good of the Order & Announcements

- **Dr. Jayne Violette** – Survey re: Restructuring Faculty Senate

- **Dr. Deborah Cohan** will be giving a talk and reading of her book "Welcome to Wherever We Are" on Thursday, April 23rd, beginning at 6 p.m. The book signing to follow will be held in Campus Center 106. Help us celebrate Deb's wonderful accomplishment and heartfelt story!

- **Dr. Bruce Marlowe** – A post-tenure review committee for Dr. Akira Iwasa needs to be selected at random immediately following the Faculty Senate meeting.

- **Dr. Beth Hammond** – The Strategic Plan Subgroup for Faculty Development asks that you complete this six question survey. The survey asks you to share your scholarship and
teaching needs. Thank you for completing the survey as soon as possible. The survey will be available until April 5th.

- **Lori Vargo: Ensuring Academic Integrity during Exams**
  - UofSC has secured unlimited use of two products to assist faculty ensure academic integrity during exams. These products are compatible with and already integrated in Blackboard, and available for use at no cost to students, instructors, or academic departments. Please note that these products are readily available for use from April 5 – May 30.
  - **LockDown Browser by Respondus.** Discourage and prevent digital cheating on computers. LockDown Browser ensures assessments are displayed full-screen and cannot be minimized, removes browser menu and toolbars, and prevents access to other applications during assessment. For a full list of features see [LockDown Browser](#).
  - **Exam Proctoring - Monitor, by Respondus.** Monitor provided automated exam proctoring and enables students to take assessments within Blackboard. After a one-time installation of a plugin, each student follows a startup sequence that guides them through completion of requirements set by the instructor (these requirements are entered when you set up your assessment in Blackboard). Monitor records each student’s session for later review and applies monitoring algorithms to notify instructors of the timestamp of any suspicious activity for their review. For a full list of features see [Exam Proctoring](#).
  - Respondus is offering [daily training webinars](#) for instructors and staff on LockDown Browser and Respondus Monitor. Additional [training resources are available here](#).

Here are the training dates and times:

**Instructor Training: LockDown Browser & Respondus Monitor**

- This comprehensive training webinar is intended for instructors who plan to use LockDown Browser and/or Respondus Monitor with online exams. The session provides a detailed demonstration of both applications, including new enhancements that make Respondus Monitor even more effective and easy to use.
  - **Friday, March 20 at 9 am ET (6 am PT)**
  - **Monday, March 23 at 3 pm ET (12 pm PT)**
  - **Tuesday, March 24 at 7 pm ET (4 pm PT)**
  - **Wednesday, March 25 at 2 pm ET (11 am PT)**
  - **Thursday, March 26 at 4 pm ET (1 pm PT)**
  - **Friday, March 27 at 2 pm ET (11 am PT)**
  - **Monday, March 30 at 11 am ET (8 am PT)**
- **Tuesday, March 31 at 3 pm ET (12 pm PT)**

Adjournment.