Call to Order (3:00 pm) in Library 237

Approval of the Minutes of April 27, 2018 meeting

Administrative Reports:

Report of the Chancellor

- Dr. Panu –

Report of the Executive Vice-Chancellor for Academic Affairs

- Dr. Skipper –

Committee Reports:

Academic Steering Committee

- Dr. McCoy - Academic Steering Committee Report - August 17, 2018

1. Faculty Manual Definition (submitted 2 April 2018):
   "The Academic Steering Committee receives and reviews proposals for action in academic governance beyond the purview of course and curriculum development. Where appropriate, the committee refers matters brought to it to the Faculty Senate and other offices."

2. The Academic Steering Committee met via email and endorses the approval of a Bachelor of Science degree program in Information Science and Technology (ISNT) at the University of South Carolina Beaufort (USCB).

Courses and Curricula Committee

- Dr. Borton – First C3 meeting is Friday, September 14th at 2:30 pm in SciTech 231. Please have proposals to C3 chair by Monday, September 10th.
  - C3 will be launching a forms portal this semester.

Faculty Development Committee

- Committee Member Nominations
  - Dr. Ellen Malphrus – Department of English, Theater & Liberal Studies

Faculty Library Committee

- Dr. Canada - Library Committee -- No report, but here is some useful information for new and returning faculty:
  - According to the USCB Faculty Manual: "The Library Committee considers matters concerning the status and funding of the USCB libraries. It serves in an advisory capacity, approving departmental allocations and recommending policy governing the development of collections. It serves as a liaison between the library and the academic divisions for all communications concerning book orders, databases, library facilities, technology support, services, hours, and other related matters."
In more recent years, we have added a programming component as well, including workshops for faculty that have covered topics such as open educational resources ("OER") and the applicability of copyright laws in the classroom. We are also streamlining the process by which faculty may request book purchases for the USCB libraries, including an easy-to-complete form for individual book requests that is available on the USCB library homepage -- just go to [http://library.uscb.edu/](http://library.uscb.edu/), click on Library Services, and choose "Faculty Purchases." For bulk requests, detailed instructions will be sent via email to all faculty early in the semester.

We invite requests for workshops and other programming activities that are specifically geared towards faculty needs and interests. If you have suggestions or questions, please send them via email to Dr. Brian Canada, Library Committee Chair, at bcanada@uscb.edu. Thank you!

Faculty Manual Committee

- Dr. Morris -

Faculty Welfare Committee

- Dr. Skees – no report at this time.

Promotion and Tenure Committee

- Dr. Malphrus -

QEP Committee

Dr. Roberts & Dr. Salazar – QEP Committee Report:

- We have submitted our Quality Enhancement Plan to Institutional Effectiveness, and it is currently being finalized by the Compliance Assistant. It will be sent to SACSCOC by August 28.
- Following submission of this document, our assigned SACSCOC review committee will spend some time looking it over before our on-site visit. Our on-site visit from will occur October 9-11. Please make an effort to familiarize yourself with the QEP, as you may be stopped by committee members and asked about it while they are on campus! We will be distributing the QEP across campus once it is submitted.
- Thank you to all our committee members for their hard work in preparing the QEP, especially Dr. Caroline Sawyer and Dr. Murray Skees who attended the SACSCOC Summer Institute and put in lots of hard work on the final revisions and Dr. Jayne Violette who worked with Advancement in making marketing plans for the fall.
- We will be having a fall kick-off for the Students Connected: Fieldwork for the Future program on August 30 at 1pm in Campus Center 105. This event will showcase our fall community partnered classes and the community partners will be in attendance. However, it is also a great way to come and learn more about becoming involved in all aspects of this program.
- Anton Abraham, our project manager, has put together a wonderful website. Please check it out at [http://www.uscb.edu/studentsconnected/](http://www.uscb.edu/studentsconnected/).
- Jim Glasson, our Faculty Development coordinator, has some great plans for workshops and seminars in the coming year. Please plan to attend and learn the easy ways for your classes to become a part of this great program for our university. Announcements regarding these events will be distributed via email.
- The fall Students Connected courses include foundational classes in Communication Studies, internship courses in Human Services, and community partnered courses. The 2018-2019 community-partnered classes include:
- **Club House Beaufort County - Messaging and Recruitment Plan**
  *Faculty:* Alyssa Mayer, PhD, MPH, CPH, USCB Public Health
  *Project Partner:* Fred Leyda, Ben Boswell, Together for Beaufort County
  In development

- **Beaufort County Food Swamps and Food Deserts Inventory**
  *Faculty:* Kelly McCombs, MS, RD, LD, CDE, USCB Department of Hospitality Management
  *Partner:* Fred Leyda, Ben Boswell, Together for Beaufort County
  In development

- **Marketing Plan for Heritage Tourism in Beaufort County**
  *Faculty:* John Salazar, PhD, USCB Department of Hospitality Management
  *Partner:* Andy Beall, St. Elena Foundation
  In development

- **Volunteers in Medicine Marketing Plan**
  *Faculty:* Brett Borton, PhD, USCB Communication Studies
  *Partner:* Ginger Allen, Volunteers in Medicine Hilton Head Island
  In development

**Student Research and Scholarship Day Committee – (Tentative)**

- Dr. Cavanagh – The co-chairs for this year’s committee are Dr. Kimberly Cavanagh and Dr. Beth Hammond. The date for the event is still tentative, as we are waiting to hear back from a potential keynote speaker but will either be April 15, 2019 or April 22, 2019.

**International Programs -**

- Dr. Dudas & Dr. Villena-Alvarez – The International Programs Committee- 3 Subcommittee Chairs would like to make a report at the Senate next week.
  If you could please include in the agenda.

**International Programs Committee Report:**

1. Fulbright & International Opportunities: Dr. Kim Cavanagh, Chair
   - **IPC-Fulbright and International Opportunities:** We have an active fall semester in place to help foster international research opportunities amongst faculty, students, and staff. Some events include:
     - Stories from Abroad (August 24th in Library 267 from 5-6:30)
     - Student Fulbright and International Opportunities Information Session (August 29th in Campus Center 105 from 5-6:30). Dr. Kimberly Cavanagh will give a talk about her experiences as a Fulbrighter. Other international opportunities for students will also be highlighted.
     - Fulbright Fridays: These are open to both faculty and students and after a brief talk by the Fulbrighter, information for both award types will be available.
       - Dr. Bud Sanders: September 7th in Campus Center 106A from 10-11:30
       - Dr. Babet Alvarez: September 21st in Campus Center 106A from 12-1:30
       - Dr. Cindy Lahar October 12th in Campus Center 106A from 12-1:30
       - Campus Days Presence (October 13th, November 10th, March 2nd, and March 30th)
     - We hope to see most of you at these events. If you are unable to attend but want to learn more, please reach out to Dr. Babet, Alvarez, Dr. Cindy
Lahar, or Dr. Kimberly Cavanagh. Please also promote these events in your classes and encourage your students to attend.

2. **Internationalization Subcommittee: Dr. Volkan Sevim, Chair**

3. **Study Abroad: Dr. Kim Dudas, Chair**
   - Study Abroad: USCB has an agreement with CISAbroad. This company is a vendor who works with programs to develop study abroad programs. Other vendors are being explored to present a wide range of opportunities for faculty. The current procedures and forms are challenging. The focus of the committee this AY will be streamlining documents related to program planning and a process for faculty and staff who are interested in creating a study abroad experience.
   - Nursing traveled to Ghana with 13 students and 3 faculty this May. Informal feedback from students and faculty demonstrated the program was a wonderful learning experience. Formal data is currently being analyzed.

**Unfinished Business**

(Need to vote on proposal)

The Academic Steering Committee discussed, via email, a proposal from the USCB Palmetto College Programs.

- The faculty operating USCB’s Palmetto College Programs proposed that they be allowed to adopt a policy of accepting 30 of the last 46 hours from outside USCB due to continued applications of “exceptions” coming from students appealing to the EVCAA. Currently most USCB programs adopt a “30 of last 38” requirement (instead of 46) because of the Saturday Business Program; their program specific rule is 30 of the last 38 credit hours must be taken at USCB; SACS (see information from Dr. Lamkin below) requires “at least 25%,” meaning the 30:46 ratio is still met under SACS guidelines.

- **So thus** the Academic Steering Committee approves changing the USCB Palmetto College Program’s credit hours earned for the degree at our institution to be *"of the last 46 hours, 30 must be completed at USCB."*

**New Business**

- Faculty Development Committee – New Member Voting

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

- Dr. Kim Dudas – The name change for Public Health (formerly Health Promotion) is official. The program is still in progress with updating all materials to reflect the name change. Please not the Department name has not changed and remains the Department of Nursing and Health Professions.
  - Approval for the Public health Minor is complete. Students may pursue a minor in Public Health effective Fall 2018. See Dr. Diana Reindl, Program Coordinator for Public Health for more information.

- Dr. Borton - The partnership between South Carolina ETV and the University of South Carolina Beaufort has risen to a new level, as SCETV has officially announced plans to air "By The River," the 15 episode USCB-produced Lowcountry author interview series, statewide this fall. "By The River" will air weekly beginning Thursday, Sept. 13th at 8 p.m on ETVHD throughout South Carolina. It will air six times each week over the course of 15 weeks across 3 ETV networks,
ETVHD, SC Channel, & ETV World. It will also be available nationally on demand via PBS. There will be many more announcements to come, but major congratulations to show producer Dr. Caroline Sawyer and her 12 USCB communication studies students who worked as the production crew.

• Dr. Fitzgerald - The Gateway to Interdisciplinary Graduate Studies (GiGS) conference will be held on Friday, September 14th in Campus Center 105. Please encourage your students to attend! The conference will feature speakers from the Medical university of South Carolina, University of North Carolina – Wilmington, University of North Florida, Nova Southeastern University, and Los Alamos National Laboratory. There will also be informational sessions on Fulbright applications, academic research, and how to apply to graduate programs, as well as presentations from current graduate students and USCB alumni. The schedule can be accessed at: [http://www.uscb.edu/interdisciplinary_conference/schedule.html](http://www.uscb.edu/interdisciplinary_conference/schedule.html).

Adjournment