



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FO Minutes
September 30, 2022 – 10:00 AM

In Attendance:

Dr. Jacob Rivers
Professor Greta Bailey
Dr. Andrew Pisano
Professor Gale Ashmore
Dr. Maggie Aziz
Professor Susan Goebel
Dr. Avery Fouts
Dr. David Mitra
Professor Neill Hance
Dr. Randy Lowell
Annie Jones (Guest)
Dr. Andrew Kettler
Dr. Dave Hudson

Dr. Emily Schafer
Dr. Helene Maire-Afeli
Dr. Lee Morris
Dr. Steven Lownes
Jawarski Shelton
Dr. Tekla Johnson
Professor Sandy Phillips-Long
Dr. Katie Klik
Dr. Deborah Hudson
Dr. Joe Anderson
Professor Randy Ivey
Professor Kevin Torres

Chair Dr. Andrew Pisano called this all-virtual meeting to order at 10:00 AM.

Annie Jones, Assistant Director at the Union County Library System, spoke about her role in supporting mental health and other health initiatives. She included her contact information, which is ajones@unionlibrary.org and (980) 292-2334.

Approval of minutes from August meeting

Approved.

Dean's Report: Dr. Randy Lowell

Attached.

Academic Dean's Report: Dr. Maggie Aziz

Fall 2 courses begin on October 17

Progress reports need to be sent to Amber by October 04

Full report attached.

Dr. Pisano/Dr. Lownes: CCSSE overview (see attachment)

Dr. Lownes spoke about the Community College Survey of Student Engagement. Palmetto College has decided that we will participate in Spring 2023. This will occupy an entire instructional day. Those who administer the survey will randomly assign classes, and students will fill out a survey that will take them approximately one hour. The survey will not be given in any online or dual enrollment courses. It is voluntary, according to Dr. Elkins.

Dr. Pisano: Voting on adjunct participation in FO

Deb Hudson, Greta Sanders, Jacob Rivers, and Allan Charles all indicated an interest in being included for the 2022-2023 year. The vote was unanimously in favor of their inclusion.

Dr. Aziz: Review of Faculty Information Form – will go over at October meeting

Dr. Schafer: Adding Dr. Klik to local welfare committee

Dr. Schafer spoke in favor of adding Dr. Klik to the local welfare committee. Dr. Fouts moved that she be added, the motion was seconded and unanimously approved. In order to keep the number of committee members at three, Dr. Joe Anderson volunteered to come off of the committee.

COMMITTEE REPORTS

Dr. Fouts: Peer Review Committee

Dr. Fouts was planning to discuss this today but decided that in view of the virtual nature of this meeting he would defer that discussion until an in-person meeting in October. He mentioned a few key points in the documents (attached). He emphasized that the peer review will come from the committee and not from individuals, so there will not be names associated with comments. He asked that everyone read the two documents that he sent out recently and that are included with these minutes.

Dr. Klik: PC Senate Welfare Committee announcements

Important Updates:

- December 13th - PC Award Submission date.
 - As a reminder, this is the date that your campus will nominate individuals for the three awards (i.e., Duffy, Plyler, and Shaw). Each campus will need to vote on their own nominees prior to this date, so that these individuals can prepare the file.
- January 20th – T&P Workshop (F2F with virtual option).

Information about CCSSE Survey:

- Attached is a 1-page summary that has been distributed to all campuses about the Community College Survey of Student Engagement (CCSSE) survey.
 - **Key Aspects:**
 - Will be distributed in Spring 2023 in pencil-and-paper format. This is the tentative timeline:

- At the end of January/early February faculty will be notified that their class has been chosen.
- Each faculty member will choose the day to have the survey administered (between mid-February to April 24th). So you can pick which class would be best.
- **Exclusions:** Online courses and dual enrollment courses.
- This is voluntary, so if you do not wish to have your class participate you do not have to.

Professor Torres: Student Affairs Committee

Dr. Aziz recently contacted SAC about streamlining and improving the way we handle drug related offenses. Athletics has their own drug policy, different from the one outlined in the Student Code of Conduct. She proposed a change to the student handbook regarding how drug related offenses would be handled by the Office of Academic and Student Affairs and the SAC. Dr. Aziz explained to the faculty how the changes will work. The faculty took a vote. All were in favor of making these changes.

Dr. Schafer spoke about her and Dr. Lownes' planned trip to Guatemala next summer. On Wednesday (10/05) there will be a meeting for interested students, at 10 AM in the community room of the Whitener Building. On Thursday (10/06) there will be another meeting for students, this one at 12:00 PM in Main Building. They will be posting a one-page flyer about the trip.

Motion to adjourn

At 11:34 AM there was a motion to adjourn, it was seconded and unanimously approved.

Submitted by:
Gale Ashmore, FO Secretary

Randy Lowell, USC Union
Dean's Report
September 30, 2022

Students

- Fall semester headcount is at 1,068 as of 9/27, with FTE of 634. This includes being up by a few dozen on continuing regular students on campus. The overall number is down from last Fall's record final headcount of 1,218, but still with some time ahead of the Fall II start in mid-October to add to those numbers.
- A recent analysis of out-of-pocket costs for students across the PC campuses revealed that for Fall 2021 full-time degree-seeking students, 73.4% of our students had zero out-of-pocket expenses (highest percentage among PC campuses, with next closest coming in at 60.4%). For those students of ours who had some out-of-pocket costs, the average cost per student was \$681.74 (lowest average cost among PC campuses, with next lowest coming in at \$915.72). This affordability for our students is greatly facilitated by the Union County Scholarship program that covers any tuition and fees that other free money (i.e., LIFE/Pell/Scholarships) doesn't cover for students who graduate with a 3.0 from a high school or homeschool in Union County. A similar program exists in Laurens County.
- BLS Alum, Kelsey Granger, recently accepted a new position with the Association of Public Health Labs as an Environmental Health Specialist.
- BLS Student, Caden Jackson, is seeking out opportunities to present to students about research grant opportunities and experiential learning as part of his role as a Magellan Ambassador for USC Columbia's Office of Undergraduate Research. If you have a student group or class that you'd be willing to let him make one of these presentations to, you can contact him at CADENAJ@email.sc.edu.

Faculty & Staff

- Gale Ashmore (Spanish) was awarded a Center for Teaching Excellence Innovative Pedagogy Grant to support the *TalkAbroad* program in which students have real-time conversations with real Spanish speakers who live in Spanish speaking countries.
- Greta Bailey (Political Science) was appointed by the South Carolina Superintendent of Education, Molly Spearman, to serve on the South Carolina Advisory Council for Educating Students with Disabilities (ACESD). The Council works closely with the South Carolina Department of Education to ensure the educational needs of children with disabilities are met.
- Dr. Allan Charles (History) was elected President of the Union County Historical Society, publishing several historical pieces on Union County in their *Union County News* and *Historical Newsletter*.
- Randy Ivey (English) had his poem, "May Day Haiku," accepted for publication in the 2022 SC Bards Anthology. And poems, "Anomaly" and "Early September," accepted by *Chronicles* magazine.
- Dr. Andrew Kettler (History) is presenting at the upcoming Southern Conference on British Studies and Chairing/Commentating on a Panel at that Conference. He also recently published a chapter on the Dominican Republic in a textbook called, *The Americas* (ABC-Clio). And his book entitled, *The Smell of Slavery* (Cambridge), comes out in a Paperback in December.
- Dr. Katie Klik (Psychology) presented at our Research Club Snack & Learn event this month on Mental Illness Stigma: A Social Identity Approach. If you want to check out her presentation, you can watch it on the Research Club Instagram page (@uscu.research) where it was live-streamed.
- Chief Chrissie Latimore, recently had to step away from adjunct teaching of Criminal Justice for us due to having been nominated by President Biden to be the U.S. Marshal for the state of South Carolina. She is currently awaiting Senate confirmation on that posting.
- Dr. Randy Lowell (Psychology) has a paper under review: [Tremblay, K.A., Rotar, J.M., Lowell, R., & Binder, K.S. (under review). The effects of vocabulary depth, morphological variation, and repeated exposure on word learning: An examination of incidental vocabulary acquisition through eye-tracking. Submitted on 7/8/2022 for consideration in the journal *Reading and Writing*.]. Also

received a Palmetto Undergraduate Research Experience (PURE) grant with student Jessica Dawkins, for a total grant amount of \$2,500, entitled “Context Consistency and Vocabulary Acquisition.”

- Dr. Steve Lownes (World Languages) is running through September and October, supported by a PRAGDA Spanish Film Club grant, the third annual Latin American Film Festival. This features a series of films to be viewed in person and via streaming, with accompanying follow-up discussions facilitated by faculty. He also recently had a presentation entitled “Latin America Film for Future Nurses: Teaching Clinical Empathy and Narrative Medicine Awareness to Work with Immigrant Populations” at the 3rd Annual Barcelona International Academic Forum on Arts and Education.
- Courtney Pinnell (Nursing) received a Palmetto Undergraduate Research Experience (PURE) program grant with students Melissa Catrone and Carson Nance, for a total grant amount of \$5,000, for a project entitled “First Semester Nursing Students Anxiety and Stress Levels associated with Clinical Practicums versus High Fidelity Simulation.”
- Dr. Emily Schafer (Psychology) had a publication: [Schafer, E.S. (2022). Recognizing resilience in children: A review. *Trauma Care*, 2, 469-480. <https://doi.org/10.3390/traumacare2030039>], which was the Featured Paper in its issue. She also recently had an oral presentation entitled “Resilience in Children: Theory and Practice,” at The Barcelona Conference on Arts, Media & Culture” at the University of Barcelona in Spain. And she received a Palmetto Undergraduate Research Experience (PURE) program grant with students Za’Kyah Jeter-Walton and Hannah Copeland, for a total grant amount of \$5,000, for a project entitled “Adverse Childhood Experiences (ACEs) and Mental Health in Students at Two-Year College Campuses.”
- Kevin Torres (World Languages) is presenting “Teaching about the Holocaust through Literature” to at the 2023 Northeast Conference on the Teaching of Foreign Languages in New York City, NY.
- Anita Whitney spearheaded a great Fresh Check Day event on campus, with 186 participants.
- Bobby Holcombe put on his annual Guidance Counselor Luncheon this month, with presentations from SC CHE staff on financial aid updates for guidance counselors from high schools across our region, and we shared some campus updates with those guidance counselors as well.
- Kim Lawson’s has moved on to a new opportunity as Office Manager for Sanders Garden Center, where she will start next week.

Facilities

- The SUV that the Sherriff donated to us to use as a new campus safety vehicle has plates and insurance and is now having decals put on it.
- Name plates for Student Services and the new faculty members are ordered.
- Furniture for the Nursing Simulation Lab beaming classrooms is being delivered and installed.
- The glass sliders in the back of the Bookstore will be removed and closed up permanently.
- The volleyball court was relined so that it is now our school colors.
- Tint for the windows at the Bookstore is on track in 2 weeks.
- Painting the outside of the Nursing Simulation Lab building will happen next week so the new lettering can go up.

Budget

- The fall projection for tuition revenue, compared to budgeted revenue comes in at 49.4%, which puts us on target for this point in the year. As of 8/30/22, we were 16.7% of the way into the budget year and had expended 13.15% of budget, which puts us under budget for expenditures. The campus will receive \$4.6 million in critical care and maintenance funds this year to address deferred maintenance needs on campus. These state capital funds and projects are managed by the main campus’ facilities department with guidance from the campus. We have submitted budget requests to the Governor’s Office for deferred maintenance and additional operating funding for FY24.

COVID Updates

- Continue to contact Amber Ivey in Academic Affairs regarding isolation or contact tracing efforts for the campus if you test positive for COVID or have someone indicate that they have themselves (AII@mailbox.sc.edu, 864-424-8061). Amber will continue to follow CDC guidelines in providing this guidance.

AD Notes FO 9/30/2022

Academic Affairs:

- Fall II syllabi are due October 17 – please send your syllabi to Amber Ivey.
- Progress Reports are due October 4.
- Zach and I met with representatives to learn more about Navigate. Navigate is student success management system and an advising software that serves a resource for advisors containing student information, notes, success markers, progression, and incorporates appointment scheduling. It is one of the advising technologies used on the Columbia campus. It is meant to prioritize outreach and interaction with students based on risk levels and success marker flags. Considering adoption and will keep faculty updated and involved in this process should it proceed.
- Advising for Spring 2023 will begin Monday, October 24 (possibly October 17). The schedule once finalized will be emailed out to all faculty advisors. If you need a copy of the AA, AS, and Dual Degree advising forms, please let me know.

Advising Reminders

- Reach out to your advisees directly to schedule appointments.
- New students will be assigned via Calendly. Keep a lookout for those appointments and make sure to put in your availability and mark when you are not available.
- Please market the Elementary Education program to your students if they have expressed an interest in this field.
- Advising forms – After completing and signing, students receive white copy, the admissions office receives the yellow copy, and the advisor keeps pink copy. If you advise a student online, please email Blake Wilson the students proposed schedule.
- New(ish) course offerings for Spring 2023:
 - PSYC 220: Psychological Statistics (PC + 701) with Dr. Klik
 - PSYC 589: Global Child Advocacy (PC) with Dr. Schafer
 - AFAM 332/HIST 332: Black Experience in the United State since 1865 with Dr. Johnson
 - ENGL 101 with Jennifer Gray will be taught in-person. Jennifer earned her Mater of Arts in English from Arizona State University with research interests in pedagogical theory, academic writing, British literature, and philosophy.
 - RELG 412: Faith, Doubt, and God with Dr. Fouts
 - PSYC 320/RELG 361: Psychology of Religion with Dr. Lemons
 - ARTS 230: Introduction to Drawing with Megan Collier-Bansil. Megan earned her MFA in Illustration from Savannah College of Art and Design. Outside of the classroom, Megan woks administratively with arts nonprofits in the areas of programming, education, and outreach.
 - PCAM 151: Computer Literacy and Applications with Dr. Hudson. (Fall II)
 - Overwhelming majority of science and foreign language classes returning on-campus in the spring.
 - PEDU 134: Flying Disc Sports with Aaron Fain (Spring II: W 3:00-4:00)
- Spring 2023 dates:
 - Full term: January 9 – May 3 – Final exams: April 26 – May 3

- Spring first half term: January 9 – March 1
 - Spring second half term: March 13- May 3
- Reminder: Academic Intervention Committee, Honor Code Violation, and CARE Team links are up and running. Please use those as you see fit.
 - Familiarize yourself with the policies and procedures in the Student Handbook, which has been updated for the Academic Year.
- State Agency Accountability report was successfully submitted on 9/15. Results of strategic plan for FY2022 are summarized below:

<u>Performance Measure</u>	<u>Base (FY21)</u>	<u>Target (FY22)</u>	<u>Actual (FY22)</u>
Increase applications indicating interest in BSN program (in partnership with USC Aiken).	61	50	55
Increase interest in the Early College Program (in partnership with Union County High School).	6	5	6
Maintain a minimum of 75% Success rate for first-time, full-time degree-seeking undergraduates.	82%	75%	57.5%
Increase retention of first-time, full-time, degree seeking freshmen.	48%	48%	50.70%
Increase number of students pursuing baccalaureate degrees at USC union via Palmetto College (BOL/BLS) and via BSN Partnership with Aiken.	62	50	60
Number of campus events dedicated to fostering a diverse and inclusive campus climate.	7	4	9
Increase number of full-time faculty on campus	15	16	16

available to serve students.			
Continue to offer and promote to students the opportunity to earn Graduation with Leadership Distinction and engage faculty in supporting students in their efforts to complete those requirements.	3	2	1
Provide opportunities for faculty and students to showcase their scholarly and creative works to the campus community.	5	2	4
Continue to make campus facilities available to the community and participate in and host community events, as conditions allow.	29	10	76
Carry a 3-month reserve based on a 3-year average of expenditures.	\$1,573,071.40	\$1,705,323.40	\$1,728,813.23

- Peer Reviews will begin in the spring. I will be reaching out to those who require a review soon and enlisting volunteers to conduct those reviews.
- Faculty Information Forms: please be reminded of the new timeline, these will be due by the end of January, with administrative reviews returned by end of March. I have requested time to review the new form during the October FO meeting. The faculty information form will be sent out the 1st week in November.

Care Team:

Please contact the CARE team should you encounter a student who you believe may benefit from the services offered by Jessica Pomerantz via PSC in Columbia. This will allow us to take a more targeted approach. We will share the contact information with the student. Also, if you hear that a student has lost a loved one, please let me know so that I can send condolences on behalf of the campus.

Website Resources:

Faculty accomplishments page.

- Please send me faculty accomplishments to include for the 2022 portion of this webpage.

Alcohol/Drug/Sexual Assault Student Sessions:

I've been working with groups in Columbia and local organizations to provide our students with these important informational sessions for student-athletes. This year, trainings will be held the week of Nov. 14. Calendar is tentative and currently under construction:

Monday Nov. 14 - Molly Peirano, Assistant Vice President for Civil Rights and Title IX and ADA Coordinator, UofSC Columbia, Mandatory Harassment and Discrimination Prevention Training

Tuesday, November 15 – Jessica Pomerantz, Psychological Services Center, UofSC Columbia, Sexual Harassment, understanding why it happens.

Wednesday, November 16 – Judy Rauppius, NAMI (National Alliance on Mental Illness) SC – Ending the Silence Regional Program Coordinator.

Thursday, November 17 – Nikki Prude – Assistant Director of Outreach and Communication – Office of Substance Abuse Prevention and Education – UofSC Columbia.

Friday, November 18 – topics TBD

First-Generation College Celebration Day:

November 8 is nationally recognized as the first-generation college celebration day. This falls on election day this year, so our campus will celebrate it on November 10th. The aim is to celebrate the successes of our first-generation college students and provide them with resources that can help them succeed academically.

9:00-10:00 – First-Generation Faculty & Staff Panel & Pancake with Panelists

11:30-2:30 – Discipline/Resources Expo

- Tables will be setup in the gym for any faculty, campus offices, and/or student organizations that would like to participate.
 - Faculty can set up individual tables to promote their disciplines/courses, provide students with information about their courses, and distribute resources that would be beneficial for students already enrolled in their classes. Faculty can decide if they would like to have individual tables or one table per discipline. Please let Amber and I know if you need help preparing materials.
 - Campus offices can set up individual tables to promote the services that they offer.
 - Student organizations can set up individual tables to recruit new members.
- Students will be given a card to get stamped at each booth they visit.
- Students will need to visit a minimum of ten tables (or more depending on how many tables we have) to receive a food ticket and to be entered into a raffle for prizes. Participating faculty, staff, and student organizations will also receive food tickets.

3:00-4:00 – The Tassel is Worth the Hassle & Family Feud

- Please excuse these students from class during this time. A list will be provided to you for attendance purposes.

Required Community Education:

All students are required to take Alcohol EDU, Sexual Assault Prevention, Mental Well-Being, and Diversity, Inclusion and Belonging before and during their first semester of classes at the Columbia campus. UofSC Columbia would like to implement this on the regional campuses. I will discuss process, issues, and concerns during the FO meeting in September.

Narcan Distribution:

The Office of Substance Abuse and Prevention has sent me information regarding Community Distribution of Narcan. Any organization that has an interest in providing Narcan to the public may apply to become a community Distributor. I'd like to discuss this possibility versus individual distribution.

Community College Survey of Student Engagement (CCSSE) Overview

Introduction

- Palmetto College plans to administer the Community College Survey of Student Engagement (CCSSE) across all four campuses during the Spring 2023 semester.
- USC Sumter has been administering the survey on a two-year cycle since 2016 and has used the data to inform decisions and to integrate with institutional effectiveness.
- UofSC Columbia administers NSSE, a similar survey on a two-year cycle, which is also scheduled to run again in Spring 2023.
- The survey data will be used for feedback to the campus and faculty/staff related to how students are engaging with the campus, which contribute to learning, retention, and completion.
- Campuses will designate leads for administration of the survey and coordination with faculty for selected course sections.

CCSSE Background

- The CCSSE was established in 2001 as a project of the Community College Leadership Program at The University of Texas at Austin. Grants from several funders have supported the work over the years. The Center also works in partnership with NSSE, a survey that focuses on four-year colleges and universities
- CCSSE is a product and service of the Center for Community College Student Engagement, which is part of the Program for Higher Education Leadership in the Department of Educational Leadership and Policy at The University of Texas at Austin.
- Member colleges represent an overwhelming majority of all accredited, public, associate-degree-granting two-year institutions in the United States.
- The Center staff receives expert guidance from a National Advisory Board. Board members include representatives from key partner organizations, community college presidents, and state directors of community colleges.
- The instrument is a versatile, research-based tool appropriate for multiple uses. The survey asks questions that assess institutional practices and student behaviors that are correlated highly with student learning and student retention.
- The survey asks students about their college experiences: how they spend their time; what they feel they have gained from their classes; how they assess their relationships and interactions with faculty, counselors, and peers; what kinds of work they are challenged to do; how the college supports their learning; and so on.
- CCSSE Benchmarks: 1) Active and Collaborative Learning, 2) Student Effort, 3) Academic Challenge, 4) Student-Faculty Interaction, and 5) Support for Learners.

Administration of the Survey

- When: CCSSE is administered during the spring academic term (February through April).
- Where and How: In the classroom, CCSSE is administered as a pencil-and-paper survey to students in randomly selected credit courses. Faculty are not responsible for administering the survey. The administration will be handled by the designated campus lead.
- Classroom Time: Historically, the survey has taken students up to 45 minutes to complete.
- Sample: 50-60 active sections following drop/add (excluding first eight-week courses)
- Notification: Faculty of selected course sections will be notified shortly after the first drop/add period of the spring semester (mid-January).

Learn more at <https://www.ccsse.org/>

**USC UNION
PEER EVALUATION OF FACULTY
ONLINE COURSE FORM**

Instructor _____

Date of Visit _____

Course _____

To complete The University of South Carolina Union’s process for faculty peer review, please use this form and scale below to provide feedback for evaluation, development, and tenure files (where applicable). The assessment should be completed while considering overall professionalism of the instructor’s demeanor and classroom management. One must take into consideration that each subject has a different set of objectives and teaching styles may vary. While considering the aforementioned, are the objectives being met in an effective manner?

More than satisfactory

Instructor exceeded expectations

Satisfactory

Instructor met all expectations

Less than satisfactory

Instructor did not meet all expectations

	Not Applicable	Less than Satisfactory	Satisfactory	More than Satisfactory
A. The instructions clearly explain course navigation, expectations, and relevant course policies.				
B. Learning objectives or competencies describe measurable outcomes and are related to activities and assessments.				
C. Assessments measure learning objectives or competencies and are varied and suited to the level of the course.				
D. The course grading policy is clearly stated. The criteria for evaluation of work are clearly explained with a commitment to return work in a timely manner and with opportunities for students to track their progress.				
E. The instructor uses a variety of instructional materials that contribute to the achievement of the stated learning objectives or competencies.				
F. Learning activities promote the achievement of the stated objectives or competencies and provide opportunities for interaction.				
G. The tools used in the course (e.g., simulations, flip grids, and blogs) support learning objectives or competencies and promote engagement and active learning.				

H. The course instructions articulate or link to technical support, accessibility policies and services, and academic support services and resources.				
I. Course design and navigation facilitates ease of use, readability, and accessibility.				

Please use the space below (and any additional pages) to expand on the overall classroom experience and to comment on the above results:

Proposed Peer Review Changes for USC Union

Heretofore, third-year review files, along with tenure and promotion files, have served as peer review for the years these files are submitted. With these exceptions, a classroom visitation has served as annual peer review. To be compliant with the PCC Faculty Manual, the Peer Review Committee proposes the following changes:

All fulltime faculty (instructors, tenure track, and tenured) can request a classroom visitation, but this way of conducting peer review as a formal process will be eliminated. The new Faculty Information Form (FIF) used for the annual administrative review will now be used for both peer and administrative reviews. In this way, fulltime faculty can be peer reviewed on both teaching and service, along with (if applicable) scholarship. The completed FIF will be submitted to the administration, and then the administration will forward the FIF to the appropriate review committee for an independent evaluation.

Instructors will be peer reviewed by the Peer Review Committee their first year and then in their third year, and every three years afterward. An evaluation form appropriate to instructors will be used, focusing on teaching and service, both contractual responsibilities, and (if applicable) scholarship. FIFs for each of the three years will be used in the evaluation. The evaluation will be completed by the Peer Review Committee as a whole. Relevant remarks by individual committee members will remain anonymous. Both the respective instructor and the Academic Dean will receive a copy of the evaluation.

Tenure-track faculty will be peer reviewed by the Tenure and Promotion Committee (constituted by tenured faculty members) every year during the probationary period. Evaluation forms will be the same as used in the annual administration review. The evaluation will be completed by the Tenure and Promotion Committee as a whole. Relevant remarks by individual committee members will remain anonymous. Both the respective professor and the Academic Dean will receive a copy of the evaluation. The third-year file and the tenure and promotion file will count as peer review for the years these files are submitted.

In accordance with the PCC Faculty Manual, tenured faculty will be peer reviewed every three years by the Tenure and Promotion Committee, with a post-tenure review every sixth year, which will serve as peer review for that year. FIFs for each of the three years will be used in the standard peer review. The peer review will be completed by the Tenure and Promotion Committee as a whole. Relevant remarks by individual committee members will remain anonymous. Both the respective professor and the Academic Dean will receive a copy of the completed peer review. In accordance with the PCC Faculty Manual, evaluation forms will simply use the categories, satisfactory or unsatisfactory.

Content to be evaluated for post-tenure review is included in the USC Union Faculty Handbook but includes FIFs and Annual Administrative Reviews for each of the six years, along with summaries of teaching evaluations for this period. Evaluation forms for post-tenure review will also use the categories satisfactory or unsatisfactory.

However, parallel to the tenure and promotion process, both the Tenure and Promotion Committee and the Campus Dean will be involved in the post-tenure review. Members of the Tenure and Promotion Committee will send their completed evaluation forms to the Campus Dean, who will then summarize the committee findings and add any remarks from the administration. Completed evaluation forms by individual members of the Tenure and Promotion Committee will remain anonymous.

Since service and scholarship are not contractual responsibilities for adjuncts, and since adjuncts are not required to submit a Faculty Information Form, they will continue to be reviewed by a classroom visitation for face-to-face classes and by an evaluation tailored for a virtual format for online classes. The review will take place in either of their first two semesters and then as the administration deems necessary, given student evaluations, student testimony, and so forth. All fulltime faculty members will participate in reviewing adjuncts.

(A detailed proposal from the PC administration will be submitted to the Faculty Senate in the near future to deal with tenured faculty members who receive an “unsatisfactory” assessment on the local campus. This proposal would be followed across the Palmetto College Campuses, so we will incorporate this new procedure into our faculty handbook.)