

# **Faculty Senate Meeting Minutes**

## **December 13<sup>th</sup>, 2024**

### **Library 237**

#### **Call to Order**

Dr. Murray Skees (chair) called meeting to order at 3:02pm once quorum of 9 was reached.

#### **Welcome to Visitors and Special Acknowledgements**

Mac James

Jo Kuehn

Richard Osbaldiston

Kim Dudas

Eric Skipper

#### **Approval of the Minutes of the November 8<sup>th</sup>, 2024, Meeting**

Chair called for motion to approve minutes

**MOTION** put forward by Sarah Swofford: approve November 8 minutes

Seconded and carried by unanimous consent

#### **Administrative Report – See Appendix 1**

Chair recognized Eric Skipper (Provost) and moved to receive report by general consent - see Appendix 1 for report and attachments. Additional Report: the faculty development funds are now officially guaranteed \$1000 from your department for conference travel for all tenured/tenure-track faculty, when it has been \$750 the last few years. You can still apply for additional funding beyond the guaranteed \$1000 through FDC.

#### **Committee Reports – See Appendix 2**

Chair recognized Richard Osbaldiston and moved to receive report by general consent – Additional Report: the Academic Steering Committee’s report was not in the agenda but has been added to the second appendix. ASC’s decision letter and the document explaining the process for approval have been added to the end of that appendix as well. The chair recommended that this procedure document should be reviewed by ASC and that the language on ACAF 2.02 flowchart is clear for the next semester.

#### **Old Business**

N/A

#### **Unfinished Business**

N/A

#### **New Business**

***C3 Committee – voting; See Appendix 2 for full report***

*Chair recognized C3 Committee and moved to receive their recommendation by general consent*

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

Proposals –

- Dept. of Hospitality, Resort, and Tourism Management Program Modification: proposal to increase course options for the SPRT minor
- New Course: SPRT B498 (Selected Topics in Sport Management)

Proposals –

- Dept. of English, the Arts, and Interdisciplinary Studies Course Change: IDST B352 (change credit hours to be variable 1-3)

Chair called for motion

**MOTION** put forward by Davide Fusi: approve new course SPRT B498

Seconded and carried

Chair called for motion

**MOTION** put forward by Lynne Hutchinson: approve program modification for SPRT

Seconded and carried

Chair called for motion

**MOTION** put forward by Sarah Swofford: approve course change for IDST B352

Seconded and carried

***Academic Steering; See Appendix 2 for full report***

Chair called for motion to support this modification of academic administrative units

Chair moved to postpone this vote until next meeting – wait to vote on this until we have more documentation from ASC

Seconded and carried

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

**Adjournment**

Chair called for motion to adjourn

**MOTION** put forward by Bob LeFavi: adjourn the meeting

Seconded and carried by unanimous consent at 5:20pm

# Administrative Report – Appendix 1

## *Report from the EVCAA*

Warmest holiday wishes! I wish you a relaxing and joyful break, restorative times with family, and safe travels. I know this semester has brought its own particular challenges. I know also that USCB is a special place because you make it so. Your efforts are much appreciated.

**Faculty annual review process.** As required by the *Faculty Manual*, annual job performance reviews of full-time faculty will be conducted in spring 2025 for the calendar year 2024. Your department chair has communicated the due date for your materials and will schedule a date for a 1:1 to review evaluation. This usually happens mid-January to February. This is just a reminder as I know some of you will want to work on yourself evaluation narratives during the break.

**December commencement (Dec. 14).** So far, 33 faculty have RSVP'd to attend the 3<sup>rd</sup> Annual USCB Fall Commencement on Saturday, December 14, at 11am. 85-100 Sand Sharks will receive their diplomas. Exciting news! For those who are not attending this fall's commencement ceremony, we look forward to seeing you in the spring.

**Registration for Spring 2025.** As of Monday, December 2, 22.5% of students still have not registered for Spring 2025 (does not include students who are graduating). This represents a solid effort to this point. In recent history, this year's percentage is surpassed only by last year's (21% unregistered at this point), so thanks to all for the hard work. We are asking for your help to register as many of your advisees as possible before winter break.

**Spring 2025 return to campus.** Classes start Monday, January 13. To the extent possible, we are requesting faculty to show up earlier to be available to students for registration and other needs. Thank you for your support of our students.

**Adjunct orientation.** In response to feedback from dept chairs and adjunct faculty, Academic Affairs, along with CTL and E-Learning will co-host new adjunct orientation on Thursday, January 9. This 2h event will include a meet and greet with dept chairs and an overview of what adjunct faculty "need to know" to get the semester off to a good start. We plan to invite all new adjunct faculty hired Fall 2024 and Spring 2025. I encourage you to invite adjunct faculty to your meetings and engage them as much as possible. They can be a wonderful resource, and often bring a wealth of valuable experience and unique perspectives.

## Committee Reports – Appendix 2

### *USC System Faculty Leadership Council*

**Kim Kelley:** The Senate Faculty Leadership Council (SFLC) will meet with the Interim Vice President for System Affairs, Julian Williams, for January 13, 2025. The SFLC will discuss how to coordinate with Dr. Williams on behalf of the system faculty.

A sub-group of the SFLC is gathering information on the policies for faculty teaching distance education courses. The policies are highly variable by campus and identifying if having a consistent policy within the USC system would be beneficial. The sub-group is currently identifying if there are any commonalities among the campuses.

The sub-group on manuals versus handbooks has learned that some campuses have handbooks and the manual, and others have only the manual. At USC Columbia there is only a manual. The sub-group is looking at what's included in the handbooks and how to assure that faculty roles and responsibilities are in the faculty manual and there is not overlap between the two documents.

### *Academic Steering Committee*

#### **Richard Osbaldiston:**

The ASC was invited to review the plan to merge the Department of Business & Communication Studies and the Department of Hospitality Management into the newly-proposed Department of Business, Hospitality, and Communication.

Prior to ASC review, the plan was approved by the faculty, AAC, and EVCAA.

ASC voted in favor of supporting the plan, and submitted a letter to Brian Mallory on Dec 3.

### *Budget Committee*

**Davide Fusi:** Members: Dr. Mollie Barnes, Dr. James Griesse (replaced by Dr. Jayne Violette in August 2024), Dr. Benjamin Nelson, Dr. Peter Swift, Dr. Davide Fusi (Chair).

This is a summary of the Budget Committee's work during the year 2024.

- *Summer Salaries.* The rule of the “ten students prorated salary” during the summer was discussed within the committee. Dr. Fusi and Dr. Swift had several meetings with different administrators (namely, Dr. Skipper, Ms. Harriott, and Ms. Cordray). The issue was tabled due to its complexity. The institution relies on summer teaching as part of the operative revenue.
- *Departments' Budgets.* Representatives of the Budget Committee attended few departments' budget meetings.
- *Faculty/Staff Salaries.* Dr. Fusi and representatives of the Welfare Committee met in the spring with Dr. Panu regarding faculty and staff salaries. In that meeting, the faculty

members advocated for an adjustment of salaries consistent with cost of living and recent inflation.

- *Better Understanding of the Budget.* Dr. Fusi and Dr. Swift had meetings with Budget Office representatives to learn more about USCB Budget. We would like to thank Pinky Harriot for answering our questions and providing unvaluable support.
- *Historical Trends.* The Budget Committee is currently looking at previous budgets to analyze trends and patterns.

### *Courses and Curricula Committee*

**Ron Erdei:**

The Courses and Curricula Committee (C3) met on Friday December 6th, 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 Hospitality, Resort, and Tourism Management Program Modification: proposal to increase course options for the SPRT minor
- New Course: SPRT B498 (Selected Topics in Sport Management)

Proposals –

- Dept. of English, the Arts, and Interdisciplinary Studies Course Change: IDST B352 (change credit hours to be variable 1-3)

Next C3 Meeting: Friday January 17th, 2025, at 3:00 PM (1 week prior to the January Faculty Senate meeting).

Deadline for Submitting Proposals: Friday January 10th, 2025, 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:** For the first time, Faculty Development Committee will also be taking funding

request submissions for spring semester. Faculty members can apply for a maximum of \$1,000 in funding from the committee per academic year, so those that have exhausted that amount in the fall are not eligible for additional spring funding. Funding can go towards teaching or scholarship. For those looking to fund a conference trip, the applicant must be presenting at the conference to be eligible for funding. Any faculty members actively developing their teaching or scholarship that would benefit from these funds should apply. We funded six faculty members in the fall and would love to fund even more in the spring. We'll send out an email to remind faculty members of this funding opportunity with more details in January.

### *Faculty Grievance Committee*

**Beth Hammond:** Faculty Grievance met on October 2<sup>nd</sup> to discuss the process we will follow should the need arise. We will meet again after the first and additionally as needed.

### *Faculty Library Committee*

**James Shinn:** The Faculty Library Committee met on 11/11/2024 at 3:30pm over Zoom.

Members present were Kim Kelley (ex officio), Amy Leaphart, Morgin Jones Williams, and James Shinn (chair).

Dr. Kim Kelley, Director of Libraries, updated the committee about renovations to the Bluffton and Beaufort Campus Libraries. The Bluffton Library renovations are substantially complete. However, some of the book stacks were damaged during renovation and as a result are structurally unsound. For safety reasons, the space will not be cleared to reopen until the stacks have been repaired. Repair work is set to begin in early December.

The current plan is to reopen the Bluffton Library space in January. Returning the books to the shelves will take somewhat longer. There is currently no timeline for having all the books back on the shelves. On November 7, the Beaufort Library hosted an event where faculty members selected books to keep in circulation during the upcoming renovations on that campus. Renovations to the Beaufort Library will begin in March 2025 and likely run until summer 2026. During that time, the Beaufort Library will be in a temporary space in the VAD building. Recently hired Research and Instruction Librarian, Victoria Neff, starts on November 18. The library recently offered a series of instructional webinars for faculty. Two of the programs — on Open Educational Resources (OER) and on citations — were recorded and can be viewed through Blackboard.

### *Faculty Manual Review Committee*

**John Thrasher:** The Faculty Manual Review Committee met on November 13. We continue to focus primarily on the changes related to the representative Faculty Senate. We are in the process of proofreading those changes and examining where exactly in the Manual they should go. We have reached out to some faculty outside of the committee to get their opinion on these changes as well. Additionally, we have begun the process of examining things in the Manual to determine what pieces might most easily be able to be removed and what pieces may need to be changed if

they are included to the new faculty governance document (these changes would not be made to the Manual until after the faculty governance document is ready to go).

### *Faculty Welfare Committee*

**Jayne Violette:** The Faculty Welfare Committee has no report this month. Our committee would like to remind faculty that we are meeting on an "as needed" basis and to feel free to contact Jayne Violette (chair) if you have faculty welfare concerns you would like us to discuss, research, or bring to the attention of our administration. You may bring your concerns to Dr. Violette in confidence, or you may meet with the committee to collectively discuss your ideas. We're here to help, support, provide direction, and advise.

### *General Education Committee*

**Emily Smith:** The General Education Committee met on Friday, November 8<sup>th</sup> and discussed course transferability and the steps being taken to prepare for submitting the upcoming accreditation report. Dr. Pate is discussing updating the Student Learning Objectives (SLOs) with Mr. Mallory. These documents will be shared with the rest of the General Education Committee for comment and review and then shared with faculty senate at large to vote on the report.

### *Promotion and Tenure Committee*

**Sean Barth:** We convened on December 6th. Meeting for Assistant to Associate professors will be on 1/24/2025 from 9-11am. Associate to Full professor meeting will be 2/7/2025 from 3:30 until we are finished. We talked about generating an online template for turning in P&T documents. I am going to work on that and bring an example back to the committee as a whole. The third-year review committee completed its work and has notified the one candidate. Post Tenure meetings are forthcoming for all individuals going up. By the time this body convenes, I hope to have all those dates set for January 2025. There are 4. It is my hope to have all P&T work done and letter finalized by the end of February. Thanks for your time. If you have any questions, you can email me at [barthse@uscb.edu](mailto:barthse@uscb.edu) or call 843-290-9809.

### *Committee for Academic Integrity (Ad hoc)*

No report.

### *Honors Steering Committee (Ad hoc)*

**Mac James:** On September 18, members of the Honors Steering Committee met with members of the Admissions team to discuss recruiting and admission criteria for new freshmen to Beaufort College Honors Fall 2025. On September 21, Beaufort College Honors students had the opportunity to spend the day exploring USCB's own Pritchard's Island. This fall over 95 Honors Contract proposals were submitted and approved by the Honors Steering Committee. A special thanks to the following supervising faculty: Jo Kuehn, Edward D'Antonio, Kim Ritchie, Carmen Farrell, Kelly McCombs, Emily Webb, Jim Griesse, Jalen Manor, Emma Barnes-McClure, Anna



Meriwether, Jim Sidletsky, Erin McCoy, Ashley Shroyer, Eric Montie, Kayla Berrios, Mercer Brugler, Morgan Edmunds, Sean Barth, Bruce Marlow, Renarta Tompkins, Su Gibson, Daphne Poore, Beth Hammond, Butch Alvarez, Rebecca Capello, Richard Osbaldiston, Kyle Messick, Nadine Russell, Bob LeFavi, Summer Roberts, Jayne Violette, Alyssa Powell, Jon-Michael Hardin, Sandra Knapp, Brian Canada, Patricia Zientek, Ann-Marie Adams, Sarah Beachkofsky, and Peter Swift.

### *International Programs Committee (Ad hoc)*

**Kyle Messick:** IPC is really happy with student engagement for International Week (<https://iew.state.gov/>). It was another hugely successful series of events that was effective in bringing attention to our many international programs and helped the university celebrate our increasingly culturally diverse study body. USCB was awarded a small grant from the Fulbright Association of South Carolina to host a Fulbright gathering organized by Dr. Kim Cavanagh. This took place on the last day of International Week – Nov. 21.

In addition, the [Korean Conference in Hilton Head Island](#) Campus, funded by the SII grant- where various USCB (IPC) faculty participated- had a very high participation rate from the community and USCB students. USCB currently has 57 international students from 25 countries: Argentina, Australia, Austria, Belgium, Brazil, Canada, China, Ecuador, France, Guyana, Honduras, Iceland, India, Jamaica, Kenya, Mexico, Norway, Panama, Slovenia, South Africa, Sweden, Ukraine, United Kingdom, Venezuela, Vietnam.

### *Student Research and Scholarship Day Committee (Ad hoc)*

**Kim Cavanagh:** Members: Beth Hammond (co-chair), Kim Cavanagh (co-chair), Brian Canada, Joanna Angell, Jo Kuehn, Richard Osbaldiston, Joe Staton, Lukasz Pawelek, Ashley Shroyer, Morgin Jones Williams

We met on November 13, 2024, to discuss key SRSD planning topics, including important dates, keynote speaker ideas, the need for an updated registration and submission platform, and the cost of replacing damaged or broken poster boards.

If you are interested in serving as an SRSD judge, or if you can recommend a student who would make a good judge, please reach out to Beth Hammond [EJH49@uscb.edu](mailto:EJH49@uscb.edu)

As you prepare your Spring 2025 syllabi, please note the following important date:

- April 21, 2025 - Student Research and Scholarship Day!

### *Student Scholarship and Fellowship Committee (Ad hoc)*

**Carmen Farrell:** The Student Scholarship and Fellowship Committee is thrilled to be in the process of planning our Stand Out Student event for Wednesday, January 29 from 4:30-6pm to honor the 37 students nominated by each of you – thank you for contributing to this event and supporting our students!



Next semester we will continue to offer the Sand Shark Voyager award, and updated information about Summer Research Experience and Study Abroad funding for 2025 will be provided then as well!

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 April 1<sup>st</sup> and June 30<sup>th</sup>, 2025, the application for that cycle will open from February 1 through February 8<sup>th</sup>, 2025. 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](mailto:cf28@usb.edu).  
SS&FC Committee – Carmen Farrell (chair), Dave Hall (ex-officio), Kim Cavanagh, Tye Pettay, Jim Sidletsky, Babet Villena-Alvarez

### *Committee for the Creation of Guidelines for Faculty Governance at USCB (Ad hoc)*

**Kim Cavanagh:** Members: John Thrasher, Sam Morris, Mercer Brugler, Rob Kilgore, and Kim Cavanagh (chair).

We met on December 4, 2024, to discuss the purpose and objectives of the newly formed committee. The committee's goal is to develop a more dynamic document that will house specific details related to faculty governance at USCB, separate from the Faculty Manual. This will enhance accessibility to governance rules and streamline the process of updating and adapting them to meet the evolving needs of the faculty.

John will provide the committee with the most recent version of the Faculty Manual for review, and we plan to reconvene in mid-January. We encourage faculty members to share any ideas or suggestions they may have regarding this effort.



University of South Carolina Beaufort  
One University Blvd.  
Bluffton, SC 29909

Dec. 3, 2024

To: Brian Mallory

The request has come to the Academic Steering Committee (ASC) that the Department of Hospitality Management and the Department of Business and Communication Studies are seeking to merge into the Department of Business, Hospitality, and Communication. This request has been approved by the faculty of the departments, AAC, and the EVCAA/Provost.

The ASC has reviewed the documents and is in favor of supporting this request for merger for it to move forward to Faculty Senate for approval.

Please note that the ASC has only considered the academic appropriateness of this action. Given that other universities are using a similar structure and that the people involved at USCB are in favor of it, this seems a reasonable course of action.

As the Academic Steering Committee deals with issues relating to instruction, it is the committee's stance that issues involving compensation and workload relating to instructional changes are outside the purview of our role. The committee does not wish to take a stance on compensation issues, but we hope that the matter of compensation and workload of the new department chair will be reviewed and resolved in a fair and equitable manner.

Please advise if there are any additional forms that we, as a committee, need to complete for this process to move forward.

Sincerely,

A handwritten signature in black ink that reads "Lee Johnson".

Dr. Lee Johnson, ASC Chair  
**Elizabeth Lee Johnson, Ph.D.**  
**Elementary Program Coordinator**  
University of South Carolina Beaufort  
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## Process for Modification of Academic Administrative Units

Anyone wishing to propose a modification to the Academic Affairs organizational structure at USCB must follow the steps below in the order listed. This form should be attached to the modification justification. At any point in the process, the original requestor is allowed to remove the proposed modification from consideration. (See Policy ACAF 2.02: Establishment and Modification of Academic Administrative Units which is included below.)

Evaluating Unit	Process	Date
USCB Academic Affairs Administrator, Faculty, or Staff Member	Develops narrative proposal explaining the organizational modification and the justification for it. Signatures or letters of response from heads of all impacted areas should be included	11/5/24
USCB EVCAA/Provost	Reviews the proposed modification and provides a letter of response that will be included with the proposal	
USCB Academic Steering Committee (ASC)	Proposed modification and all letters of response are reviewed	
USCB Academic Affairs Council (AAC)	Proposed modification and all letters of response are reviewed	11/15/24
USCB Faculty Senate	Proposed modification and all letters of response are reviewed	
USCB EVCAA/Provost	Proposed modification and all letters of response are reviewed for approval	
USCB Chancellor	Proposed modification and all letters of response are reviewed	
USC President (via USC Executive Vice President for Academic Affairs and Provost)	Proposed modification submitted for approval	
USC Board of Trustees (via USC President)	Proposed modification submitted for approval	
SC CHE (via USC Executive Vice President for Academic Affairs and Provost)	CHE acknowledges notification of the approved modification	

NUMBER: ACAF 2.02  
SECTION: Academic Affairs  
SUBJECT: Establishment and Modification of Academic Administrative Units  
DATE: August 14, 2009  
REVISED: January 29, 2015  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Michael D. Amiridis  
Issued by: Provost's Office

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## I. Policy

Academic administrative units at the University include colleges, schools, departments, interdisciplinary programs, centers and institutes. Academic administrative units other than centers and institutes may offer academic programs that lead to formal degrees.

This policy outlines the chain of approval required to establish or modify an academic administrative unit, including mergers of multiple units and unit name changes. It applies to academic administrative structures or units only, not academic programs. If the proposed action pertains to the creation or modification of an academic program or major, including name changes, then University Policy ACAF 2.00 Creation and Revision of Academic Programs should be followed.

### A. Oversight and Approval Process

In most cases, the creation or modification of academic administrative units requires internal review through the faculty governance body, and approval by the campus, college or school dean (hereafter referred to as "dean"), the executive vice president for academic affairs and provost or chancellor, the president and the Board of Trustees. External notification to the South Carolina Commission on Higher Education (CHE) is also required.

1. An Academic Program Liaison (APL) will be designated for each college/school on the Columbia campus, for each Comprehensive campus, and for the Palmetto College campuses. The APLs will serve as the main information resource on academic program actions and as the academic program liaison to the Provost's Office for their respective units. The list of current Academic Program Liaisons can be found at [https://sc.edu/about/offices\\_and\\_divisions/provost/planning/academicprograms/program-actions/academic-program-liasons.php](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/program-actions/academic-program-liasons.php) .

Draft documents and notifications may be forwarded to the Provost's Office by the APL, but all formal program actions must be forwarded directly by the dean or chief academic affairs officer.

2. The Provost's Office is responsible for coordinating the approval process for academic actions on the Columbia and Palmetto College campuses. The chief academic affairs officer is responsible for coordinating the approval process for academic actions on each Comprehensive campus.
3. The Provost's Office is the sole liaison to the University Board of Trustees for all campuses.
4. The Provost's Office is the liaison to CHE for the Columbia and Palmetto College campuses.

The Comprehensive campus chief academic affairs officer serves as the liaison to CHE for all actions relating to the modification and establishment of academic administrative units. See also University Policy ACAF 2.00 Creation and Revision of Academic Programs.

## B. Publications

University bulletins, brochures, websites and other internal and external materials may be updated to reflect the approved change only after acknowledgement is received from CHE.

## II. Procedures

### A. Each campus should follow the internal approval processes outlined below:

#### 1. Columbia Campus

Requests to establish new or modify existing academic administrative units must be reviewed by the faculty governance structure in the respective college/school, and approved by the dean. The dean should then forward the request to the executive vice president for academic affairs and provost for approval. The executive vice president for academic affairs and provost will forward the request to the president for approval.

#### 2. Comprehensive Campuses

Requests to establish new or modify existing academic administrative units must be reviewed by the faculty governance structure on the respective campus. The academic unit head should then forward the request to the chief academic affairs officer for approval. The chief academic affairs officer will forward the request to the chancellor. The chancellor will forward the request to the president through the executive vice president for academic affairs and provost for approval.

### 3. Palmetto College Campuses

Requests to establish new or modify existing academic administrative units must be reviewed by the appropriate faculty governance structure, and approved by the campus dean. The dean should then forward the request to the executive vice president for academic affairs and provost for approval, through the chancellor of Palmetto College. The executive vice president for academic affairs and provost will forward the request to the president for approval.

- B. The president will present the approved request to the Board of Trustees. Following Board approval, the executive vice president for academic affairs and provost or the chief academic affairs officer will notify CHE as appropriate by campus.

After acknowledgement is received from CHE, the executive vice president for academic affairs and provost or chief academic affairs officer will notify the dean or academic unit head.

### III. Related

Policies See also:

University Policy ACAF 2.00 Creation and Revision of Academic Programs  
University Policy ACAF 2.01 Establishment and Modification of Centers and Institutes

### IV. Reason for Revision

Policy revised to update system and campus name changes.

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

*Murray Skees:* Committee chairs will be receiving updated information about expectations for communication to streamline and better our processes now that we have a representative faculty senate

*Murray Skees:* We will need to have a vote by the General Faculty to replace Peter Swift, who is retiring, and Mollie Barnes for the spring of next year, as she will be on sabbatical. This vote will occur at the beginning of the spring term and will be held online ('mail-in' ballot).

*Murray Skees:* This question came up in a discussion of the SFLC: Do we consider the appendix to our faculty manual as 'part' of our manual, in that it is subject to board approval as well the main document? Yes!

*Jayne Violette:* Your AAUP-AFT chapter continues to organize and advocate on both the state and local levels. Most recently, we've participated in training opportunities designed to help us develop strategies to build our chapters and hold effective conversations with institutional and elected leaders to improve working conditions for faculty and staff, prevent governmental overreach related to curricula decisions and free speech on campuses, and promote the freedom to learn. On Wednesday, December 11th, we met with Senator Tom Davis to discuss the implications of reducing (or eliminating) DEI efforts in South Carolina and how defunding such efforts may lead to loss of grant monies, cause problems in attracting and retaining faculty in our state, impact accreditation in negative ways, and function at odds with current workforce development efforts. Look for increased efforts on our campus to facilitate conversations about these issues with our local state representatives and senators. We welcome your input! Please always feel free to contact Rob Kilgore, Kimberly Cavanagh, and Jayne Violette to get involved and become more informed.

*Murray Skees:* Here is the summary of the feedback from faculty regarding the Chancellor's Town Hall Meeting.

Attendees provided valuable feedback on the recent town hall, which revealed key areas for improvement and opportunities to strengthen communication and engagement with staff and faculty. Below is a summary of the themes that emerged:

### 1. Salary Concerns:

- Many attendees emphasized the importance of addressing questions about staff and faculty salaries, particularly considering rising living costs. They noted that since questions were collected in advance, clear and well-prepared responses were expected.
- There is a desire for transparent communication about plans to address salary concerns, including timelines and actionable steps.



2. Leadership Style:

- Some attendees expressed an interest in seeing a more transformational and inspirational leadership approach. Suggestions included providing encouragement to staff and faculty and fostering a sense of hope and progress on pressing issues.

3. Engagement and Tone:

- Feedback highlighted the importance of maintaining a professional and empathetic tone when addressing questions, as well as avoiding any behaviors that might be misinterpreted. Attendees noted moments where responses could have been perceived as dismissive or lacking seriousness.
- There was a call for the Chancellor to seize opportunities to connect meaningfully with the audience and respond more thoroughly to questions.

4. Focus on Priorities:

- Attendees suggested prioritizing issues that directly impact staff and faculty well-being, such as financial stability, over logistical concerns like campus facilities updates during town halls.

Overall, attendees expressed a strong desire for more focused and empathetic leadership and communication, especially on critical matters such as salaries and workplace morale. These insights provide a constructive path forward for future engagements and initiatives.