



**UNIVERSITY OF SOUTH CAROLINA UPSTATE  
General Faculty Meeting  
AGENDA  
August 24, 2018**

**TIME: 2:45 P.M.**

**PLACE: CLC Ballroom**

- I. Call to Order**
  - A. Approval of Minutes – May 4, 2018 (pp. 2-18)**
  - B. Administrative Updates**
- II. Old Business**
- III. New Business**
  - A. Introduction of New Faculty**
  - B. Faculty Athletic Representative Update**
  - C. Committee Updates**
  - D. Advising**
- IV. Announcements**
- V. Adjournment**

**UNIVERSITY OF SOUTH CAROLINA UPSTATE  
General Faculty Meeting  
MINUTES  
May 4, 2018**

**TIME: 2:18 P.M.**

**PLACE: Campus Life Center Ballroom**

**I. Call to Order**

**A.** Dr. Holly Pae (SOE) called the meeting to order at 2:18pm.

**B. Approval of Minutes**

- The minutes from the August 25, 2017 meeting were approved as distributed. Motion by Dr. Jim Kamla (SOE); second from the field at large.

**C. Administrative Updates**

**• Dr. Brendan Kelly, Chancellor**

- Explained that the state budget is still under discussion, but the current legislation includes \$3.5 million for renovation to the Smith Science Building labs, some maintenance funding, and a small amount of additional funding.
- Explained that rulings by the federal courts have prompted the Deferred Action on Childhood Arrivals (DACA) program to continue, though six states (including South Carolina) have filed suit to end the program.
  - Dr. Griffin Woodworth (FACS) asked if the University has released any official statement on DACA.
    - Dr. Kelly responded that the University does not release statements on such issues because it is a public agency. Explained that the University's public position is that a number of DACA students attend the Institution and are productive members of the community and that the University will continue to support them "to the best of our efforts by any means possible."
- Summarized recent efforts to review compensation structures. Acknowledged a lack of market equity regarding Faculty salaries and presented a framework the University will implement over the next three fiscal years to rectify the inequities. 1) The University is conducting a market comparison using measures outlined by the state of South Carolina that will allow the University to determine what assistant/associate/full professors in individual fields should receive at a regional comprehensive

university and rectify gaps. 2) The University will take steps to adjust hiring rates to prevent new gaps from emerging. 3) The University will implement new post-tenure review policies that provide opportunities for Faculty to elevate their salary with regularity throughout their career. Suggested by institutionalizing these policies Faculty will be able to calculate what they can potentially earn over the course of their career, which will better inform their professional decisions. Explained that additional details are forthcoming, but the salary gap adjustments will begin with longest-serving Faculty because the greatest inequity exists with those who have not had the opportunity of economic incentive with promotion for some time. Suggested these changes would discourage “ad-hoc” salary adjustments that do not consider the entire workforce and insure the University provides “fair” salaries for the entire workforce.

- Welcomed questions from Faculty
  - Dr. Matt Norris (INFO) – asked if Administration was examining non-salaried compensation (e.g., tuition remission for dependents).
    - Dr. Kelly responded that there are limitations to some non-salaried compensation because of the University’s role within the System; however, they are concerned with various elements that make employees’ lives better.
  - Dr. Monica Shehi (LLC) asked about the possibility of reopening the Child Development Center.
    - Dr. Kelly responded that he has studied that circumstance and that reinstating a child-care center that, as he understood, was “fully subsidized” by the University was not a fiscally-wise choice for the University. Outlined scenarios that exist at other institutions that could be considered (e.g., a facility run in conjunction with a school of education, a school owned by a university or operated in conjunction with a school district, a collaboration with area facilities like the Franklin School).
  - Dr. Carmen Harris (HPPA) disputed Dr. Kelly’s characterization of the Child Development Center as fully subsidized, explaining that Faculty paid fees for their children to attend, as did students (often through Pell Grants). She emphasized the value of an on-campus center for retention of Faculty and students.
    - Dr. Kelly responded that the University cannot necessarily go back to an original form but can think about what makes sense moving forward, particularly within the context of forthcoming campus master planning.
- **Dr. Cliff Flynn, Provost and Senior Vice Chancellor** (remarks attached in full)
  - Announced the Board of Trustees approved the three proposed

degree programs (Masters in Teaching and Learning, Masters in Business Analytics, Bachelors of Arts in Chemistry), which are still under review by the Commission on Higher Education.

- Announced that students are already enrolling in the new Logistics and Supply Management program.
- Announced that four new fully online majors will launch in Fall 2018 – Interdisciplinary Studies, Child Development and Family Studies, English, and Communication Studies with a Public Relations Concentration – which expands the total number of available online majors to eight.
- Introduced Dr. Pam Steinke, the new Vice Provost.
- Acknowledged Dr. Cassandra Jones' (LLC) service as the first Director of the African American Studies program, who is moving to University of Cincinnati. Announced that Dr. Warren Carson will serve as the interim director for the Center for African American Studies next year and will lead the search for a new permanent director.
- Recognized retirees: Dr. Elnora Stuart (JCBE), Jane Nodine (FACS), Dr. Lisa Lever (NSE), Dr. Ray Merlock (FACS), Dr. Jim Charles (SOE), Nancy Lambert (LIB), Mike Harper (MCS), Dr. Angie Davis (SON), Dr. Jerome Lewis (MCS), and Jimm Cox (FACS).
- Expressed his appreciation for Dr. Pae (SOE), outgoing Faculty Chair.
- Welcomed questions from Faculty.
  - Dr. Warren Bareiss (FACS) thanked Dr. Flynn for changes to Commencement parking and asked for an update on SOPs.
    - Dr. Flynn responded that an update in Columbia last week “threw a mess into the entire SOP process” that the University was not able to fix in a timely fashion. Has asked Dr. Steinke to conduct a comprehensive review of the SOP process (e.g., mode, content, how information used) next year.

#### **D. Committee Updates**

- Academic Affairs (report attached in full)
  - Dr. Chris Bender (NSE) thanked Committee members, who participated in seven formal meetings. The Committee's review capacity expanded to include all coursework changes. Throughout the year they approved two new Masters programs, a new concentration in Business, a degree modification in Chemistry, new courses in various units, and revised/new minors. Additionally, the Committee approved changes to the process for determining “Graduation with Honors” and allowing IDS majors to substitute general education coursework with an AA or AS from an accredited college. Finally, the Committee approved changes to the Catalog so that course descriptions will now be listed alphabetically by four-letter prefix.
- Assessment (report attached in full)
  - Dr. Matthew Placek (HPPA) thanked those who prepared assessment reports as well as Committee members, who reviewed reports submitted by 28 of 31 academic units. 64% of those

reports were rated at “adequately implemented” or “completely implemented” in all categories. The Committee will continue the practice of training coordinators and Committee members and plans to move to a fully online submission process via SharePoint next year.

- Faculty Excellence (report attached in full)
  - Dr. Drew Kearns explained that as of April 30<sup>th</sup>, the Committee had approved over 110 TAPS grants totaling approximately \$146,000. Based on pending applications, the Committee expects to spend its entire annual budget by the conclusion of the fiscal year. The Committee revised its policies to fund \$2500 for domestic projects and \$2750 for international projects. The Committee reviewed six sabbatical proposals, all of which were approved by the Provost. The Committee also reviewed five submissions for the Excellence in Service Award and six submissions for the Excellence in Scholarship/Creative Pursuits Award. Thanked the Committee members, who dedicate their time and energy over twelve months, and administrative assistants who facilitate much of this work. Explained that the TAPS reimbursement system recently converted to PeopleSoft and is entirely electronic, which reduces the reimbursement time and allows for travel advances for certain expenses. Emphasized that Faculty must set up a PeopleSoft account before they can apply for TAPS and to contact unit administrative assistants for assistance. Additionally, due to new approval requirements, “hard deadlines” for TAPS requests will be instituted, with details forthcoming.
- Faculty Welfare (report attached in full)
  - Dr. Peter Caster (LLC) explained that the Committee reviewed the proposal from the Faculty Salary Review Committee and the proposal from P&T to move to digital documentation files; both received the Committee’s support. The Committee also met with Dr. David McCurry about concerns over conflicting policies regarding the degree to which intellectual property developed by Faculty for online courses belonged to the Faculty or the University and recommended to Dr. Flynn that the issue be addressed.
- General Education (report attached in full)
  - Dr. Briget Doyle (NSE) explained the Committee met five times and approved several new education courses, program changes, and competency alignments. Primarily, the Committee focused on changes to the assessment of general education competencies due to the elimination of current measures. A subcommittee consisting of Dr. Doyle (NSE), Dr. Richard Combes (HPPA), Dr. Sam Cooper, Dr. McCurry, Dr. Courtney McDonald (SCW), and Dr. Kim Purdy reviewed various options and determined an E-Portfolio would be the best method of assessment. The Committee surveyed units to determine if instruments are currently in place that could be used in an E-Portfolio, and 75% of respondents responded positively. The Committee is currently in discussion with ITS, Institutional Effectiveness, Assessment Committee, and others to determine a software that will facilitate this process. The Committee hopes to pilot the E-Portfolio with CAT 1 assessments in Fall 2018. Shared that funding will be

available to Faculty who agree to be trained on assessing E-Portfolios.

- Promotion and Tenure
  - Dr. Jon Storm (NSE) thanked Committee members, who reviewed 13 files this year. The Committee also worked to update and reorganize the webpage and update forms to make both more useful and informative. Additionally, the Committee updated the SOP and P&T sections of the Faculty Handbook and drafted a Summary File Checklist that tracks the process from initial submission by the Candidate through the Chancellor. The Committee moved forward with a proposal to digitize the documentation files using ADOBE DC and shared folders with limited access. The process will be beta tested Fall 2018 with hopes of full implementation by 2021.
- Student Services
  - Dr. Joshua Ruppel (NSE) thanked the Committee members, who reviewed over 200 admission or suspension appeals this year.
- Graduate
  - Dr. Kela Goodman (SOE) thanked the Committee members, who met four times and approved two new graduate programs.
- Accessibility
  - Dr. Tina Hertzberg (SOE) explained the Committee met eight times. The Committee is currently finalizing a webpage and working with units across the University to create a document that outlines different responsibilities regarding accessibility. Announced that face-to-face and online offerings of the Teaching with Accessibility in Mind course will be offered this summer and in August. Announced that a new captioning tools (TechSmith Relay) is now available, that course reviews by units continue, and that the Committee has worked with Disability Services and the South Carolina School for the Deaf and Blind to resolve any student accessibility issues.

## **II. Old Business**

- A. There was no old business.

## **III. New Business**

### **A. Faculty Governance Elections**

- Dr. Jim Griffis (HPPA) facilitated the election of a member to the Intercollegiate Athletics Committee, which required a second vote of a narrowed slate. Dr. Carmen Harris (HPPA) was elected. The remaining names will be forwarded to the Chancellor, who selects the second Faculty member.
- Dr. Pae (SOE) facilitated the election of Faculty members to the P&T Committee. In light of the forthcoming division of the College of Arts and Sciences into the College of Arts, Humanities, and Social Sciences and the College of Science and Technology, Dr. Pae (SOE) urged Faculty to select one Faculty from CAHSS and two Faculty from CST, which would provide both colleges with representation. Dr. Ruppel (NSE), Dr. Muhammad Hammeed (MCS), and Dr. Ann Hoover (PSY) were elected.
- Dr. Pae (SOE) facilitated the election of Faculty members to the Student Services Committee. Dr. Pae advised Faculty to consider voting in a way

that would allow for representation from both CAHSS and CST. Dr. Dilli Bhatta (MCS) was elected.

- Dr. Emily Kofoed (FACS) was elected Recording Secretary.
- Dr. Pae (SOE) shared unit representation from different committee for 2018-2019.

**IV. Announcements**

- A.** Dr. Pae (SOE) provided a concluding report. She shared the various Committees on which she represented Faculty this year, acknowledged and celebrated the importance of voices from across the campus collaborating to make decisions and move forward, acknowledged her tenure under three Chancellors and thanked each for their leadership and support for Faculty Governance, thanked the “key players” in Faculty Governance, and encouraged Faculty to attend Commencement.

**V. Adjournment**

- A.** The meeting adjourned - motion and second by the field at large.

## **General Faculty meeting**

### **New degree programs**

Our three new degree programs – M.Ed. in Teaching and Learning, M.S. in Business Analytics, and B.A. in Chemistry were all approved by the Board of Trustees on Friday, April 20. The next step in the approval process is at the May 15 meeting of the Committee on Academic Affairs and Licensing of the S.C. Commission on Higher Education. In addition to these new programs, starting in the fall, we also have a new concentration in business that students are already signing up for – Logistics and Supply Chain Management. All of these programs represent our strategic efforts to respond to the needs of our region and our students.

### **Online programs**

I am excited to announce that this fall we will be launching four new fully online majors. Yancy McDougal has been working on our overall degree-completion efforts, and was the first program to commit to going 100% online. She worked closely with colleagues in business, communications, non-profit and sociology to create possible degree plans for IDS students. In addition to IDS, Child Development and Family Studies, English, and Communication Studies with a public relations concentration have also agreed to offer their degrees fully online, and I'd like to thank the deans, chairs, and program coordinators who are making this possible. This expands our online degree portfolio to eight majors and is a huge step forward for this University.

### **Pam Steinke**

On April 16, we were very fortunate to have Dr. Pam Steinke join the USC Upstate family as Vice Provost and Associate Vice Chancellor for Academic Affairs. Pam, please stand up and be recognized and welcomed by our faculty.

### **Center for African American Studies**

As many of you know, Director of the African American Studies program, Dr. Cassandra Jones, will be leaving us at the end of this year for the University of Cincinnati. I want to take this opportunity to thank her for her leadership as the first director of this important program. Beginning July 1, we will move from a program to a Center for African American Studies and it will be important not to lose any momentum and to plan carefully for a full and vibrant future. To that end,

I am happy to report that for the next academic year, Dr. Warren Carson has agreed to serve as interim director of the Center. He will also lead the search for a permanent director during his tenure.

### **Retirements**

While having colleagues retire is certainly nothing new, this year is particularly noteworthy as we are losing a fairly large number of faculty members who have served this university admirably for many years.

Elnora Stuart – 10 years

Jane Nodine – 23 years

Lisa Lever – 32 years

Ray Merlock – 32 years

Jim Charles – 32 years

Nancy Lambert – 32 years

Mike Harper – 34 years

Angie Davis – 36 years

Jerome Lewis – 39 years

Jimm Cox – 42 years

Taken together, that's 312 years - Let's recognize these incredible colleagues for their service and their commitment to students, their profession and to this University.

### **Holly Pae**

And finally, I want to express my appreciation and gratitude to your outgoing faculty chair, Dr. Holly Pae. Her leadership has been superb, and it has been an absolute pleasure to work with her. She is professional, conscientious, and a great supporter of faculty and of this institution. Please join me in thanking Holly.

## Academic Affairs Committee Annual Report (2017-2018)

We had 7 formal meetings and one of the first changes we dealt with was to return the AAC to its former review capabilities whereby all course and program changes came through our committee—you may recall that when the new Faculty Manual went into effect, only program changes came to the committee. Having all coursework (description changes, pre-req changes, as well as new courses, deleted courses, and programmatic changes now came to the committee).

Among the big-ticket items, we reviewed

- \* a new Masters of Teaching and Learning which is replacing two Masters degrees (Early Childhood Education and Elementary Education, both of which were terminated) (this added 4 new courses to the catalog)
- \* a new Masters in Business Analytics (adding 15 new courses)
- \* a new concentration in the Business school in Supply Chain Management (adding 5 new courses)
- \* a new degree modification in chemistry that allows us to offer a Bachelor of Arts in addition to the Bachelor of Science

We oversaw new courses in:

Biology (2), ETM (2), Global Studies (4), IDS (1), Spanish (3), Speech (1), Political science (7)

Minors across the academic landscape also saw changes including: Chemistry, Communication Studies, Political Science, and the creation of a new minor in Organizational Communication

Of significance, we

- \* Changed which courses would be used to calculate GPA for “Graduation with Honors” (it is now only courses in the USC System)
- \* Allowed IDS majors to substitute Gen Ed courses with a completed Associate of Arts or Associate of Science degree from an accredited college (you might recall the razor thin margin by which that passed in Senate). We did not recommend such changes for all majors and that measure was upheld by the Senate.
- \* Arranged undergraduate course descriptions alphabetically by four-letter prefix (and include a key on the first page so you can know what means.

- o EDCF
- o EDEC
- o EDEL
- o EDFO
- o EDHL
- o EDLD
- o EDMU
- o EDPH
- o EDRE
- o EDSC
- o EDTC

Lastly, I want to publicly thank all members of this year's Academic Affairs Committee we have expended a huge amount of time, sweat, and tears together and I thank them for their hard work and dedication.

## Assessment Committee Annual Report (2017 – 2018)

### **Overview:**

The Assessment Committee received and reviewed assurance of learning assessment reports from 28 of the 31 of the academic units that were expected to submit reports. This is a 90% response rate, down from 100% last year and 96% the prior year. Of the 28 reports received, 18 were rated adequately or completely Implemented in all categories (64%), down from 20 reports last year (69%), but up from 16 reports (59%) the prior year.

### **Assurance of Learning Assessment Program:**

Each academic unit defines goals for its students' learning, developed from the unit's mission. The purpose of a system of assessment is to set those goals, develop measures for performance versus the goals, to measure and analyze that performance, and to develop and track corrective and improvement actions when needed. The purpose of the Assessment Committee is to oversee that process. Each educational unit makes a report regarding the status of its assessment system annually to the Assessment Committee, and conducts a review of its learning goals and assessment methods at least every three years.

### **Committee Highlights:**

The committee began the year with a training of all assessment plan reviewers to work to be more consistent in the review process. We also held a training session with assessment plan coordinators to answer questions and concerns to ensure a smooth process. We will continue that practice next year.

The committee also began using SharePoint to evaluate assessment reports. It is our hope that this fall we will be able to use the same system for assessment report submissions. This will streamline the process and hopefully ensure an easier process for both program assessment coordinators and committee members alike.

In our final meeting, the committee began strategizing how to handle the assessment process in the future given the need to review certificate programs, and the proliferation of programs at the University. While no changes will be needed in the near future, the committee was able to discuss several backup plans should the workload become too heavy for committee members.

**Summary of Academic Unit Assessment Report Reviews:**

<b>Assessment Plan</b>	<b>Coordinator</b>	<b>On Time</b>	<b>Methods</b>	<b>Criteria</b>	<b>Data</b>	<b>Action Plan</b>	<b>Prior Year</b>
<b>Art Studio Graphic Design</b>	Matthew Donaldson	Y	C/A	C/A	C/A	C	C
<b>Biology</b>	Ben Montgomery	Y	C	C/A	C	C	C
<b>Business</b>	Jim O'Connor	Y	C	C	C	C	C
<b>Chemistry</b>	Astrid Rosario	N	Report Ratings Not Finalized				
<b>Commercial Music</b>	Nolan Stolz	N/A					
<b>Communications</b>	Michelle Garland	Y	C	A	A/I	A/I	N
<b>Computer Science</b>	Frank Li	N	A/I	S	I	N	N
<b>Criminal Justice</b>	Reid Toth	N/A					
<b>Education Art</b>	Mary Lou Hightower	Y	C	C	C	C	C
<b>Education Child Development and Family Studies</b>	Nur Tanyel	Y	C	C/A		S	C
<b>Education Early Childhood</b>	Laura Hooks	Y	A/I	A/I	A/I	A	A
<b>Education Elementary</b>	James Charles	Y	C	A/I	C	A/I	A
<b>Education Exercise Science</b>	Kelvin Wu	Y	C	C	A/I	C	C
<b>Education Graduate ECE Elementary</b>	Tina Herzberg	Y	C	C	C	C	C
<b>Education Graduate VI</b>	Tina Herzberg	Y	C	C	C	C	C
<b>Education Learning Disabilities</b>	Holly Pae	Y	C	C	C/A	C	C
<b>Education Middle Grades</b>	Stephen Bismarck	Y	C	C	C	C/A	N
<b>Education Physical Ed.</b>	Jim Kamla	Y	C	C	C	C	A
<b>Education Secondary</b>	Stephen Bismarck	Y	C	C	C	C	N
<b>Engineering Technology Management</b>	Tim Ellis	Y	A	A	C	C	C

<b>Assessment Plan</b>	<b>Coordinator</b>	<b>On Time</b>	<b>Methods</b>	<b>Criteria</b>	<b>Data</b>	<b>Action Plan</b>	<b>Prior Year</b>
<b>English</b>	Colleen O'Brien	Y	C	C/A	C/A	C/A	C
<b>Healthcare Information Management</b>	Deshia Leonhirth	Assessment Program Plan Submitted					
<b>History</b>	Carol Loar	N/A					
<b>Informatics</b>	Deshia Leonhirth	Y	C	C/A	C/A	C	N
<b>Interdisciplinary Studies</b>	Yancy McDougal	Y	C/A	C/A	C	A	C/A
<b>Mathematics</b>	Bernard Omolo	Y	C	C	C	A	C
<b>Nursing</b>	Lynette Gibson	N	C	C	C	C	C/A
<b>Political Science</b>	Allison Pingley	Y	C	C	C	C/A	C/A
<b>Psychology</b>	Andrew Beer	Y	C	C	C	A	C/A
<b>Sociology</b>	Samantha Hauptman	N	C	C/A	C	C	C
<b>Spanish</b>	June Carter	Y	C	C	C/A	A	C/A
<b>Theatre</b>	Lee Neibert	Y	C	A	C	C	N

C = Completely Implemented  
 A = Adequately Implemented  
 I = Incompletely Implemented  
 S = Sparsely Implemented  
 N = No Data

## Faculty Excellence Committee Annual Report (2017-2018)

As of April 30, 2018, the Committee for Faculty Excellence (CFE) had approved over 110 Teaching and Productive Scholarships (TAPS) grant requests. The CFE also reviewed six sabbatical proposals, five portfolios from candidates for the Annual Award for Excellence in Service, and six portfolios for the Annual Award for Faculty Excellence Scholarly and/or Creative Pursuits.

**1. TAPS AWARDS.** Starting with a TAPS (Teaching and Productive Scholarship) budget of \$157,000, the committee made 110 TAPS grant awards through April 30 of FY 2017-18, totaling \$146, 635. This is an average award of approximately \$1,333. These awards supported domestic projects, international projects, research equipment, service, and teaching-related projects. Based on the pending applications and applications we are expecting between now and the end of this financial year (June 30, 2018), our committee expects to expend its entire 2017-18 TAPS budget.

The SharePoint-based electronic application process adopted by the committee in 2014-2015 allowed the committee to process TAPS applications typically within 7-10 days during the regular semester and within two weeks over breaks.

As noted in previous CFE reports, the rising demand for TAPS awards – reflecting a trend that has developed over the last several years – demonstrates the critical importance of TAPS support for faculty. In view of tighter travel budgets that have mainly affected departmental travel funds, TAPS has emerged as the single most important source of faculty development funding on campus and we are very pleased to note the SVCAA's highly proactive role in supporting the committee by ensuring that we have funds to support the important work of scholarship that goes on at this university. We are hoping that the same spirit will continue during the 2018-19 financial year.

In the past, our committee would set grant limits at the beginning of the fiscal year and then revise the limits downwards towards the end of fall in order to stretch the funds throughout the fiscal year. However, in consideration of increasing cost of research travel and high cost of attending conferences, the CFE decided, at the beginning of this fiscal year, to set the eligible amounts to at \$2,250 and \$2,750 for domestic and international projects, respectively, and to keep the same amounts throughout the financial year. This has turned out to be a more realistic practice and has greatly helped to fund more projects.

**2. SABBATICAL PROPOSALS.** In fall 2017, the CFE received and reviewed six Sabbatical Proposals. We are glad to report that all of these were approved and funded by the office of the Provost and SVCAA.

**3. SERVICE AWARD.** In fall 2017 the committee reviewed five portfolios from candidates for the third Annual Award for Excellence in Service. The committee selected Dr. Araceli Hernandez-Laroche as this year's award recipient. This award will be presented at the May commencement.

**4. SCHOLARSHIP/CREATIVE ACTIVITIES AWARD.** Around the middle of the spring semester, the committee reviewed six portfolios for the Annual Award for Faculty Excellence Scholarly and/or Creative Pursuits. The committee selected Dr. Joshua Ruppel as the award

winner. This award will be presented at the May commencement.

Committee members in 2017-2018 included Calvin Odhiambo (the CFE Chair), Lynn McMillan, Matthew Donaldson, Jack Cheng, Andrew Kearns, Steve Hyun, Susan Richardson, Gary Bradley, Allison Pingley, Kimberly Shorter, Debbie Charnley, and Brock Adams. Since this committee involvement requires working 12-months in a year, this committee has worked tirelessly throughout the year to enable this committee to meet its very demanding yearlong obligations.

Service on this committee ensures that significant faculty development activities and faculty accomplishments are rewarded and supported. The twelve-month work of this year's unit representatives demonstrates commendable service to supporting faculty development and faculty excellence in teaching, research, and service at USC Upstate. New members begin work immediately after the last Faculty meeting of the year and out-going members are frequently asked to train their replacements. The committee is a significant service obligation for faculty members. It should also be noted that the work of this committee depends heavily on the professionalism and efficiency of the SVCAA's office, in particular, the Executive Assistant to the Provost and Senior Vice Chancellor for Academic Affairs, and the many administrative assistants in different units across the university.

## **Faculty Welfare Committee Annual Report (2017-2018)**

The Faculty Welfare Committee met once in the 2017-18 academic year. While I recognize that the 2016 Faculty Manual stipulates that faculty committees meet at least four times a year, I was unwilling to convene a meeting when we had no business. I was directed by the Faculty Chair to have the committee review two matters: the proposed policy regarding faculty salary increases and a proposal for digital P&T files. A member of the Faculty Welfare Committee raised a concern regarding the ownership of intellectual property for online course content. After review, we had no concerns regarding the first two matters, which have been proposed by other faculty committees.

On the matter of the ownership of online course content, Director of Distance Education David McCurry made clear in our meeting that our institution has conflicting policies regarding such intellectual property. On one hand, the institution owns material produced for conventional and primary duties: course descriptions, syllabi, etc. On the other hand, faculty own other material they create, which can include materials developed for classes.

Our concern focused on the possibility of online course content such as videos, audio files, exams, and such produced by full-time faculty being appropriated by the university and subsequently handed off to part-time faculty, who could then manage the course at less expense to the institution. Our committee asked Provost Clif Flynn to appoint an ad hoc committee to reconcile our conflicting policies to make clear that online course content developed by a faculty member will not further circulate without their expressed permission.

Current committee members include Chair Peter Caster (LLC), Dave Damrell (HPPA), Susan Richardson (INFO), Mary Sarver (SCW), Xinli Wang (MCS), Mike Diner (JCBE), and Jim Kamla (SOE). Ex-Officio members include Chancellor Brendan Kelly and Provost Clif Flynn. The 2018 faculty meeting should appoint members from NSE, SON, FACS, LIB, and PSY. We did not appoint a chair for the 2018-19 academic year, so barring any objection, I will serve as chair until nominations and a vote can be held at our next meeting.

## General Education Committee Annual Report (2017-2018)

The General Education Committee met as a full committee five times in the 2017-2018 academic year. A summary of the activities of the committee during the 2017-2018 academic year follows.

1. MUSC u162 and SOST u201 were added as new general education courses.
2. Change in curriculum or program requests were approved for BIOL u220 and u220L, DGST u101, MUSC u162, SOST u201, ENGL u208. These requests allowed individual programs to accept or reject the listed courses as general education courses in the appropriate distribution area for their majors and minors.
3. Requested changes to competency alignments were approved for INFO u101 and CHEM u109. INFO u101 requested that two SLOs be deleted, and CHEM u109 requested a change in SLOs
4. Minor editorial changes were made to clarify and update both the *Change in Curriculum or Program General Education Requirements* and *General Education Competency Alignment* forms.
5. CAT Reports – CAT teams were formed for CAT 1, 3, and 5 to review new assessment data.
6. A main focus of the General Education Committee in was a change in general education assessment methods. The majority of standardized tests used to assess general education competencies have been or are scheduled to be retired. The only standardized tests that will remain available are for CAT 4 and CAT 5. In September 2017, a subcommittee was formed to investigate options to replace the assessment tools. The members of the committee are: Richard Combes, Sam Cooper, Briget Doyle, David McCurry, Courtney McDonald, and Kim Purdy.
  - a. The subcommittee investigated and discussed options and determined that the best option for general education assessment moving forward is the development of student ePortfolios. The subcommittee recommended to the full General Education Committee that USC Upstate begin to transition to ePortfolios as assessment tools, and the Gen Ed Committee agreed.
  - b. In Fall 2017, a survey was sent to all academic departments requesting that faculty who teach General Education courses determine if they currently use or can easily adapt an existing assignment, etc., into an artifact for inclusion in an ePortfolio. 73% of the courses in the units that responded currently have assignments that are suitable or can be adapted to ePortfolios.
  - c. Committee members are working with ITS, Institutional Effectiveness, and other parties interested in assessment to find appropriate software that will link with Blackboard for ePortfolio submission and assessment.
  - d. It is the recommendation of the General Education Committee that USC Upstate move forward with the transition to ePortfolios beginning with a pilot portfolio-based assessment for CAT 1 in Fall 2018, with other competency areas phasing in over time. We will continue assessing with existing standardized tests during the transition.
  - e. Funding and training will be made available for faculty who volunteer to assist with ePortfolio evaluations.