

October 11th, 2024

Library 237

Call to Order

Dr. Brian Canada (chair by proxy) called meeting to order at 3:35 once quorum of 11 was reached.

Welcome to Visitors and Special Acknowledgements

Eric Skipper

Ron Erdei

Approval of the Minutes of the September 6th, 2024, Meeting

Chair called for motion to approve minutes

MOTION by Dr. Sarah Swofford: approve minutes

Seconded and carried

Administrative Report – See Appendix 1 for provost report

Chair recognized Dr. Skipper (Provost) and moved to receive report by general consent - see Appendix 1 for report and attachments.

Committee Reports – See Appendix 2 for committee reports

Chair recognized Courses and Curricula Committee committee and moved to receive report by general consent – Additional Report: Proposed Town Hall meeting scheduled over next C3 meeting. Meeting to be shortened to 25 minutes, anything not addressed during meeting will be postponed. Proposals will be addressed on a first-come, first-serve basis.

Chair recognized Faculty Library Committee and moved to receive report by general consent – full report was added to appendix 2

Chair recognized Faculty Manual Review Committee and moved to receive report by general consent – Dr. Skipper shares update of what was submitted to Dr. Armidis, see end of Appendix 1 for letter.

Chair recognized General Education Committee and moved to receive report by general consent – Additional Report: Emily Smith was elected chair.

Unfinished Business

No unfinished business.

New Business

Faculty Manual Committee – ad-hoc committee; See Appendix 2 for full report

Chair recognized John Thrasher and moved to receive his recommendation by general consent

Committee Recommendation: *So, we propose creating a new ad-hoc committee to explore the creation of this faculty governance document and present it for approval. We propose the membership of this ad-hoc committee should include at least two members of the Faculty Manual Review Committee to help the two committees coordinate their work.*

Chair called for motion

MOTION put forward by Dr. Bob LeFavi: Consider committee recommendation to petition the chair of faculty to constitute the ad-hoc committee.

Seconded and carried

C3 Committee – voting; See Appendix 2 for full report

Chair recognized Ron Erdei and moved to receive his recommendation by general consent

Committee Recommendation: *The Courses and Curricula Committee recommend the following proposals for the Faculty Senate's approval.*

Proposals – Dept. of Humanities & Social Sciences)

- *New Course: SOCY B304 (Love and Intimacy)*

Proposals – Dept. of Hospitality, Resort, & Tourism Management

- *Course Change: HRTM B221 (title & description change: Hospitality Accounting)*
- *Course Change: HRTM B222 (title & description change: Economics for Hospitality)*

Chair called for motion to approve SOCY-B304

MOTION put forward by Brian Canada: New Course Approval

Seconded and carried

Chair called for motion to approve HRTM B221

MOTION put forward by Brian Canada: Course Change Approval

Seconded and carried

Chair called for motion to approve HRTM-B222

MOTION put forward by Brian Canada: Course Change Approval

Seconded and carried

For the Good of the Order & Announcements – see Appendix 3

Adjournment

Chair called for motion to adjourn

MOTION put forward by Dr. Swofford: adjourn the meeting

Seconded and carried by unanimous consent

Next Meeting – Friday, November 8, 2024 in Library 237

Meeting Minutes Recorded by Angela Nadeau, proxy for secretary Carmen Farrell

Appendix 1 – Administrative Report

EVCAA Report 10/11/2024

Congratulations, Senators, on your second official meeting in the new, representative Faculty Senate model! A few notes/ updates:

Bluffton campus Library. Books and shelving units are returning this week. Electrical/ work continues in the Makerspace/ Innovative Media Lab. Opening date still TBD. Soft re-opening in the fall, and Grand re-opening in the spring.

Beaufort campus Library. Move out date from Sandstone will happen during Spring Break. During Sandstone renovations, the library will temporarily be located in the current VAD building on Harrington St.

U.S. News & World Report rankings. USCB secured a Top 10 ranking among Public Regional Colleges in the South in the 2024 rankings.

Artificial Intelligence Steering Committee (AISC). The USCB AISC adopted a charter on Oct. 1 and moves forward with creating guidelines for Academics and the rest of the university. (See attachment.)

SACSCOC fifth year report. The SACSCOC 5th Year Report, addressing 22 key standards ranging from financial stability, to student success, to SLO assessment, is due March 1, 2025. The Office of Planning, Analytics,

and Compliance is working diligently to respond to these standard completely, but many of you will likely be contacted for assistance as the deadline approaches.

SII Grants. Proposals due Oct. 30. This year we are offering up to three grants for \$7,000 each. The process encourages applicants building interdisciplinary teams focused on Lowcountry issues. (See attachment.)

Student preparedness. I have heard reports of faculty frustrations with lack of student preparedness. Indeed the pandemic has taken its toll and the affected students are still in the pipeline for college attendance. While there are challenges for us at the university level, I'd like to remind everyone that we remain, per our mission, as an access institution. Our strength and mission are based not on who we exclude but who we include. From Ideal 2 of our Academic Master Plan: "The University will make a dynamic education accessible to the largest number of people possible, and insists on the belief that all individuals have the capacity for infinite learning."

USCB AI Steering Committee – Charter
(Approved October 1, 2024)

The University of South Carolina Beaufort (USCB) AI Steering Committee (AISC) is established to create guidance for a clear strategic vision, governance, and ethical implementation of Artificial Intelligence (AI) initiatives across all USCB functional areas.

The committee will focus on setting guiding principles, for AI adoption in academic, research, and administrative areas of the University, while utilizing the State of South Carolina's Artificial Intelligence Strategy cornerstones of Protect, Promote, and Pursue.

With these principles, the committee will also give direction on how University departments can quickly and easily adhere to these practices. These principles will be incorporated into USCB's official policies, handbooks, and procedures. The Committee will meet six times during the Fall 2024 semester delivering a final report to the Chancellor in December 2024.

Members:

Dr. Eric Skipper – Provost and Executive Vice Chancellor for Academic Affairs

Matthew Heightland – Vice Chancellor for Information Technology and CIO

Dr. Sarah Swofford – Director for the Center for Teaching and Learning

Gary Sutton – University Registrar

Dr. Angela Simmons – Vice Chancellor of Student Development

Dr. Murray Skees – Chair of Faculty, Associate Professor of Philosophy

James Jolly – Senior Director of Marketing and Communications

Mary Moonen – University Bursar

Dr. Kim Kelley – Director of Libraries and Professor

Dr. Brian Canada – Professor of Computational Science and Chair of the Department of Computer Science and Mathematics

Guiding Principles (Objectives)

1. Risk Management - Protect

- a. How can we utilize AI safely and securely while maintaining the privacy of the University community?
- b. What governance structures do we have in place to facilitate necessary changes to our AI posture?

2. Strategic Vision - Promote

- a. Administration - How do we demonstrate clear benefit and support costs for AI applications?
- b. Academics – How does the organization provide clear guidance to faculty and students on use of AI in the classroom?
- c. Research – How does the organization provide clear guidance to faculty on AI use in research?

3. Ethical Considerations - Pursue

- a. How can we ensure that bias, accessibility, and equity considerations have been taken into account when choosing AI applications?
- b. How do we pursue fairness and objectivity when choosing AI applications?

USCB Sea Islands Institute Grants for 2025 Call for Proposals

Deadline: 5:00 PM, Wednesday October 30, 2024

Mission and Purpose of the USCB Sea Islands Institute: The mission of the Sea Islands Institute (SII) is to promote programs and scholarship that grow out of the extraordinary location of USCB, which includes the region's rich history, strong and multiple cultures, and fragile environments worth protecting. The SII is interdisciplinary, providing outreach, scholarship, and education services that support sustainability of our treasured community. The SII combines the expertise of local scholars and outside partners in an effort to sustain the region's economic, ecological, social, and cultural vitality.

Sea Islands Institute Grants for 2025: The South Carolina Lowcountry, like regions around the world, confronts challenges related to human health, education, housing, sustainability, infrastructure, transportation, technology, and societal welfare in general. The rapidly changing world in which we live requires a synthesis of ideas from multiple perspectives and disciplines to develop innovative ideas and solve complex problems. The diverse expertise of USCB's faculty uniquely equips it to address these challenges.

The Sea Islands Institute Grants awarded for 2025 will prioritize *diverse teams* (i.e., multiple faculty members across different departments/programs) who will tackle challenges facing our citizenry and environment. Applicants are encouraged to address specific challenges by combining expertise across disciplines. The SII Grants may provide seed funding for projects that will become competitive for external funding.

Eligibility: All tenured and tenure-track USCB faculty are eligible to apply.

Awards: Grant proposals should establish a regional context for scholarship in line with the Sea Islands Institute's mission. Grants are funded up to \$7,000 providing their budgets are carefully explained and fully justified. (See Grant Review Process below.) The committee reserves the right to alter the award amount depending on the quality of the budget justification. The period of performance for this year's grant runs from January 1, 2025, through December 31, 2025. (Multi-year grants are not authorized; however, extensions may be considered on a case-by-case basis should extenuating circumstance arise.) For 2025, USCB anticipates awarding up to three (3) Sea Island Institute grants of up to \$7,000 each.

Application Procedure: Submit proposals as a single pdf or Word document. If extra images are necessary for review (e.g., photos of an art installation) an appendix may be included, but the appendix should not be used to circumvent the length restriction. Submit proposals not later than 5pm on Wednesday October 30, 2024, using the button at the bottom of the page at: https://www.uscb.edu/academics/research/sea_islands_institute/sii-grants/index.html

Format: The narrative of the proposal should be no more than three pages of single-spaced text, using an 11-point font (Times New Roman or Arial) and 1-inch margins. Sections to be included in the narrative are *Background, Goals and Objectives, Methodology* and *Expected Results*.

In addition to the narrative, a complete application must include:

1. CVs of no more than three pages each for themselves and any listed consultants or collaborators.
2. A list of all current and pending support, including the title, sponsor, amount requested/awarded, project dates, and goals/objectives for each funded or pending grant or contract.
3. A detailed budget as described below, including as needed: personnel (salary and fringe benefits), travel, supplies, small equipment, consultants/contractual obligations, and other expenses. See below for allowable and non-allowable expenses.
4. A budget justification, detailing the need for each item requested in the context of the proposed project.

Grant Review Process: Submitted proposals undergo a competitive review by the EVCAA appointed Sea Islands Institute Steering Committee. Proposals must include evidence of local relevance and that it conforms to appropriate standards for scholarship in its discipline. The project should be well planned, feasible, and realistically budgeted. In evaluating applications, the Committee ranks received proposals for funding after considering the following factors:

Priority points for interdisciplinary research (5 points): Proposals leveraging interdisciplinary teams of faculty (i.e., multiple faculty members across different departments/programs) will receive five extra priority points.

Background, Goals, and Objectives (10 points): Provide enough background information to place your goals and objectives in the larger context of the field of study. The goal of the project should be clear and relevant to the Lowcountry region. Objectives should be assessable by either quantitative or qualitative means. The scope of the project should be reasonable for a one-year period of performance.

Methodology and Expected Results (10 points): Provide sufficient information about methodology to allow reviewers to determine the likelihood of success of the project during the grant's period of performance (January 1, 2025 –December 31, 2025). If planning to use methods that are not standard to your field, provide literature references. Explain how you will assess objectives, what results you expect to obtain, and how those results will be used for future work and/or publication.

Budget and budget justification (10 points): Budgets should be appropriate to the project, not too high or too low. Everything listed should be absolutely necessary to accomplish your objectives and nothing that is absolutely necessary should be omitted. If you have an item(s) required for grant execution but not listed in the budget, explain where it will come from

and how you will pay for it (e.g., belongs to a collaborator, purchased from other funding, etc.). Allowable expenses include hourly wages and benefits for student assistants or other temporary workers, supplies, small equipment, consultants and contractors, travel, and other (e.g., small value incentives for participants, publication costs). Any food included must be for individuals who are not employees of the state of South Carolina (e.g., food for workshops, training, participant incentives and meetings involving attendees not employed by the state). Not allowed: USCB faculty salaries, tuition and fees for students, and entertainment expenses.

End of Project Report: The grant recipient must submit a written summary of results to the USCB Director, Sponsored Programs at the end of the award period. If submitting a follow-on proposal for the next award period, the report must be received before the due date for the new proposal. If the funded project is presented and/or published, the presentation or publication should include an acknowledgement that the research was conducted with support from the USCB Sea Islands Institute.

July 15, 2024

Dr. Michael Amiridis

Office of the President

University of South Carolina Osborne Administration Building, Suite 206 Columbia,
SC 29208

Dear Dr. Amiridis:

As Executive Vice Chancellor for Academic Affairs and Provost of the University of South Carolina Beaufort (USCB), I am requesting your review and approval of the attached revisions to the USCB Faculty Manual.

The current Faculty Manual was approved by the USC Board of Trustees (BoT) on April 22, 2016. The USCB Faculty Senate created an ad hoc Faculty Manual Review Committee in 2019 to evaluate and recommend necessary modifications to the document, and the revisions were officially approved by the USCB Faculty Senate in May 2024.

The proposed revision reflects a variety of changes throughout the Faculty Manual. The most substantive revisions include clarification and redefinition of responsibilities of faculty appointments; restructure of pre-tenure review, post-tenure review, and promotion and tenure processes; clarification of faculty separation policies to be more consistent with AAUP guidelines; removal of Faculty Senate by-laws and standing rules; addition of descriptions of Academic Steering Committee and University of South Carolina System Faculty Leadership Council and restructuring of the Promotion and Tenure Committee and its subcommittees; and addition of descriptions of Employee Assistance Program, Center for Teaching and Learning, and eLearning Department to Faculty Support Services. Various minor additions and clarifications were incorporated as well.

By this letter, I affirm my concurrence with the proposed revisions. USCB appreciates your consideration and asks that you honor this request and grant approval for the revised USCB Faculty Manual.

Sincerely,

Eric Skipper

EVCAA/Provost, USCB

Appendix 2 – Committee Reports

USC System Faculty Leadership Council

No report.

Academic Steering Committee

No report. Dr. Lee Johnson (Education) was elected chair of the committee for the upcoming year.

Budget Committee

No report.

Courses and Curricula Committee

Ron Erdei: The Courses and Curricula Committee (C3) met on Friday October 4th, and bring the below proposals for the Faculty Senate's approval under New Business.

Proposals are organized by department so representatives can readily address questions should there be any.

Proposals – **Dept. of Humanities & Social Sciences)**

- New Course: SOCY B304 (Love and Intimacy)

Proposals – **Dept. of Hospitality, Resort, & Tourism Management**

- Course Change: HRTM B221 (title & description change: Hospitality Accounting)
- Course Change: HRTM B222 (title & description change: Economics for Hospitality)

Reminders:

- **Bulletin Descriptions** for courses should be worded to make advising, student registration, and mapping of transfer credit as intuitive as possible. C3 recommendations: include a list of specific topics and/or course objectives covered in the class; include any course prerequisites.

Next C3 Meeting: Friday November 1st, 2024, at 3:00 PM (1 week prior to the October Faculty Senate meeting)

Deadline for Submitting Proposals: Friday October 25th, 2024, at 5:00 PM (1 week prior to C3 meeting)

USCB 2024-2025 ACADEMIC YEAR IMPORTANT DATES

2024-2025 Courses and Curricula Meetings			2024-2025 Faculty Senate Meetings		
DATE	TIME	LOCATION	DATE	TIME	LOCATION
August 30, 2024	3:00 pm	TEAMS	September 6, 2024	3:00 pm	LIBR 237
October 4, 2024	3:00 pm	TEAMS	October 11, 2024	3:00 pm	LIBR 237
November 1, 2024	3:00 pm	TEAMS	November 8, 2024	3:00 pm	LIBR 237
December 6, 2024	3:00 pm	TEAMS	December 13, 2024	3:00 pm	LIBR 237
January 17, 2025	3:00 pm	TEAMS	January 24, 2025	3:00 pm	LIBR 237
February 14, 2025	3:00 pm	TEAMS	February 21, 2025	3:00 pm	LIBR 237
March 14, 2025	3:00 pm	TEAMS	March 21, 2025	3:00 pm	LIBR 237
April 11, 2025	3:00 pm	TEAMS	April 18, 2025	3:00 pm	LIBR 237

Faculty Development Committee

Kyle Messick: Here are some quick updates from the faculty development committee:

- We've decided to have separate fall and spring submissions for faculty development funds to put less pressure on early submissions for events next summer. Fall submissions for summer activities are still welcome.
 - Fall deadline: Friday, November 1st
 - Spring deadline: Friday, April 4th
- Kyle Messick has been elected chair
- Here's the submission form:

https://forms.office.com/pages/responsepage.aspx?id=GUsqSzXRDkKLsrHNI4mYzF_Wn1Q5GZhIjMi8AxmHHGxURVhaQ0JONEYxTVVDT0RSUjU0REpKUjNBUC4u

As a reminder we also have funds available for pedagogy if anyone has an interest in teaching conferences or has other pedagogy-related needs. Those funds tend to get overlooked more than the traditional allocation.

Faculty Grievance Committee

No report. Dr. Beth Hammond (Education) was elected chair of the committee.

Faculty Library Committee

The Faculty Library Committee met on 9/5/2024 at 3:30pm over Zoom.

Members present were Kim Kelley (ex officio), Amy Leaphart, Morgan Jones Williams, James Shinn (chair), Najmah Thomas

Director of Libraries, Dr. Kim Kelley, started by updating the committee about renovations. Renovations to the Bluffton Campus Library are ongoing. While the new library space should be ready for students by October, there is no timetable for the return of the shelves and books, some of which were damaged during removal. Renovations to the Beaufort Campus Library will begin in spring 2025 and likely run until summer 2026. During that time, the Beaufort Campus Library will be located in a temporary space in the VAD building.

Dr. Kelley then addressed hiring. Warren Cobb has been hired as a new research and instruction librarian in Beaufort. The search for a new research and instruction librarian in Bluffton is ongoing, with on-site visits for two candidates in late September/early October.

Finally, Dr. Kelley gave an overview of new library resources, including a new PASCAL feature that permits retrieval of articles and book chapters, new research databases, and new reciprocal lending agreements.

Faculty Manual Review Committee

John Thrasher: The Faculty Manual Review Committee has met and begun discussion on future changes to the Manual. We have received an initial draft and begun discussion on making changes to the Manual related to the adoption of the representative Faculty Senate model and the splitting of the Faculty Senate/General Faculty duties. Some form of those should be presented to the General Faculty this year for approval (see below for more details). We are also discussing plans to make it easier to change the Manual by adjusting processes, reviewing the Manual every year, and removing items from the Manual that may not belong there (e.g., some items already covered by University/System Policy). We have also discussed putting together a call for the submission of changes to the Manual later this academic year (these changes would likely not be implemented this year, but we will likely begin the process this year). That said, the FMRC has two items it particularly wishes to bring to the attention of the Senate at this time.

First, we wanted to note that there were a number of changes in the Senate-approved drafts of the Manual from the past couple of years that were removed during the approval process. Generally, most changes that were reverted/edited in between the original approval in Spring 2023 and the final approval in Summer 2024 were removed because they conflicted with policy or otherwise could not be implemented purely by a change in the Faculty Manual. If you believe that it would be best to further pursue one of those changes, then it likely would have to be coordinated with Human Resources, Academic Affairs, and/or other departments in the University/System (depending on the nature of the change). If there was a specific change that you were particularly enthusiastic about that did not make it into the final version of the Manual and you wish to know why it was removed, feel free to contact the committee and we can help find that information for you.

Second, we believe some portion of the changes/additions being discussed regarding the new model of the Faculty Senate/General Faculty should go into a new document related to faculty governance instead of the Faculty Manual. We believe this document should contain detailed information on the Faculty Senate (including the by-laws and standing rules, which have already been removed from the Faculty Manual) and the General Faculty assembly. So, we propose creating a new ad-hoc committee to explore the creation of this faculty governance document and present it for approval. We propose the membership of this ad-hoc committee should include at least two members of the Faculty Manual Review Committee to help the two committees coordinate their work.

Faculty Welfare Committee

Jayne Violette: The charge of our committee is to consider “university policies and the enforcement of those policies regarding the welfare of the faculty such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. The committee consults with the administration concerning the method by which raises are determined. In addition, this committee continually reviews and makes recommendations regarding other issues of faculty welfare including, but not limited to, policies regarding visiting professors, conditions of employment, compensation, leave, insurance, retirement, and all other matters concerning fringe benefits” (Appendix 3, Faculty Manual, 2024).

Members of the Faculty Welfare Committee are Jayne Violette, Eric Montie, Joanna Angell, Deb Cohan, and Rick Heiens.

Senators, please review the purpose and scope of the FWC in your program and department meetings and let faculty know that we are available for confidential conversations about any welfare issue they want to bring to light. The FWC will be meeting on an “as needed” basis.

General Education Committee

No report.

Promotion and Tenure Committee

No report.

Committee for Academic Integrity (ad hoc)

No report.

Honors Steering Committee (ad hoc)

No report.

International Programs (ad hoc)

No report.

Student Research and Scholarship Day Committee (ad hoc)

No report.

Student Scholarship and Fellowship Committee (ad hoc)

Carmen Farrell: We encourage anyone who has not yet submitted to the Stand Out Scholars to complete the form linked below – recognize students who stand out to you!

Stand Out Scholars: We are asking all faculty to please submit ONE student name to us – your STANDOUT STUDENT from this semester or last spring. The student may be chosen based on high grades, determination, demonstrated improvement, goal-oriented motivation, or involvement in discipline-specific clubs, among other characteristics that qualify our top students. Please fill out <https://forms.office.com/r/0rARHEHSyy> with your nomination by Friday, October 11 at 5 pm.

Do you have a student who is traveling to present research at a conference? Our Sand Shark Voyager Award is a \$500 award for research related travel. If you have a student who will be traveling for research between January 1st and March 31st, 2025, the application for that cycle will open from November 1 through November 8th, 2024. Information about this award, application cycles, rubric, and the submission form can be found under “Sand Shark Voyager Awards” on this website: <https://academics.uscb.edu/research/student-research/index.html>.

If anyone has any questions or concerns, please reach out to Carmen Farrell at cf28@usb.edu.
SS&FC Committee – Carmen Farrell (chair), Dave Hall (ex-officio), Kim Cavanagh, Tye Pettay, Jim Sidletsky, Babet Villena-Alvarez

Appendix 3 – For the good of the order/announcements

Joanna Angell: The USCB Studio Art Program and USCB Sea Islands Center Gallery invite you to attend the Opening Reception of "In Landscape: Betsy Cain and David Kaminsky" Friday, October 25th from 5:30 - 7:30 p.m. at the Sea Islands Center Gallery, 1106 Carteret Street, Beaufort SC. For more information, please contact Joanna Angell at angelle@uscb.edu.

Murray Skees: Town Hall meeting scheduled on Nov. 1. Announcement will be forthcoming from Dr. Panu. Please remit questions prior to Town Hall meeting.

Jayne Violette: hopes to find departmental liaisons to disseminate information about AAUP.

Bob LeFavi: needs Faculty Mentor for Women's Soccer. Anyone interested, please contact Dr. LeFavi.