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

Approval of the Minutes of April 27, 2018 meeting - approved

Administrative Reports:

Report of the Chancellor

- **Dr. Panu** –
  - Welcome to everyone. It is so good to see all of us with activity ramping up on various campuses. I hope that you had a refreshing summer and that you are ready to give new opportunities to students.
  - Commendation for Ben Nelson. He thanked the staff at the convocation. This is reminder to all of us, that while the academic endeavor is central to all of us, that there are many others in the process. There are many other essential services to what we do. If they didn't work together then we would not be successful. From time to time there is bound to be tension between academic affairs and student affairs. I'm proud that are faculty are able to work well with our staff.
  - Aside from the centrality of the academy, a lot of what we will hear about is the student experience. Students will be going back and telling others about this. We need to pay attention to our student experiences in our classroom. This can be seen in particular in the online environment and how the traditional classroom has not gone away.
  - USCB is a multi-campus institution. We have the Bluffton/Main campus, Beaufort campus, and then soon to be Hilton Head Island campus. They are all part of this institution that we call USCB. Operating a multi-campus has benefits and challenges. There is a tendency for the main campus to be the real family and for the other campus to be the step children. This is the perception. We will need to consistently work through this. There will be difference and gaps that we will need to be filled. This is a change and it will develop a culture in our campuses. There are lots of questions about why we developed our campuses over the years in the different ways. However, we have grown and sometimes growth moves differently in different areas. The Hilton Head campus will give us the tremendous ability for opportunities and growth. When the leaders of our community when to make the case for a 4-year institution, there was clearly a scope in that mission that serves this region. That regional scope of service is important and fits the multi campus model. The future of higher education is multi campus institutions. For us we know, we cannot put every program on every campus. We have to examine the strength of each area.
  - We are venturing now into some exciting areas. We featured international students at convocation. It is really good to see this effort come to fruition. This is a great opportunity for us and enriching for our campus. I’m very excited about this. Our growth in this arena will largely depend on these students’ experiences. If they have good experiences we will find ourselves in a growth area.
  - Honors is another venture for us. The honors cohort is very exciting and going well.
  - Graduate programs. Our first one is coming up Fall 2019. The reviews are ramping up. This is another tremendous opportunity that will open doors for certificates and other areas that you can only offer when you have graduate programs.
  - All of these things have helped us to create capacity especially as we were facing a shortage in space. Now we have some breathing room.
  - There are still challenges for us. We are a small institution. One of these things is not having a large endowment. This results in small margins. This means that we are more
depended on enrollment and tuition. I bring this up because you will hear lots of discussions around this. We need to see the connect between that relationship. This is a reality that we are dealing with.

- I’m inviting you to give us input and feedback, specifically questions that you have or would like us to give you feedback on. Twyla Reynolds will serve as a place to send the questions. The culture that I want to create is one that doesn’t have fear of retribution because of what you say. Please send those to Twyla Reynolds (twyla@uscb.edu) or Debra Johnson (debraj@uscb.edu).

Report of the Executive Vice-Chancellor for Academic Affairs

- Dr. Skipper –
  - Welcome back. It’s good to see all of you back.
  - Let’s start off with new people. Bob LeFavi is the new dean of the Beaufort campus. Dr. Charlie Spirrison has come back as the Interim dean of the School of Humanities & Social Sciences. Dr. Charlie Calvert is still the Dean of the Hilton Head Campus and is also the International Programs liaison.
  - Dr. Staton – Math & Computer Science has split. Dr. Yi is now the chair of the Department of Computer Science.
  - Dr. Dudas – We have 4 new faculty in the School of Professions. Dr. Joe Iglesias, assistant professor of management, Dr. Richard Heines, professor of marketing, Kelly Prestby, instructor of accounting, & Dr. Joanne Kuehn, assistant professor of nursing.
  - Dr. Lamkin – Dr. Dawn Robinson, assistant professor of Human Services. Dr. Borton is the program coordinator for communication studies & Dr. Thomas is the program coordinator for Human services.
  - Welcome back to Dr. Bud Sanders from his Fulbright & welcome back to Dr. Mac James.
  - Associate Professor & Tenure – Congratulations to Dr. Swati Debroy, Dr. Ed D’antonio, Dr. Carey Fitzgerald.
  - Post-tenure review – Congratulations to Dr. Villena-Alvarez.
  - Last year Faculty Senate passed a resolution to improve the Beaufort Campus - Now we have 65 students living and attending school in Beaufort.
  - Last year Faculty Senate passed a resolution to explore the option of a Student Health Center – Doug Oblander will be doing a health center feasibility study.
  - Last year Faculty Senate choose a QEP – It’s a wonderful topic and is going well.
  - SAAC COC – update. We have multiple things going on right now. We have the 10 year review on campus visit (October 9-11), level change from level 2-3 to be able to offer graduate degrees & mission change, and substantive change for the Hilton Head Island campus.
  - Strategic plan implementation – This is located on the website on the about section. You can incorporate it in your program plans. We are implementing measurable assessment. I will be issue invitations for the strategic plan implementation committee.
  - Academic Master Plan – I’m interested in looking at the academic side of this. There are some key things that are going to be the cornerstone of that, such as experiential learning, international and global citizens, changing technologies, students need to be creative and flexible. We need to prepare them for this. How do we look in 5-10 years?
  - We want to move up annual reviews up to January & February. It makes more sense to do this after the review year has ended.
  - Dr. Panu – We just went through a drop for non-payment, then we start the experience a growth when students start to pay. Enrollment is 2078. Last year, in October, which is the time that the official enrollment is calculates, 2077. The number before the drop was 2138.
Committee Reports:

Faculty Development Committee

- 2 Vacancies on the Committee

  Dr. Malphrus – Committee Description: The FDC oversees the money that goes out for development rewards, reviews FDC proposals, and host brown bag gatherings.

- Committee Member Nominations
  - Dr. Ellen Malphrus – Department of English, Theater & Liberal Studies
  - Dr. Beth Hammond – Department of Education
  - Joanna Angell – Department of Visual Art & Design
  - Dr. Lukas D. Pawelek – Department of Humanities

Academic Steering Committee

- Dr. McCoy –
  - Committee Description: We receive and review proposal beyond the purview of C3. We refer faculty senate matters to other offices on campus.
  - 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 –
  - Committee Description: We review all new courses proposal and program curriculum proposals. We also review course & program modifications.
  - 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 & Staff Resources (add link)

Faculty Library Committee

- Dr. Canada - Library Committee -- No report, but here is some useful information for new and returning faculty:
  - Committee Description: 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.
- We are working to streamline the process for requesting multiple book purchases.
- 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 Review Committee

- **Dr. Lahar**
  - Committee Description: The Faculty Manual Review Committee submits revisions of the faculty manual to faculty senate for review and approval.
  - The new chair is Dr. Hoffer.

Faculty Welfare Committee

- **Dr. Skees**
  - Committee Description: We are not the grievance committee. We review the policies and workplace environment as they relate and affect faculty welfare. We can also speak to faculty raises.
  - No report at this time.

Promotion and Tenure Committee

- **Dr. James** – is the new chair.
  - Committee Description: Reviews Tenure & Promotion.

QEP Committee

- **Dr. Roberts & Dr. Salazar**
  - Committee Description: We are the QEP committee and are responsible for organizing the plan and implementation for accreditation.
  - 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 Date)**

- **Dr. Hammond** –
  - Committee Description: Purpose is to put together the student research and scholarship day
  - 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 (All – University committee)**

- **Dr. Dudas & Dr. Villena-Alvarez** –
  - Committee Description: The international programs committee was created to consolidate all international efforts on campus into one place.
  - The International Programs Committee- 3 Subcommittee Chairs would like to make a report at the Senate next week.

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 Villena-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 Villena-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
   - Welcome to Stories from Abroad Library 267 – date? – welcome our international student
   - Stories from Abroad Second one – no date
   - International flags from the 14 countries that we have students will hang in the cafeteria
   - International students orientation – faculty were invited for the first time.

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.”

Approved

New Business

• Faculty Development Committee – New Member Voting – 2 needed
  o Nomination from the floor - Dr. Barth – Department of Hospitality Management
  o Results – Prof. Joanna Angell and Dr. Lukasz Pawelek

For the Good of the Order & Announcements

• Dr. Violette – I’m organizing an interest group for a chapter of AAUP – The American Association of University Professors. advance academic freedom and shared governance; to define fundamental professional values and standards for higher education; to promote the economic security of faculty, academic professionals, graduate students, post-doctoral fellows, and all those engaged in teaching and research in higher education; to help the higher education community organize to make our goals a reality; and to ensure higher education’s contribution to the common good. The role is to educate and empower faculty. Look for an announcement from me about the interested meeting.

• Prof. Ricardo – Mamma Mia is taking place at The Center for the Arts. September 22, 28, 29 at 7:30 pm & September 23, 30 at 3 pm.

• 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 note the Department name has not changed and remains the Department of Nursing and Health Professions.
  o 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.

• Ann Holderfield – Sea Island Arts Center – Faculty Exhibition – September 7th, 5:30-8 pm.

• Dr. Villena-Alvarez – FYRE – Encourage students to read the book. It is about mental health.

• Dr. Villena-Alvarez – HZ exchange is expanding and we have three degrees for our exchange program
• Dr. Villena-Alvarez – Working with Kim Ritchie and Kim Cavanagh, we will be reaching out to top students to encourage them to participate in grants, summer research, internships, Fulbright opportunities, etc. Expect emails from us about this opportunity.

• Dr. Serieux – Raise the Bar – Nursing & Health Professions is offering an hour-long, total body barbell workout using moderate weights September 10 – October 18. [www.uscb.edu/raisethebar](http://www.uscb.edu/raisethebar)

• 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 – 4:30 pm