

Faculty Senate Meeting Minutes

November 8th, 2024

Library 237

Call to Order

Dr. Murray Skees (chair) called meeting to order at 3:01pm once quorum of 9 was reached.

Welcome to Visitors and Special Acknowledgements

Eric Skipper

Approval of the Minutes of the October 11th, 2024, Meeting

Chair called for motion to approve minutes

MOTION put forward by Sarah Swofford: approve October 11 minutes

Seconded and carried by unanimous consent

Administrative Report – See Appendix 1

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

Chair recognized Kim Kelley and moved to receive report by general consent – Additional Report: Kim Kelley is now the chair of the USC System Faculty Leadership Council

Unfinished Business

Murray Skees: The Ad hoc Committee members to create our “Guidelines for Faculty Governance at USCB” compendium are John Thrasher (Computer Science & Mathematics); Kim Cavanagh (Humanities & Social Sciences); Robert Kilgore (English, the Arts, & IDST); Sam Morris (English, the Arts, & IDST); and Mercer Brugler (Natural Sciences).

New Business

C3 Committee – voting; See Appendix 1 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 Education

New Course: EDRD 793 (Cultural and Linguistic Diversity)

New Course: EDRD 794 (Linguistics for Classroom Teachers)

New Course: EDRD 795 (ESOL Principles and Strategies)

New Course: EDRD 796 (Teaching Reading and Writing to ESOL Learners)

New Course: EDRD 797 (Assessment for English Language Learners)

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

Program Modification: proposal includes revised program goals, SLOs, course requirements, and course options for the BS in Hospitality Management program.

Course Change: HRTM B485 (Update Prerequisites)

Course Change: HRTM B228 (Place in Abeyance)

Course Change: HRTM B265 (Place in Abeyance)

Course Change: HRTM B272 (Place in Abeyance)

Course Change: HRTM B295 (Place in Abeyance)

Course Change: HRTM B313 (Place in Abeyance)

Course Change: HRTM B328 (Place in Abeyance)

Course Change: HRTM B335 (Place in Abeyance)

Course Change: HRTM B352 (Place in Abeyance)

Course Change: HRTM B376 (Place in Abeyance)

Course Change: HRTM B390 (Place in Abeyance)

Note: the remaining 16 HRTM proposals place courses which have NOT been offered in several years into abeyance.

Course Change: HRTM B410A (Place in Abeyance)

Course Change: HRTM B410B (Place in Abeyance)

Course Change: HRTM B440 (Place in Abeyance)

Course Change: HRTM B447 (Place in Abeyance)

Course Change: HRTM B473 (Place in Abeyance)

Course Change: HRTM B491 (Place in Abeyance)

Proposals – Dept. of Biology

New Course: BIOL B440 (Natural History of the Bahamas)

Program Modification: add BIOL B438 (Marine Mammal Biology), BIOL B438L (Marine Mammal Biology Lab), and BIOL B440 (Natural History of the Bahamas) to list of electives which fulfill the Coastal Ecology and Conservation Concentration

Program Modification: add BIOL B438 (Marine Mammal Biology), BIOL B438L (Marine Mammal Biology Lab), and BIOL B440 (Natural History of the Bahamas) to list of electives which fulfill the Marine Biology Concentration

Chair called for motion

MOTION put forward by Sarah Swofford: bundle education proposals

Seconded and carried

Chair called for motion

MOTION put forward by Lynne Hutchinson: approve education proposals

Seconded and carried

Chair called for motion

MOTION put forward by Su Gibson: approve HRTM program modification

Seconded and carried

Chair called for motion

MOTION put forward by Kim Kelley: approve course change HRTM B485

Seconded and carried

Chair called for motion

MOTION put forward by Sarah Swofford: bundle HRTM courses being moved to abeyance

Seconded and carried

Chair called for motion

MOTION put forward by Su Gibson: approve courses being moved into abeyance

Seconded and carried

Chair called for motion

MOTION put forward by Kim Kelley: approve BIOL B440

Seconded and carried

Chair called for motion

MOTION put forward by Beth Hammond: approve program modification for Coastal Ecology and Conservation Concentration

Seconded and carried

Chair called for motion

MOTION put forward by Kim Kelley: approve program modification for Marine Biology Concentration

Seconded and carried

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

Adjournment

Chair called for motion to adjourn

MOTION put forward by Sarah Swofford: adjourn the meeting

Seconded and carried by unanimous consent at 4pm

Appendix 1 – Administrative Report

Report from the EVCAA

Happy November! It's great to see the high level of engagement that continues at USCB. The culmination of so much innovation, creativity, and student engagement were on full display at the "Exploring Experiential Learning" event Nov. 1. Congrats!

November 13 "Return to Pritchards Island" event (attachment). From the attached flyer: Join Governor and First Lady McMaster and USCB scientists for an update about Pritchards Island, USCB's coastal ecology and marine biology living classroom. Learn more about the Pritchards Island Research and Living Shoreline (PIRLS) Coalition and the future of marine biology at USCB. Speakers include Governor McMaster, Chancellor Panu, Dr. Kim Ritchie, Dr. Mercer Brugler, Dr. Tye Pettay, and PIRLS Executive Director Warren Parker. Questions? Ashton Cumbie acumbie@uscb.edu

Blackboard Ultra Transition. This fall, approximately one-third of our courses are utilizing Blackboard Ultra. Starting in the spring semester, we will officially transition all courses to Ultra, and course shells have been set up accordingly. To support this transition, Lori Vargo is hosting bi-weekly Drop-in Help Sessions on the Bluffton campus. Dates for these sessions are shared in the Weekly Calendar emails. Please take advantage of these sessions to ensure a smooth shift to Ultra. Thank you for your commitment to enhancing our students' learning experience. Questions? Contact Lori Vargo vargolj@uscb.edu

SACSCOC Report. The Office of Planning, Analytics, and Compliance is drafting USCB's SACSCOC Fifth Year Interim Report, due March 1, 2025. The report will include responses to 22 Principles of Accreditation standards, the QEP Impact Report, and a follow-up report on the Hospitality Management program's assessment of student learning outcomes—a result of the HHI campus Substantive Change on-site visit in 2020. Standards related to academic affairs include faculty sufficiency, student achievement, student learning assessment, and academic program coordination, content, and length. Academic Program Coordinators have done a great job with Student Learning Assessment reporting, but please support your programs' coordinators as they complete curriculum maps and identify examples of initiatives geared toward improving student learning. These are imperatives for the Fifth Year Interim Report submission, and I'm sure they would welcome input and assistance from any of the faculty in their programs. Questions? Contact Brian Mallory bmallory@uscb.edu

Measuring Experiential Learning (attachment). The Center for Human Services Evaluation, led by Dr. Diana Gill and Dr. Najmah Thomas, is tracking course-based activities and extracurricular opportunities (SRSD, study abroad, The Pen, etc.) involving experiential learning. This will enable the University to ensure proper tracking of the USCB Strategic Plan strategy II.II.II – "Ensure every graduate completes at least one internship, research, service learning, study abroad, or other applied learning experience."

New academic programs update:

- BSN/ BMH Program Modification approval by the CHE's Advisory Committee for Academic Programs (ACAP) on Oct. 17. Subsequent requirement is notification only.
- MAT Program approval at the CHE Committee for Academic Affairs and Licensure, Oct 24. Next stop: CHE full board meeting, Nov. 7.

Return to Pritchards Island

Wednesday, November 13, 5-6:30 pm

Tabby Place, 913 Port Republic Street, Beaufort, SC 29902

Join Governor and Mrs. Henry McMaster and USCB research scientists for an update about Pritchards Island, USCB's coastal ecology and marine biology living classroom.

Learn more about the Pritchards Island Research and Living Shoreline (PIRLS) Coalition and the future of marine biology at USCB.

Guest speakers include Governor McMaster, USCB Chancellor Al M. Panu, USCB faculty Dr. Kim Ritchie, Dr. Mercer Brugler and Dr. Tye Pettay, and PIRLS Executive Director Warren Parker.

Refreshments will be served. Registration is free.
RSVP required.

PIRLS
Pritchards Island Research &
Living Shores Coalition



MORE THAN YOU IMAGINE

USCB

To what extent do all USCB graduates complete experiential learning?

THE FORMULA

1. Number of majors with required experiential learning in their major divided by total graduates.
AY 23/24 = 168/351 or 48%
2. Follow up on 183 students occurring fall 2024.

Table 1. Overview of Experiential Learning Requirement by Major in AY 23/24

Major (Undergraduate)	Required ExpL?	Number of Graduates in AY 23/24
Biology	No	21
Business	No	46
Computer Science	No	12
English	No	2
Math	No	1
Communications	Yes	10
Education	Yes	11
History	Yes	11
Hospitality	Yes	12
Human Services	Yes	24
ISAT	Yes	16
Nursing	Yes	49
Public Health	Yes	35
IDST	Under Review	18
Psychology		61
Secondary English		5
Sociology		7
Studio Art		10
Total	8 of 18	168/351 = 48% Follow-up on 183 students underway

Table 2. Other Sources of Experiential Learning Outside the Classroom

Event	Data Source
Study Abroad	Registrar
Student Research & Scholarship Day	Committee for SRSD
Maker's Space	Utilization Records
Coordinator's Survey	Survey
Other courses & activities labeled Experiential Learning	Program Coordinator Survey & Registrar

Next steps:

1. Complete follow up on 183 students experiential learning history at USCB using additional data sources outlined in Table 2.
2. Develop Coordinator's Survey to capture experiential learning outside the classroom yearly.
3. Complete a retrospective analysis by applying this formula to AY 22/23 & 21/22.



CENTER FOR
HUMAN SERVICES
EVALUATION

Appendix 2 - Committee Reports

USC System Faculty Leadership Council

Kim Kelley: The SFLC has established a Blackboard site that is shared among the campuses to host the bylaws of the group and provide a one stop location for managing and archiving the SFLC working documents and other resources.

There are some campuses with both a faculty manual and a faculty handbook. There's been discussion in the SFLC of the purpose of these two different information sources to clarify which ones are official policies, and what the purpose is for the handbooks at the various campuses that have them. The System Faculty Leadership Council (SFLC) has a sub-group that is examining the purpose of these two sources, to ensure they do not overlap.

The SFLC formed two taskforces to look at issues that have come before the SFLC, they are the manuals versus the handbooks, mentioned above, and the contact person for the SFLC to interact with the system administration. A new interim is Julian R. Williams, who was previously the Vice President, Office of Access and Opportunity, and is now the Interim Vice President for System Affairs.

The SFLC discussed the online teaching policies or guidelines at each institution. There does not seem to be any consistency as to the policies or guidelines across the campuses. Some restrict the number of online courses a faculty member may teach while others have no constraints on the number of courses a faculty member may teach online.

Academic Steering Committee

No report.

Budget Committee

No report.

Courses and Curricula Committee

Ron Erdei: The Courses and Curricula Committee (C3) met on Friday November 1st, and will bring the following 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.

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Additional Business:

The date of the March C3 Meeting has been changed to March 7, 2025 (i.e., one week earlier than originally scheduled). The originally scheduled meeting date of March 14, 2025, falls on Spring Break.

Next C3 Meeting: Friday December 6th, 2024, at 3:00 PM (1 week prior to the December Faculty Senate meeting)

Deadline for Submitting Proposals: Friday November 29th, 2024, at 5:00 PM (1 week prior to C3 meeting)

USCB 2024-2025 ACADEMIC YEAR IMPORTANT DATES

2024-2025 Courses and Curricula Meetings		
DATE	TIME	LOCATION
August 30, 2024	3:00 pm	TEAMS
October 4, 2024	3:00 pm	TEAMS
November 1, 2024	3:00 pm	TEAMS
December 6, 2024	3:00 pm	TEAMS
January 17, 2025	3:00 pm	TEAMS
February 14, 2025	3:00 pm	TEAMS
March 14, 2025	3:00 pm	TEAMS
April 11, 2025	3:00 pm	TEAMS

2024-2025 Faculty Senate Meetings		
DATE	TIME	LOCATION
September 6, 2024	3:00 pm	LIBR 237
October 11, 2024	3:00 pm	LIBR 237
November 8, 2024	3:00 pm	LIBR 237
December 13, 2024	3:00 pm	LIBR 237
January 24, 2025	3:00 pm	LIBR 237
February 21, 2025	3:00 pm	LIBR 237
March 21, 2025	3:00 pm	LIBR 237
April 18, 2025	3:00 pm	LIBR 237

Faculty Development Committee

No report.

Faculty Grievance Committee

No report.

Faculty Library Committee

Nothing to report. The Faculty Library Committee will meet sometime in November and submit a report for the December 2024 Faculty Senate Meeting.

Faculty Manual Review Committee

No report.

Faculty Welfare Committee

No report.

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: Thank you so much to everyone who submitted a Stand Out Student! We are thrilled to have 42 students who were nominated that we will recognize at a celebration at the end of January 2025. The goal of that celebration will be to share opportunities with them for their increased engagement and future success. Stay tuned for more information!

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

Carmen Farrell: Dr. Carmen Brown Farrell and Dr. Morgin Jones Williams would like to extend sincere gratitude to everyone who contributed to the success of “Exploring Experiential Learning!” this past Friday. To our OUTSTANDING presenters, Dr. Sarah Swofford, Ms. Abigail Vining, and the Center for Teaching and Learning, Dr. Eric Skipper, Dr. Najmah Thomas, Dr. Diana Gill, members of the Faculty Learning Community AND to everyone who attended this event– we want to express our deepest appreciation for your participation and support. We have ideas for continuing to unpack experiential learning and engagement being done here at USCB – so please stay tuned! If anyone is interested in joining our FLC focused on Experiential Learning please email cf28@uscb.edu and/or morgin@uscb.edu.

Jayne Violette: AAUP is a place if you have concerns that you can go to for support, you don’t have to be a member of AAUP to be involved.

Eric: The environmental club is doing a tree planting tomorrow at 9am as well as some trees for sale.

Murray Skees: The front facing faculty senate website has been updated by our secretary: <https://www.uscb.edu/academic-affairs/faculty-senate.html>