



UNIVERSITY OF  
**South Carolina**  
UNION

*A Regional Palmetto College*

FO Minutes  
April 26, 2024 – 09:00 AM  
Whitener Building, Community Room

**Online attendance:**

Dr. Katie Klik  
Dr. Joe Anderson  
Professor Sandy Philips-Long  
Dr. Caroline Wilson  
Professor Megan Collier-Bansil  
Professor Neill Hance  
Dr. Avery Fouts  
Professor Susan Goebel  
Professor Randy Ivey

**In-person attendance:**

Dr. Maggie Aziz  
Dr. Emily Schafer  
Dr. Tekla Ali Johnson  
Dr. Christine Sixta-Rinehart  
Dr. Steve Lownes  
Dr. Steve Lowe  
Dr. Lee Morris  
Dr. David Mitra  
Dr. Andrew Pisano  
Dr. Andrew Kettler  
Dr. Randy Lowell  
Michael McGandy, guest  
Professor Gale Ashmore

FO Chair Dr. Andrew Pisano called the meeting to order shortly after 9:00 AM and the minutes of the March 22 meeting were approved.

**Dean's Report: Dr. Randy Lowell**

Dr. Lowell's report is attached to these minutes. Specific items he mentioned include:

- School of music in Columbia wants to come to campus for a free opera performance. Late March. Possibly Main Street Junction.
- Campus master plan process will start in next couple of weeks.
- May 6 Boudreaux will be traveling to every campus property.
- Enrollment 1244 freeze number
- Summer enrollment is behind last year
- Fall enrollment is ahead of last year
- Good press conference at High School – live streamed
- Board of Trustees meeting last Friday SGA members Nico Steinweg and Katie Painter attended. Student comments to the trustees included complaints about food.

- Dr. Lowell wants to get food trucks here more often
- Academic honors for athletes – lots on soccer team and volleyball team
- Baseball team beat Gaston College, who was champion. GC dropped from #1 to #4 in the country
- Progress from Rifle Team ladies – lots of honors – they beat Purdue
- New faculty is being hired, some positions are still in the hands of search committees.

### **Academic Dean's Report: Dr. Maggie Aziz**

Dr. Aziz's report is attached. Specific items she mentioned include:

- Graduation tomorrow – 93 walking
- Remember the difference between F and FN on grade reports
- Final grades due 72 hours after exam
- Two plus two program for students who want to be teachers. They can finish a lot of requirements here and then go to Upstate for upper division classes. USC Upstate has agreed to let them do their student teaching in Union rather than having to stay in Spartanburg
- PCAM – expanding to elementary schools here
- Working with college of HRSM in Columbia
- Grant for Center of Excellence to train pre-service teachers to work with young kids here in town
- Summer final exam schedule has been sent out
- Thanks to all for coming out for awards night – 120 officially in attendance; more likely 140 accounting for those who didn't sign in
- Attendance quiz for all students
- PURE Grant will open on Monday, April 29 and will be open through June 06

**Michael McGandy** from USC Press in Columbia was introduced and spoke of his work. He expressed his interest in working with our faculty on publishing. He said he had been on the job in Columbia since 2022, but that he has been working in publishing for “quite a while”. He was formerly with Cornell University Press, among others. He spoke of open access – making literature accessible to all, more than just hard copy books. He promotes multi-modal, fully digital academic resources.

### **Committee Reports**

**Access, Opportunity, Engagement (AOE) (formerly DEI)** – A vote was held on changing the name from DEI to AOE and it passed with a majority. Dr. Lownes talked about the need to change the name in the handbook.

**Faculty Welfare Committee:** Pursuant to Dr. Johnson's report from the FW Systems Committee and an ad hoc committee studying the issue of grievances, it was proposed that the name of the Faculty Welfare Committee be changed to **Faculty Welfare and Grievance**

## **Committee.**

Dr. Johnson, reporting from the **Systems Committee**, pointed out that on page 5 of her report is language to formalize the grievance process. That report is attached to these minutes.

## **In other business:**

Dr. Schafer expressed her thanks to all who helped with African scholars' visits and help to make it successful

Dr. Kettler expressed his congratulations to students who presented at Discover USC last week

Dr. Lownes brought up the need to **replace faculty who are at the end of their terms** on various committees:

Dr. Schafer is rolling off Senate – Dr. Mitra volunteered to take her place – all voted in favor.

Dr. Lowe will go onto local T&P

Dr. Schafer will go onto PC T&P committee

Dr. Pisano will continue as FO chair

Dr. Fouts will continue as vice chair of FO

Professor Ashmore will continue as FO secretary

Dr. Johnson will remain on AOE and Systems

Dr. Lownes will become chair of AOE

## **Adjournment**

At 10:37 there was a motion to adjourn and it was approved unanimously.

Submitted by:

Gale Ashmore, FO Secretary

Attachments:

- Dean's Report
- Academic Dean's Report
- Dr. Johnson's Report from the Grievance Committee

Randy Lowell, USC Union  
Dean's Report  
April 26, 2024

- The Campus Master Planning process will be starting in the next couple of weeks, kicking off with a group from Boudreaux visiting all of our campus facilities/buildings/property in Union, Jonesville, and Clinton on May 6, and then spending the afternoon here in Union having initial conversations with various stakeholders and constituencies from the campus and the community. More details as they become available.
- Next Spring, in March or April, the School of Music in Columbia will be putting on a brief opera performance at each of the system campuses for free to the campus/community, in celebration of 100 years of music at USC next year. More details to come.

### Students

- Final Spring enrollment numbers for this semester include record high headcount of 1,244 (up 26.42% over last Spring's 984), and FTE of 733 (up 27.92% over last Spring's 573). This includes being up both in traditional student and dual enrollment student populations. Additionally, Fall applications/admits for new freshmen are well up over what they were at this time last year for the coming Fall semester.
- We had a press conference at Union County High School on April 11 to formally announce our new 2+2 Education bachelor's degrees pathways with USC Upstate and the school district that will allow those dual enrollment students to complete our associates degree and their first two years of coursework before finishing high school towards an Upstate bachelor's degree in early childhood education, elementary education, or middle-level education. Their upper division coursework will be able to be completed at Upstate or on the Union campus, as well as their student teaching, all within the second two years of the program. This initiative will be a great help to our efforts to help Union County train and retain more teachers who are in such high demand in the area, as they are in so many other parts of the country.
- Two of our SGA student officers represented USC Union at the Board of Trustees meeting in Columbia last Friday, including current Vice President, Nico Steinweg, and incoming President, Katie Painter. They joined SGA Presidents and Vice Presidents from all of the system campuses to provide the Board members with feedback about their experiences on their respective campuses, and did a great job advocating for their classmates in the process.
- We had a number of student-athletes who made the NJCAA Region 10 All-Academic honors list for the Fall 2023 semester, which requires students to achieve at least a 3.0 GPA while passing 12 credit hours. This included:
  - o Men's Soccer: Carlo Gonzalez, Maximillian Diebold, Michael Murphy, Maximus Moriarty, Jay Brunson, Matheus Mateus, Nico Steinweg, Tim Groenenberg, Adrian Williams, Josue Mejia, Ben Roder, Mila Mzamane, Chris Neilson, Luke Hopewood, Matteo Chittaro, Rogelio Contreras, Jedidiah Omoghan, and Donovan Cobb
  - o Women's Volleyball: Audrey Stacks, Hannah Johnson, Cadence Clayton, Holly Thames, Lapri Cromer, Amber Cooklin, and Kierra Martin
- USC Union Bass Fishing continues to excel in competition, including officially making it into the Top 25, nationally, coming in at #25 in the Bass Pro Shops School of the Year standings as of April 16, 2024. With a number of Bantam Anglers heading to national championship competition this summer, two of them, Tanner Hadden and Caleb Hudson, narrowly missed a first-place finish at the Clarks Hill Classic this month, finishing in second place among the 147-team field.
- Bantam student-athletes continue to excel in competition. On the baseball diamond, on March 26, freshman Colin Ingle logged the first complete game no-hitter for USC Union, striking out four and walking one, in the 11-0 victory for the Bantams. More recently, the Bantams Baseball team won two

out of four games against the #1 ranked team in the nation at the time, Gaston College, which subsequently dropped to #4 in the nation after that weekend of action, and earned the Bantams the honor of being named Palmetto State Team of the Week for that week. Both the baseball and softball teams will enter into their conference tournament games at the end of next week, into the weekend.

- Additionally, freshman Rifle Team member, Keagan Dean, logged a top 20 finish at #18 in a national meet in Indiana on March 9, defeating competitors from large and small universities from around the country.
- In regard to the ongoing efforts by SC CHE to improve the transfer process for students in South Carolina, we received an update recently from Dr. Nesmith about some of that work that he is engaged in on a committee. It seems that they have moved on from the idea of trying to make some kind of block transfer of lower division to any upper division curriculum go through, and are focusing more on revisiting the list of 89 courses for transfer within the state to see what updates may need to be made there in relation to these efforts.

### Faculty/Staff News

- In addition to finalizing the search for a new Assistant Professor of English for the coming academic year, in Dr. Sarah Carter, we have also recently completed the search for Assistant Professor of Sociology, Dr. Jennifer Triplett, and for Instructor of Mathematics, Dr. Sarah Heuss. We are awaiting approval to make an offer for the Instructor of Art position, and we look forward to possible interviews with candidates for Spanish and Psychology.
- In Admissions, we have hired former student, Abby McCarley as a replacement for David Hope at the front desk. Out in Clinton, we will also have a new temporary employee helping with landscaping and maintenance, Blade Anthony, starting in two weeks. The Palmetto College Coordinator position has been canceled due to lack of eligible candidates, and has been replaced with a temporary version of the position. We also are currently searching for a Financial Aid Counselor, women's soccer coach, and cross-country coach. Finally, Anita Whitney will be stepping back from her full-time Student Activities Coordinator role this summer, staying on in a temporary role to continue to assist with volleyball and help Zach with coordination of club and intramural sports. In preparation for that change, we have a parallel Student Activities Coordinator position posted in hopes of hiring that person on before July so that they can learn from Anita before she steps away from that role.
- Special thanks to the Office of Academic Affairs for the Awards Night event on April 12 at the Main Street Junction, along with all of the other faculty, staff, and students who made the event a success for the packed house of family and friends there to celebrate the award winners' achievements.
- On March 26, we had a great groundbreaking event for our softball field renovation to create a new complex on Main Street in Union, which is anticipated to be completed by the end of the year. Special thanks to Annie Smith and Macy Petty for their efforts in spearheading the planning of that event, along with all of the other employees and students who made it a successful event, with many prominent members of the community in attendance. Annie and Macy, working with Bill Comer, recently submitted an application to Preservation SC on behalf of USC Union to be considered for their 2024 PSC Governor's Award. Winners for these PSC awards will be notified by May 31. And Giving Day was a success, with \$57,051 raised from 37 donors for USC Union, which included a large Horseshoe Society pledge from Mr. Hope Garner in the form of a planned gift.
- Dr. Tekla Johnson, Assistant Professor of African American Studies and History:
  - o Organized a class outing to explore the racial history of Union County, SC, on April 4, as part of a Union County Remembrance Day. Students had an opportunity to tour the old jail, view the Markers in Remembrance of sites of racial violence, walk through the site of the former African American hospital, and reflect over lunch together.
- Dr. Andrew Kettler, Assistant Professor of History:
  - o Published three book reviews: *African Studies Quarterly*; *Journal of Popular Culture*; *Renaissance Quarterly*

- Submitted four new book reviews for future publication.
- Published a review essay for H-Socialisms
- Presented at the Energy History Working Group
- Submitted a chapter for review at a Vernon Press edition on “Senses and Memory”
- Submitted a research article for review at the *Journal of Popular Culture*
- Presented at the Law and Animals Working Group at the University of Toronto
- Reviewed a manuscript as external reviewer for Routledge
- Assisted with a Manuscript Workshop at the Ann Johnson Institute at the main campus in Columbia
- Dr. Lee Morris, Assistant Professor of Biology:
  - Presented a poster “Multiple biases distort biodiversity records of freshwater aquatic invertebrate indicator species” with former Palmetto College student, Travis Wendel, at the annual Society for Integrative and Comparative Biology meeting in Seattle.
  - Invited to teach a one-day elective class for the Certificate in Native Plant Studies at Clemson University: “Native Plants for Pollinators”
  - Invited to be a facilitator for an online simulated case study for Philadelphia College of Osteopathic Medicine Georgia’s Interprofessional Education (IPE) (with DO, Nursing, Pharmacy, and MSW students)
  - Elected President of the South Carolina Association of Naturalists (SCAN), an organization dedicated to the gathering and sharing of natural history information about South Carolina, founded by the late State Naturalist and SCETV’s NatureScene co-host, Rudy Mancke.
- Courtney Pinnell, MSN, RN, CEN, TCRN, Instructor of Nursing:
  - Recently accepted into USC Columbia’s Doctorate of Nursing Practice in Executive Healthcare Leadership program to begin this Fall.

### **Facilities**

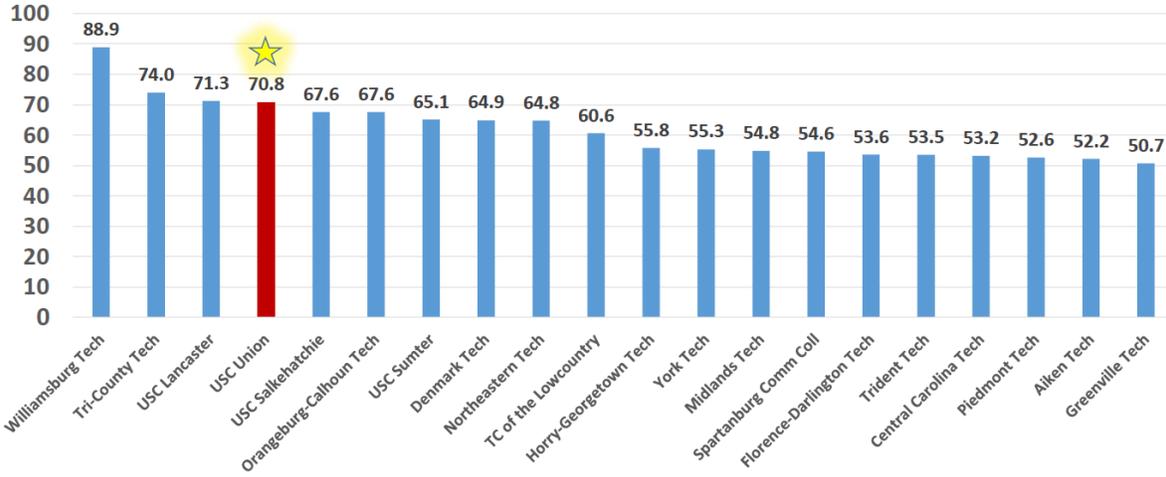
- FY24 Current Projects:
  - Jonesville Gym roof replaced – Hired architect and engineer
  - Student Services Building roof replaced – Hired architect and engineer
  - Main Building Phase 1 – Elevator replacement and HVAC demo complete
  - Baseball Field Phase 1 – Drawings in progress, parking lot complete
  - Softball Field Phase 1 – Final contract paperwork is in and out for bid
  - Wet lab and Truluck projects completed

### **Budget**

The campus is expected to meet budget projections for FY24 and end the year with a positive fund balance. For FY25, tuition and fees will once again be frozen, with no increases for the 6<sup>th</sup> year in a row. Budget allocations for deferred maintenance and operating funding from the state legislature for FY25 are not yet finalized, but in both the House and Senate versions, there are allocations for some additional campus funding. For each year that USC has frozen tuition, the state legislature has allocated tuition mitigation funding to offset the freeze. The Senate version of the budget includes a General Increase of \$1,375 for FTE employees earning \$50,000 and under, and 2.75% increase for FTEs over \$50,000. The initial budget requests for operating and deferred maintenance funds for FY26 will be submitted to the University Budget Office on May 1.

# Success Rate (%)

First-Time, Full-Time Undergraduates Entering in Fall 2019

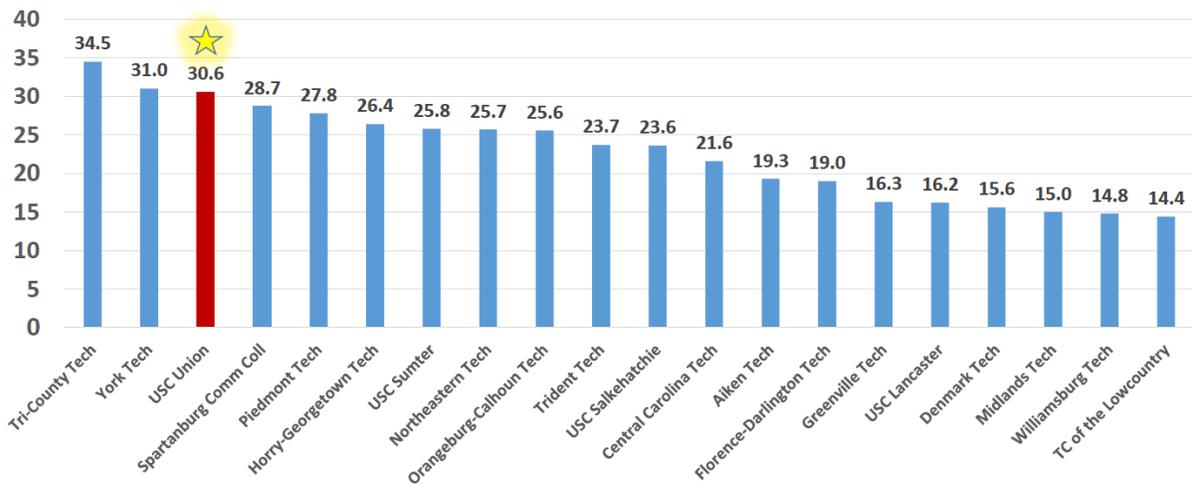


CHE success rate, in addition to graduates included in graduation rate cohort, includes as part of the completion group students who are still enrolled at the same institution during Fall term following 150% of program time and students who transfer to other institutions before 150% of program time. **SOURCE:**

[https://che.sc.gov/sites/che/files/Documents/CHE%20Data%20and%20Reports/Statistical%20Abstracts/2023\\_Statistical\\_Abstract.pdf](https://che.sc.gov/sites/che/files/Documents/CHE%20Data%20and%20Reports/Statistical%20Abstracts/2023_Statistical_Abstract.pdf)

# Graduation Rate (%)

First-Time, Full-Time Undergraduates Entering in Fall 2019



**Academic Dean's Report  
APRIL 2024**

Majdouline Aziz: [azizma@mailbox.sc.edu](mailto:azizma@mailbox.sc.edu)

Amber Ivey: [ai1@mailbox.sc.edu](mailto:ai1@mailbox.sc.edu)

Caden Jackson: [cadenaj@email.sc.edu](mailto:cadenaj@email.sc.edu)

Nikki Cromer: [auton@email.sc.edu](mailto:auton@email.sc.edu)

**Final Exams:**

- Final exams for full semester classes are to be given ONLY at the regularly scheduled time listed on the final exam schedule.
- In any course or laboratory that meets weekly, no quiz, test, or examination shall be given during the last class session before the regular examination period. In any course or laboratory that meets two or three times a week, no quiz, test, or examination shall be given during the last two class sessions before the regular examination period. In any course or laboratory that meets more than three times a week, no quiz, test, or examination shall be given during the last three sessions before the regular examination period.

**Final Grades:**

- When entering final grades in Self-Service, if a student had stopped attending that class at some point (or stopped logging in the case of an online class), you will need to enter a grade of "FN" (rather than just an "F"), as well as their last date of attendance/login for that student. Those unearned/walk-away FN's are tracked by Financial Aid to determine if the student owes additional money and that information needs to be as accurate as possible when those grades are entered.
- Final grades are submitted and posted to students' academic records using Self Service Carolina. Final grade rolls will be available 2-3 business days before the last day of class and are due no later than 72 hours after the date of the scheduled final exam. Grades submitted late may affect a student's academic standing, eligibility for financial aid, or ability to graduate.

**Advising:**

- Summer and Fall 2024 schedules are live.
- Please be sure to review your courses on these schedules and reach out to your advisees to schedule advising appointments.

**2+2 Fast Track to Teaching:**

The University of South Carolina Upstate, the University of South Carolina Union, and Union County School District have launched the Union County Fast-Track to Teaching program. This initiative offers UCSD students a streamlined path to earning a bachelor's degree in early childhood education, elementary education, or middle-level education. UCSD students can begin by pursuing an associate degree through USC Union while still in high school, thanks to dual enrollment opportunities. After completing their associate degree, they can seamlessly transition into a bachelor's degree program at USC Upstate. UCSD students can fulfill the requirements for their chosen bachelor's degree in one of the education programs within two years of finishing their associate degree. During their time at UCSD, the cost of dual enrollment coursework with USC Union will be fully covered by the state's Lottery Tuition Assistance Program (LTAP). If any associate degree coursework remains after high school and the

student has a minimum final high school GPA of 3.0, the Union County Scholarship will cover the remaining tuition and fees that are not funded by the LIFE Scholarship and other grants and scholarships. Once UCSD students transfer to USC Upstate for their final two years of the bachelor's degree, they can use the LIFE Scholarship and the SC Teacher Loan program to cover tuition costs. Additionally, students in this program will have the chance to gain practical teaching experience in Union County schools or schools in the Spartanburg area. They also can complete bachelor's level coursework from USC Upstate at the USC Union campus when feasible.

The plans of study can be found at the end of this report. You'll notice that these plans start as early as 8th grade, catering to those early college/dual enrollment students interested in becoming teachers. However, for our regular students, please focus only on Year One and Year Two within these plans. When advising students interested in education, please consider these plans as a great option for them.

#### **HRSM:**

I continue to work on 5 other 2+2 programs with the College of Hospitality, Retail, and Sport Management. These programs will include SPTE, Hospitality, Services, Tourism, and Retailing. I will keep you informed as I work through these partnerships.

#### **Center for Excellence Literacy Grant:**

In collaboration with USC Upstate and UCSD, we have submitted a Center for Excellence Literacy Grant proposal. Here is a short description from CHE: "Development of a Center of Excellence for Science of Reading to equip the pre-service teachers with the proven fundamental reading principles, strategies, and methods to teach Pre-K - 3 students including English language learners and learners with special needs." The early childhood and elementary education faculty at USC Upstate have put together a proposal to house this center at USC Upstate in collaboration with USC Union beginning during the 2024 academic year (for 3 years). The proposal identifies providing pre-service early childhood and elementary teachers with opportunities to engage with Pk-3 students through school-based afterschool clinics (incorporate into PCAM 299 with the SCAA). These clinics will run for 8 weeks each fall and spring semester. We have identified Buffalo Elementary and Foster Park Elementary as potential Union sites for these clinics. We would also host camps (paid opportunities for pre-service teachers) right here on campus during the summers.

#### **Awards Night:**

Thank you to everyone who attended Awards Night. We presented a total of 37 awards and had a total of 102 in attendance.

#### **First Generation College Celebration Day 2024:**

Tentative Date: November 6

#### **Summer and Fall 2024 Final Exam Schedules:**

- Summer final exam schedules emailed to all faculty teaching summer classes.
- Fall final exam schedules will be emailed to all faculty soon.

#### **Course Materials and Syllabi:**

- Be sure to get information about any required course materials for your summer and fall courses to Tanja Black as soon as possible, ideally using the online submission portal to submit

textbook information. If you are not requiring students to purchase any materials for your class, also let her know so they can convey that to the students as well.

- Always be sure to submit summer and fall syllabi (by the first day of each semester) to Amber Ivey as soon as you have them prepared.

#### **Title IV Financial Aid Attendance Verification:**

FYI from Columbia with more information to come:

The University of South Carolina will soon implement a system to verify student attendance for those receiving Federal Title IV Financial Aid. We must verify that these students have attended/participated at least once in the courses for which they are enrolled.

Starting in Summer 2024, both students and instructors can use the "Attendance Tracking for Title IV Aid Recipients" system in Self-Service Carolina to streamline this process.

- Instructors will have access to a pre-designed attendance verification quiz in Blackboard for all courses. All courses will have this quiz, so please do not remove it. Having students complete this quiz is a simple way to complete the attendance verification.
- If you offer students tests, quizzes, assignments and discussion threads in Blackboard, the verification of attendance/participation will automatically be updated in Banner if a student completes the task.

If Blackboard options are not suitable, attendance can be manually updated by instructors in the Banner Attendance Tracker module.

- The module can be found in the faculty menu of Self-Service Carolina and has a similar look and feel to Banner Grade Entry, but it includes a calendar of class meetings on which faculty can easily mark participation.
- The system also has a "Select All" feature to indicate that all students on the Class Roll are participating on a given day.

#### **PURE Grant:**

- \$12,500 available in funds.
- I am pleased to announce that the Palmetto Undergraduate Research Experience (PURE) grant program has been renewed for this year. As you may recall, this grant program provides students at the four Palmetto College campuses with the opportunity to conduct research during the summer under the mentorship of a faculty member. The goal of this program is to encourage and enhance student-faculty mentoring and joint research efforts.
- I emailed for your review a FAQ page. Please review this page carefully. I also emailed you the application for funding. The application dates for 2022 are April 29, 2024, through June 7, 2024.
- Applications are evaluated and awarded on a rolling basis (pending available funds). Please note that these applications are to be completed by the student but will require a signature and letter of recommendation from the faculty mentor. Incomplete applications will not be considered. Applications/letters of recommendation should be emailed directly to me.



## Become an Early Childhood Teacher (PK - 3), Elementary Teacher (2-6), or Middle School Teacher (5-8)

### Associate's degree

Completed in High School  
(USC Union)

### Bachelor's degree

Completed within 2 years  
(USC Upstate)



### Tuition Coverage

South Carolina programs can be used to cover tuition costs while completing the bachelor's degree.



Early Childhood Program



Elementary Education Program



Middle Level Program



<b>Early Childhood Education Plan of Study</b>	
<b>8th Grade</b>	
<b>Year Long</b>	<b>Summer</b>
English I	Government and Economics
Algebra I	Personal Finance
Discovering Computer Science	
Total Credits = 3	Total Credits = 2
<b>Freshman (HS Only)</b>	
<b>Fall</b>	<b>Spring</b>
English II Honors	English III Honors
Algebra II Honors	Geometry Honors
World History Honors/AP Human Geography	Biology I Honors
Choice Elective - PE I	Choice Elective - Spanish I
Total Credits = 4	Total Credits = 4
<b>Sophomore (HS Only)</b>	
<b>Fall</b>	<b>Spring</b>
AP Lab/English IV Honors	AP English - Elective
Pre-Cal Honors	Chemistry I Honors
AP US History Lab/US History	AP US History - Elective
Choice Elective - Spanish II	Choice Elective
Total Credits = 4	Total Credits = 4
<b>Year One (all dual enrollment on Union campus or online)</b>	
<b>Fall</b>	<b>Spring</b>
ENGL 101: Critical Reading and Composition	ENGL 102: Rhetoric and Composition
MATH 111: Basic College Mathematics	MATH 221: Basic Concepts of Elementary Mathematics I
HIST 111: United States History to 1865	PSYC 101: Introduction to Psychology
SPCH 140: Public Communication	SPAN 109: Beginning Spanish I
THEA 200: Understanding and Appreciation of Theatre	Choice Elective
Total Credits = 15	Total Credits = 15
<b>Year Two (all dual enrollment on Union Campus or online)</b>	
<b>Fall</b>	<b>Spring</b>
Lab Science	Natural Science
SOCY 101: Introduction to Sociology	POLI 201: American National Government
MUSC 110: Introduction to Music	CSCE 101: Introduction to Computer Concepts
EDPY 401: Learners and the Diversity of Learning	EDTE 201: Issues and Trends in Teaching and Learning

Choice Elective	Choice Elective	
Total Credits = 16	Total Credits = 15	
<b>Year Three (at USC Upstate)</b>		
<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
MATH U232	EDRE U384	EDEC U410
MATH U233	EDFO U341	EDEC U420
	EDHL U221	EDEC U422
	EDFO U200	EDEC U424
	EDEC U349	EDEC U445
	EDCI U300	EDFO U485
Total Credits = 6	Total Credits = 15	Total Credits = 17
<b>Year Four (at USC Upstate)</b>		
<b>Summer</b>	<b>Fall</b>	<b>Spring (Student Teaching)</b>
	EDEC U446	EDEC U468
	EDEC U447	EDEC U469
	EDEC U448	
	EDEC U440	
	EDRE U414	
	EDRE U416	
Total Credits = 0	Total Credits = 17	Total Credits = 15

<b>Elementary Education Plan of Study</b>	
<b>8th Grade</b>	
<b>Year Long</b>	<b>Summer</b>
English I	Government and Economics
Algebra I	Personal Finance
Discovering Computer Science	
Total Credits = 3	Total Credits = 2
<b>Freshman (HS Only)</b>	
<b>Fall</b>	<b>Spring</b>
English II Honors	English III Honors
Algebra II Honors	Geometry Honors
World History Honors/AP Human Geography	Biology I Honors
Choice Elective - PE I	Choice Elective - Spanish I
Total Credits = 4	Total Credits = 4
<b>Sophomore (HS Only)</b>	
<b>Fall</b>	<b>Spring</b>
AP Lab/English IV Honors	AP English - Elective
Pre-Cal Honors	Chemistry I Honors
AP US History Lab/US History	AP US History - Elective
Choice Elective - Spanish II	Choice Elective
Total Credits = 4	Total Credits = 4
<b>Year One (all dual enrollment on Union campus or online)</b>	
<b>Fall</b>	<b>Spring</b>
ENGL 101: Critical Reading and Composition	ENGL 102: Rhetoric and Composition
MATH 111: Basic College Mathematics	MATH 221: Basic Concepts of Elementary Mathematics I
HIST 111: United States History to 1865	PSYC 101: Introduction to Psychology
SPCH 140: Public Communication	SPAN 109: Beginning Spanish I
THEA 200: Understanding and Appreciation of Theatre	Choice Elective (Humanities)
Total Credits = 15	Total Credits = 15
<b>Year Two (all dual enrollment on Union Campus or online)</b>	
<b>Fall</b>	<b>Spring</b>
Lab Science	Natural Science
SOCY 101: Introduction to Sociology	POLI 201: American National Government
MUSC 110: Introduction to Music	CSCE 101: Introduction to Computer Concepts
EDPY 401: Learners and the Diversity of Learning	EDTE 201: Issues and Trends in Teaching and Learning
Choice Elective	Choice Elective

Total Credits = 16	Total Credits = 15	
<b>Year Three (at USC Upstate)</b>		
<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
MATH U232	EDRE U384	EDEL U441
MATH U233	EDFO U341	EDEL U450
	EDHL U331	EDEL U455
	EDFO U200	EDEL U483
	EDEL U348	EDEL U487
	EDCI U300	EDRE U442
Total Credits = 6	Total Credits = 15	Total Credits = 17
<b>Year Four (at USC Upstate)</b>		
<b>Summer</b>	<b>Fall</b>	<b>Spring (Student Teaching)</b>
	EDEL U446	EDEL U468
	EDEL U447	EDEL U469
	EDEL U448	
	EDEL U460	
	EDRE U443	
	EDRE U444	
Total Credits = 0	Total Credits = 17	Total Credits = 15

<b>Middle-Level Education Plan of Study</b>	
<b>8th Grade</b>	
<b>Year Long</b>	<b>Summer</b>
English I	Government and Economics
Algebra I	Personal Finance
Discovering Computer Science	
Total Credits = 3	Total Credits = 2
<b>Freshman (HS Only)</b>	
<b>Fall</b>	<b>Spring</b>
English II Honors	English III Honors
Algebra II Honors	Geometry Honors
World History Honors/AP Human Geography	Biology I Honors
Choice Elective - PE I	Choice Elective - Spanish I
Total Credits = 4	Total Credits = 4
<b>Sophomore (HS Only)</b>	
<b>Fall</b>	<b>Spring</b>
AP Lab/English IV Honors	AP English - Elective
Pre-Cal Honors	Chemistry I Honors
AP US History Lab/US History	AP US History - Elective
Choice Elective - Spanish II	Choice Elective
Total Credits = 4	Total Credits = 4
<b>Year One (all dual enrollment on Union campus or online)</b>	
<b>Fall</b>	<b>Spring</b>
ENGL 101: Critical Reading and Composition	ENGL 102: Rhetoric and Composition
BIOL 110/L: General Biology and Lab	CSCE 101: Introduction to Computer Concepts
MATH 111: Basic College Mathematics	*MATH 115: Precalculus/Choice Elective
SPCH 140: Public Communication	**Natural Science/Lab Science
ARTE 101: Introduction to Art	PSYC 101: Introduction to Psychology
Total Credits = 16	Total Credits = 16/17
<b>Year Two (all dual enrollment on Union Campus or online)</b>	
<b>Fall</b>	<b>Spring</b>
EDTE 201: Issues and Trends in Teaching and Learning	EDPY 401: Learners and the Diversity of Learning
SOCY 101: Introduction to Sociology	POLI 201: American National Government
SPAN 109: Beginning Spanish I	***MUSC 110: Introduction to Music/Choice Elective (Humanities)
STAT 201: Elementary Statistics	Choice Elective (concentration course #1)
HIST 111: United States History to 1965	Choice Elective (cognate course #1)

Total Credits = 15	Total Credits = 15	
*Math focus requires precalculus. Other focuses can treat this as an elective course.		
**Math, ELA, or Social Studies focus requires one lab science and one natural science (earned AA degree); A science focus requires two lab sciences (earned AS degree).		
*** Math, ELA, or Social Studies focus requires MUSC 110 (earned AA degree); A science focus requires any humanities choice elective (earned AS degree).		
<b>Year Three (at USC Upstate)</b>		
<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
EDFO U341	EDSC U333	EDSC U440
EDFO U315	EDSCU344	EDSC U441
Concentration Course #2	EDHL U221	EDSC U443
	EDFO U200	Concentration Course #4
	Concentration Course #3	Cognate Course #3
	Cognate Course #2	Concentration Course #5
Total Credits = 9	Total Credits = 15	Total Credits = 16
<b>Year Four (at USC Upstate)</b>		
<b>Summer</b>	<b>Fall</b>	<b>Spring (Student Teaching)</b>
	EDSC U450	EDSC U480
	Content Methods Course	EDSC U485
	EDRE U418	
	Concentration Course #6	
	Cognate Course #4	
	Concentration Course #7	
Total Credits = 0	Total Credits = 17	Total Credits = 15

Motion to Revise Faculty Manual  
 Palmetto College Campuses Faculty Senate  
 University of South Carolina

Brief Title of Proposed Change	Update to the Grievance Procedure in the Faculty Manual focusing on non-T&P grievances
Committee Proposing Revision	System Affairs
Date of Presentation to Senate	4-12-2024
Senate Approval Date	

**Rationale for the proposed changes:**

The proposed changes come from a request by the executive committee to review the current grievance procedure and to provide any updates as seen necessary by the committee to make it more robust. To this end the committee has reviewed the current wording of the procedures and has made a number of changes to help clarify wording, flow, and a general update of the language to make the process clearer.

**Summary of Proposed changes:**

Current faculty manual grievance procedure along with the proposed changes in red text demarcating areas of revision.

Original	Proposed Changes
Starting on page 67  <b><u>Grievance Committee</u></b>  The Grievance Committee shall consider individual grievances brought before the committee by members of the faculty. The committee shall examine alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it shall attempt to resolve the matter through mediation or other appropriate action. This committee shall be composed of five tenured faculty, one elected by each faculty organization of the Palmetto College Campuses. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment.	Starting on page 67  <b><u>Grievance Committee</u></b>  The Grievance Committee shall consider individual grievances brought before the committee by members of the faculty. The committee shall examine alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it shall attempt to resolve the matter through mediation or other appropriate action. This committee shall be composed of five tenured faculty, one elected by each faculty organization of the Palmetto College Campuses. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment.

Grievance procedures are detailed on page 67. An elected Grievance Committee will hear all tenure and promotion related grievances for candidates whose files were reviewed by the Palmetto College Tenure and Promotion committee elected at the same time. As such, members of the Grievance Committee may have work that extends beyond the usual one-year term.

**Palmetto College Campuses Grievance Committee**

**Membership**

The Grievance Committee shall consist of one representative from each campus, elected by each campus faculty organization. Members must be tenured and may be senators. Members cannot be persons who are serving on the local or Palmetto College Campuses Tenure and Promotion Committee. Committee members shall be elected before the Spring Faculty Senate meeting and will respond to grievances concerning reviews conducted during the year for which that committee was elected.

**Purpose**

The Grievance Committee is not a court of law; it is a committee elected by the faculty and approved by the Palmetto College Campuses Faculty Senate of the university of South Carolina. Therefore, rules of evidence and other rules of procedure which apply to court proceedings shall not apply to hearings conducted by the Grievance Committee. The purpose of the Grievance Committee is to recommend actions which are fair to all parties. Hearings will therefore be conducted in a manner that is fair to all parties.

**Definition of Faculty**

Faculty members, for purposes of this grievance procedure, shall include full-time teaching and research faculty, professional

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**Definition of Faculty**

Faculty members, for purposes of this grievance procedure, shall include full-time teaching and research faculty, professional

librarians, and academic administrators who hold faculty rank. Non-Reprisal Faculty members shall be free from restraint, interference, coercion, or reprisal in bringing a grievance, serving as a representative of a grievant, appearing as a witness, or in seeking information about the grievance policy. The grievant may be represented by an attorney, at the grievant's expense, at any stage in the grievance process.

**Actions Subject to Appeal**

Individual USC faculty members have the right to grieve any administrative decisions affecting their employment, including but not limited to the following matters:

1. Denial of tenure or promotion, on the grounds of unlawful discrimination; violation or denial of procedural due process; inadequate or improper documentation, use of impermissible criteria, or improper evaluation of criteria; or denial of academic freedom.
2. Salary and compensation, on the grounds of unlawful discrimination; violation or denial of procedural due process; inadequate or improper documentation, use of impermissible criteria, or improper evaluation of criteria; or denial of academic freedom.
3. Non-reappointment of tenure-track faculty, on the grounds of violation or denial of procedural due process or denial of academic freedom.
4. And other matters (e.g., work assignments and disciplinary actions are grievable, although the faculty member should exhaust all other administrative procedures first) on the grounds of unlawful discrimination; violation or denial of procedural due process; or denial of academic freedom.

librarians, and academic administrators who hold faculty rank. Non-Reprisal Faculty members shall be free from restraint, interference, coercion, or reprisal in bringing a grievance, serving as a representative of a grievant, appearing as a witness, or in seeking information about the grievance policy. The grievant may be represented by an attorney, at the grievant's expense, at any stage in the grievance process.

**Actions Subject to Appeal**

Individual USC faculty members have the right to grieve any administrative decisions affecting their employment, including but not limited to the following matters:

1. Denial of tenure or promotion, on the grounds of unlawful discrimination; violation or denial of procedural due process; inadequate or improper documentation, use of impermissible criteria, or improper evaluation of criteria; or denial of academic freedom. (**See Procedure for Grievance Related to Denial of Tenure or Promotion page ##**)
2. Salary and compensation, on the grounds of unlawful discrimination; violation or denial of procedural due process; inadequate or improper documentation, use of impermissible criteria, or improper evaluation of criteria; or denial of academic freedom.
3. Non-reappointment of tenure-track faculty, on the grounds of violation or denial of procedural due process or denial of academic freedom.
4. **Along with** other matters (e.g., work assignments and disciplinary actions are grievable, although the faculty member should exhaust all other administrative procedures first **such as but not limited to the local campus grievance committee and any established Human Resource procedures**) on the grounds of unlawful discrimination; violation or denial of

A grievant may not ask the Grievance Committee to substitute its judgment for the qualitative professional judgments of any authorized university party or official who has already reached a decision on the matter in question. The Grievance Committee has authority only to review the process leading to the action or decision in question. Its function is to determine if there is substance to the allegations of the grievant. The Committee is limited to recommending appropriate action to the chancellor of Palmetto College.

#### **Procedure for General Grievance**

Below, the procedures for grievance are outlined, divided into two categories. The second category, Grievance Related to Denial of Tenure and Promotion, is the formal procedure which may occur after the usual tenure and promotion process. The first category, General Grievance, applies to all other grievances.

All requests and responses in both grievance procedures are to be in writing. All days referred to in this procedure are calendar days, however, when the last day of such a period falls on a weekend or university holiday, the effective date shall be the next regular business day. The day following the actual day of notification shall be the first day in the series. Since dates are critical to these procedures, requests and responses should be sent by registered/certified mail.

procedural due process; or denial of academic freedom.

A grievant may not ask the Grievance Committee to substitute its judgment for the qualitative professional judgments of any authorized university party or official who has already reached a decision on the matter in question. The Grievance Committee has authority only to review the process leading to the action or decision in question. Its function is to determine if there is substance to the allegations of the grievant. The Committee is limited to recommending appropriate action to the chancellor of Palmetto College.

#### **Procedure for Grievance**

Below, the procedures for grievance are outlined, divided into two categories. **The first category, General Grievance, applies to all grievances not related to the Denial of Tenure and Promotion.** The second category, Grievance Related to Denial of Tenure and Promotion, is the formal procedure which may occur after the usual tenure and promotion process.

All requests and responses in both grievance procedures are to be in writing (**i.e., written letter, email communication, or other form of written and dated communication**). All days referred to in this procedure are calendar days, however, when the last day of such a period falls on a weekend or university holiday, the effective date shall be the next regular business day. The day following the actual day of notification shall be the first day in the series. Since dates are critical to these procedures, requests and responses should be sent **in a format that can be verified when received, viewed, and dated (e.g., by registered/certified**

The grievance procedure may be lengthy, and the grievant who initiates a grievance procedure is advised to maintain a file of dated correspondence sent and received as well as dates and notes of conferences held concerning the case. Failure of any administrative official or reviewing authority to comply with the deadlines for action specified herein shall not operate to reverse or modify a tenure and promotion decision, but shall permit the grievant to proceed directly to petition the Palmetto College Campuses Grievance Committee or the next higher level in the Grievance Procedure.

1. Grievant formally requests oral and written explanation from immediate supervisor. The supervisor has 15 days in which to respond.

2. Within 30 days of receiving response from supervisor, the faculty member may file a grievance with the next administrative official (Dean of Academic Affairs, Dean of Campus or Palmetto College Chancellor). The official has 15 days to respond. If this official is the Dean of Campus, step 3 below is skipped. If this official is the chancellor, steps 3 and 4 below are skipped.

mail, email communication with read/received options checked, or other appropriate written communication).

The grievance procedure may be lengthy, and the grievant who initiates a grievance procedure is advised to maintain a file of dated correspondence sent and received as well as dates and notes of conferences held concerning the case. Failure of any administrative official or reviewing authority to comply with the deadlines for action specified herein shall not operate to reverse or modify a tenure and promotion decision, but shall permit the grievant to proceed directly to petition the Palmetto College Campuses Grievance Committee or the next higher level in the Grievance Procedure. **At any point the grievant may discontinue the process as it has been resolved, or no longer wants to pursue the grievance.**

**General Procedure for Grievance Related to Salary and Compensation, Non-Reappointment, and All Other Matters not related to Tenure and Promotion**

1. Grievant formally requests oral and written explanation from immediate supervisor. The supervisor has 15 days in which to respond. **A formal request is any written communication using the indicators *formal request or grievance*.**

2. Within 30 days of receiving a response from their supervisor, the faculty member may file a grievance with the next ranking administrative official (Dean of Academic Affairs, Dean of Campus or Palmetto College Chancellor). The official has 15 days to respond. **If this official is the Dean of Academic Affairs, proceed to step 3. If this official is the Dean of Campus, proceed to step 4. If this official is the chancellor, proceed to step 5.**

<p>3. Within 15 days of receiving response from the Dean of Academic Affairs, the grievant may request a review by the Dean of Campus. A response is due in 15 days.</p> <p>4. Within 15 days of receiving response from the Dean of Campus, the grievant may request a review by the chancellor of Palmetto College. A response is due in 15 days.</p> <p>5. Within 10 days of receiving response from the Palmetto College Chancellor, the grievant may submit the case to the Palmetto College Campuses Grievance Committee.</p> <p>6. The Palmetto College Campuses Grievance Committee will make its recommendation to the chancellor of Palmetto College within a 30-day period. A response from the chancellor to the grievant relative to the Palmetto College Campuses Grievance Committee's recommendation is due within 15 days of receiving this recommendation.</p> <p>7. Within 15 days of receiving response from the chancellor of Palmetto College, the grievant may request a final review by the president. The president has 20 days to respond.</p>	<p>3. Within 15 days of receiving a response from the Dean of Academic Affairs, the grievant may request a review by the Dean of Campus. A response is due in 15 days.</p> <p>4. Within 15 days of receiving a response from the Dean of Campus, the grievant may request a review by the <b>Chancellor of Palmetto College</b>. A response is due in 15 days.</p> <p>5. Within 10 days of receiving a response from the <b>Chancellor of Palmetto College</b>, the grievant may submit their case to the Palmetto College Campuses Grievance Committee.</p> <p>6. The Palmetto College Campuses Grievance Committee will make its recommendation to the <b>Chancellor of Palmetto College</b> within a 30-day period. A response from the chancellor to the grievant relative to the Palmetto College Campuses Grievance Committee's recommendation is due within 15 days of receiving this recommendation.</p> <p>7. Within 15 days of receiving response from the <b>Chancellor of Palmetto College</b>, the grievant may request a final review by the president. The president has 20 days to respond. <b>The decision by the president is final within the university.</b></p>
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