



## **Faculty Organization Meeting Minutes**

**August 17, 2017, 10:00am-11am**

- I. Dean Catalano (detailed agenda items attached):
  - Remarks on increased enrollment
  - Dorm construction progress (tourable by July 2018?)
  - Developing Nursing program and negotiations with USC Aiken
  - Facility and Landscaping Updates
- II. Dr. Lowell (detailed agenda items attached):
  - Welcome Dr. Lee Morris (Marine Biology)
  - Remarks on final 2017 orientation
  - Important dates for Fall 2017
  - Welcome Christen Mayes as part of the Academic Dean Administration group
- III. Dr. Sixta Rinehart:
  - Welcome incoming Laurens students to the Union campus. Students look forward to meeting science faculty during the first week
- IV. Dr. Pisano:
  - Starting Film Discussion Group for Fall 2017. All faculty encouraged to select a film for critical discussion. Details coming via email
- V. Sharon Rupp:

- Welcomes any book and film orders for the new academic year

VI. Dr. Aziz:

- Discussion on fieldtrips (logistics, available resources)

**Next FO Meetings: September 29<sup>th</sup> Noon-1pm, November 3<sup>rd</sup> Noon-1pm, and December 1<sup>st</sup> Noon-1pm**

**In Attendance:**

**Dr. Charles**

**Dr. Lowell**

**Dr. Catalano**

**Dr. Morris**

**Dr. Afeli**

**Dr. Aziz**

**Sharon Rupp**

**Prof. Ivey**

**Prof. Fetemie**

**Dr. Sixta Rinehart**

**Dr. Morris**

**Dr. Fontenot**

**Dr. Pisano**

**Dr. Fouts**

Academic Dean's Report  
Faculty Organization Meeting  
August 17, 2017

Technology Reminder:

- If you haven't already set up your Multi-Factor Authentication (MFA), and DUO, be sure to do so ASAP so that you can log in to your Self-Service Carolina and Blackboard accounts. See Keith Camp for more details.

Class Schedules:

- After today's new student orientation, we'll have a better idea of which, if any, classes will need to be canceled for this semester.
- Keep an eye out for requests in the next few weeks for spring class schedules.

Start of Semester Reminders:

- If you haven't already, be sure to get a copy of your syllabi for each class in to Kendra/me by the time classes begin for us to have on file. This includes regular Union/Laurens classes, as well as concurrent and Palmetto classes.
- If you need any copies made for your classes, let Kendra/Christen know with at least 24 hours' notice.
- If you are teaching a class using the two-way video (beaming) equipment between Union and Laurens (and/or with the other Palmetto campuses), be sure to familiarize yourself with that technology before the first day of class, if you are not already experienced with it.
- Be sure to track attendance during the first couple weeks of classes and Kendra/me know if there are students on your roster who are not attending (or if there are students attending who are not on your roster) so that we can follow up with them to resolve any issue they might be having there before it gets too late into the semester.
- Keep an eye out for an email regarding midterm academic progress reports, which will help us touch base with any of your students who you find to be at risk of not succeeding in your class before the W/F drop date has passed.

Possibility of a Fine Arts Track:

- One of our adjunct instructors, Jennifer Emswiler, has been discussing with me the possibility of creating some type of Fine Arts pathway within the BLS degree. Jennifer is already approved for a number of Art Studio (ARTS) classes, some of which are upper level and could go toward a major or cognate potentially within BLS. She is working on developing a proposal for this, including a proposed curriculum for that, which would potentially pull in some other AIU courses as well. Her MFA is from USC Columbia, so she would be looking to structure this kind of a pathway such that it would help students establish a foundation of undergraduate coursework that would prepare them for pursuit of a higher Fine Arts degree. If anyone has any particular comments/concerns/suggestions related to this idea, let her or me know so that she can consider those as she develops that proposal.

HR Reminders:

- Be sure to regularly check your university email account, since important emails may be sent to that account that are time sensitive. Using your university email account will also help to reduce the chances of your sent emails getting blocked by the SONIC wall spam filter.
- If you at some point need to miss more than 3 consecutive days of work, be sure to fill out the appropriate medical/FMLA documentation corresponding to that. Refer to the faculty manual, or Susan Jett, for more information on that.

**Important Dates:**

- August 24: Start of Classes
- August 30: Last Day to Add Full-Semester Classes (and last day to drop without a W grade)
- September 22: Palmetto College Faculty Senate in Columbia
- September 29: Student Academic Progress Reports due to Academic Affairs Office
- October 13: Founders Day
- October 16: Last Day to Drop Classes without a W/F grade
- October 19-20: Fall Break (no classes)
- October 23: Start of Fall II (second-8-weeks classes)
- November 10: Palmetto College Faculty Senate in Sumter
- November 22-24: Thanksgiving Break (no classes)
- December 8: Last Day of Classes
- Final Grades Due in Self-Service Carolina within 72 hours of scheduled Final Exam

**Advising Notes (from earlier in the summer):**

**Procedural Notes:**

- Be sure to have advising forms to fill out with the student with the classes you have helped them select.
- Be sure to have their information available to refer to while selecting classes, including any placement test scores, their ACT/SAT scores, their academic transcript that shows you what classes they have already taken, etc.
- Be sure to have an AA/AS program of study available while advising them, in order to track the classes that they already have, or still need, toward an AA or AS degree.
- If they express interest in a particular Bachelors degree, try to find a program of study for that in order to see the classes that would potentially help them with that degree later on.
- Be sure to inquire about any potential scheduling conflicts they might have with certain class times, such as work, sports, or family obligations, etc.
- Be sure to Remove the Advisement Hold for them in your Self-Service Carolina account for the Fall 2017 semester after you have helped them select their classes.
- Remind them that they will need to add their classes in their own Self-Service Carolina account in order for them to officially have a seat in those classes.
- For a new freshmen, encourage them to sign up for a section of UNIV 101 during their first semester here; studies have shown that students who take UNIV 101 in their first year end up with significantly higher GPAs and graduation rates, compared to students who don't take the course. Also for new freshmen, it is good to have them get their first level of English if they haven't already gotten it via dual enrollment credits; as well as some of the other intro level Carolina Core classes.
- For new freshmen, if they are eligible for LIFE Scholarship, they need to be sure to have taken 30 credit hours by the of their first year (fall/spring/summer), and maintain at least a 3.0 GPA.

**Note Section Numbers for Classes while Advising:**

- Union Regular sections, in Union --> 701-709
- Laurens Regular sections, in Laurens --> 720-729
- Dual Enrollment sections (appear in Admin Schedule only) --> 7\_\_(two letters)
- Fort Jackson (Columbia) classes, usually online --> J07

- *NOTE: If the student takes a J-class, they need to fill out one of the Transient Enrollment Forms for financial aid purposes.*
- Palmetto College sections, Union --> P16
- Palmetto College sections, Laurens --> P15
- *NOTE: For PC sections, students will not be able to register themselves; you would need to email me their name, VIP ID, and the Palmetto class they are interested in taking, and as long as there any available seats aren't claimed by other students first, I would get them added to the class on our end.*