

FACULTY SENATE MEETING

November 4, 2009

1. Call to Order

CHAIR PATRICK NOLAN (Sociology) called the meeting to order.

2. Corrections and Approval of Minutes

CHAIR NOLAN asked for corrections to the minutes of the meeting of October 7. There were no corrections and the minutes were approved as written.

3. Invited Guests

CHAIR NOLAN noted that questions had been raised at the last meeting of the Faculty Senate regarding issues with the University Bookstore, especially relating to procedures involving book ordering and student purchases with the Carolina Card. Chair Nolan introduced Mr. Andy Shaffer, General Manager, to address the questions.

MR. ANDY SHAFFER (General Manager – University Bookstore) began his overview by noting that Faculty Senators are more timely regarding the submission of book orders than is the faculty in general. He thanked the Senators for their help with book orders, and observed that for the University to be in compliance with the Higher Education Opportunity Act, timely book orders from faculty are critical. The act, scheduled to go into effect in July of 2010, will require higher ed institutions to make textbook information, including ISBN numbers and pricing information, available online in time for students' preregistration and registration use. Additionally, timely receipt of book orders allows the bookstore to know which books will be used again, enabling it to buy back and offer used books for the subsequent semester.

MR. SHAFFER noted that the bookstore determines how many books are needed for each course on a title-by-title basis, based on reviewing two years' worth of sales history for each course and title, and by considering the book, the publisher, the textbook price, the assigned faculty member, the current enrollment, and the previous year's reorder rates. He notes that the bookstore does not order 100% of a course's enrollment for two specific reasons:

1. The textbook environment is very competitive at USC and students have a wide variety of purchasing options, and
2. Excessive returns of textbooks back to publishers' drives the price of books up.

MR. SHAFFER notes that the University Bookstore is happy to partner with any faculty member who has a concern regarding the number of books being ordered for any course. He outlined the options utilized by the bookstore when a stock situation occurs. The bookstore pays air freight for any book that is reordered when stock runs out; most reorders are available for students in 2 to 3 business days. If the book is further delayed, the bookstore works with the publisher to provide alternative delivery methods. If the bookstore is unable to provide a timely solution to a stock issue, the management team will provide a form to any student so that they can visit the Carolina Card Office to process an immediate refund off his/her card for an item that may only be available at another location. This option was utilized 35 times during the past semester.

MR. SCHAFFER noted that 13% of every textbook sale at the University Bookstore is returned to the University's General Scholarship Fund since Barnes & Noble got the contract in 2001, totaling over \$1.6 million per year in recent years. Mr. Shaffer invited Senators to pick up brochures in the lobby – one addressing frequently-asked question regarding ordering textbooks, one containing information on the Carolina Card, and one regarding a service of the University Bookstore for faculty struggling with textbook selection. He then opened the floor for questions.

PROFESSOR WANDA HENDRICKS (History) observed that her first-year students were unaware that they could get a refund form to take to the Carolina Card office in the event of a stock issue, and asked whether the University Bookstore could prominently display this information in the bookstore.

MR. SHAFFER replied that he could not speak to the Carolina Card's policies but believes that the information is on the website for the Carolina Card, and is given out to each student with the card.

PROFESSOR HENDRICKS wondered if the University Bookstore could put up a sign in the bookstore informing the students of the availability of the form, since first-year students were at a particular disadvantage regarding procedural information.

MR. SHAFFER explained that the need for the form is not typical and that the bookstore did not want to create a situation where employees are encouraging students to utilize a service that may not be needed. He notes that all management team employees are aware of the form and offer the option to students in the event of a service issue. He committed to working with the Carolina Card office to ensure that students are informed of the option.

CHAIR NOLAN noted that Lynne Mack, Director of the Carolina Card office, had planned to be at the meeting, but had contracted swine flu.

PROFESSOR HENDRICKS suggested that perhaps Mr. Shaffer could work with Ms. Mack to discuss the option at orientation so that the students would be aware of it and able to utilize it to get their books in the event of a stock or service issue at the University Bookstore.

VICE PRESIDENT TED MOORE suggested that Ms. Mack be invited to the next Faculty Senate meeting and that she could address additional questions related to the issue.

4. Reports of Committees

a. Senate Steering Committee, Professor Rebekah Maxwell, Secretary

PROFESSOR MAXWELL (Law Library) presented two nominees to fill the vacancy on the Faculty Grievance Committee: Professor Christopher Berg (Music) and Professor David Reisman (Biological Sciences). The Senators approved the nominees and they were placed on the formal slate. Professor Maxwell called for additional nominations for the vacancy. There were none, and she left the floor open for further nominations.

Professor Maxwell noted that the Steering Committee is still searching for a volunteer to fill a vacancy on the Committee on Instructional Development. This term runs until August 15, 2011, and interested parties should contact Professor Maxwell.

The Faculty Senate Office has distributed volunteer forms for the coming year's committee work, and Professor Maxwell thanked Jeanna Luker and Yvonne Dudley for getting the forms out. She encouraged Senators to volunteer for next year's committees and to encourage colleagues to volunteer, as well.

CHAIR NOLAN recognized Rhonda Jeffries (Education) as the current chair of the Committee on Admissions, and apologized to Professor David Whiteman for imagining that he was still Chair of that committee.

b. Committee on Curricula and Courses, Professor Jennifer Vendemia, Chair

PROFESSOR VENDEMIA (Psychology) began her report with the following announcements: The Academic Program Development website is now officially up and running. The website is the product of an immense undertaking under the direction of the Assistant Provost for Academic Programs, Dr. Kristia Finnigan. The website is a single comprehensive resource to create, develop and change academic programs and courses. This is a two-fold development: the establishment of the Academic Program website and the appointment of an Academic Program Liaison for each college and school who will serve as the primary information resource for all program and course actions and the main contact with the Provost's Office. These changes will simplify the work of the Committee on Courses and Curricula, as well as that of the Graduate Council curriculum committees. The page contains links to:

- new ACAF policies governing creation and revision of academic programs,
- establishment and modification of academic administrative units, creation and revision of academic courses,
- dual enrollment courses and international academic programs and agreements,
- current timelines with proposal deadlines and Board of Trustees and CHE meeting dates
- clear instructions for moving programs and courses through University CHE and SACS approval processes
- contact information for the new Academic Program Liaison representative in each college, school and campus across the USC System
- new single set of forms which can be used for either undergraduate or graduate program or course actions

The new forms are available right now and they are going to become mandatory as of January 1, 2010.

The Academic Program Development site is: www.sc.edu/provost/acadprog. Please visit the new website and share any comments with Dr. Kristia Finnigan or call her at 777-6727 or e-mail her at finnigan@mailbox.sc.edu.

PROFESSOR VENDEMIA reported changes in courses, curricula and course descriptions from the College of Arts and Sciences and the Moore School of Business, (please see attachment, pages 13 - 17). The Committee recommended that the Faculty Senate accept the changes. The changes were approved as written.

c. Committee on Scholastic Standards and Petitions, Professor Craig Keeney, Chair:

PROFESSOR CRAIG KEENEY (Libraries) presented two proposals (please see attachment, pages 18 – 19). The first proposal sought to change the time period during which a student can withdraw from a class from six weeks to seven weeks. The second added a paragraph to the University’s class attendance policy to include information on the services of the Student Ombudsperson in the Division of Student Affairs, and sought to clarify the language used in the list of potentially excusable absences. The proposals were passed as written.

d. Faculty Budget Committee, Professor Andrew Gowan, Chair:

PROFESSOR ANDREW GOWAN (Music) notified the Senators that his committee’s survey of faculty opinions on specific budget issues is now completed and will be deployed in a few days. Faculty will receive an email message from Professor Gowan. The message will contain a link to the online survey. Participation is estimated to take five minutes or less, and responses will remain anonymous. Professor Gowan encouraged Senators and faculty to participate in the survey and to provide input to assist the committee in its work.

Professor Gowan reported that the Faculty Budget Committee now has a website up and running at <http://www.sc.edu/faculty/committees/facultybudget.shtml>. Results of the survey will be posted on the site, as will other relevant documents that reflect the work of the committee.

e. Faculty Welfare Committee, Professor Charles Adams, Chair:

PROFESSOR CHARLES ADAMS (Public Health) reported on the recent activities of the committee. The committee has doubled its allocation of funds for seasonal flu shots for faculty this semester. The shots were used up quickly and the committee is gratified that faculty utilized the benefit. H1N1 vaccines are being distributed through the student health center in a number of clinics held on different days and in different time blocks. The day before the meeting, the Center had given out 500 H1N1 vaccines to students, staff and faculty, and had just received another 2,000 vaccines, mostly of the nasal variety. A limited number of injectable vaccines are available for those in certain restricted groups. Faculty, staff, and students are encouraged to get vaccinated. No appointment is necessary and there is no charge for the vaccinations.

The Faculty Welfare Committee also has provided funding for 45 cardiovascular screenings. Those interested in utilizing this benefit should contact Patrick Crowley in the Department of Exercise Science at 777-7745 or at crowleep@mailbox.sc.edu

In the coming year, the committee will be focusing on the areas of sustainability, salaries, and safety. Professor Adams notes that the committee can handle more than three issues, and encouraged suggestions from Senators, but has plans underway to address concerns in these three areas. The committee is working with Michael Koman in USC's Office of Sustainability and with the University's student body on sustainability issues.

The committee will also be considering issues relating to building safety, particularly regarding egress, and educating folks on how to safely evacuate a building.

Also during the coming year, the committee will be using knowledge gained from Focus Carolina's Quality of Life Committee to address faculty concerns over salary equity and salary compression.

Professor Adams encouraged Senators and staff to contact him with suggestions or concerns that need the committee's attention, and to visit the committee's website at <http://www.sc.edu/faculty/committees/facultywelfare.shtml>. Professor Adams then called for questions and clarified a number of senator's inquiries regarding the availability of the H1N1 vaccines.

CHAIR NOLAN noted that there would be no report at this meeting from the University Athletics Advisory Committee, due to the teaching schedule of its Chair, Pamela Melton (Law Library), but that the committee's recent activities will be reported soon.

CHAIR NOLAN noted the valuable work performed by the faculty committees on behalf of the University, and encouraged Senators and faculty to volunteer.

5. Reports of Officers

PRESIDENT HARRIS PASTIDES was unable to attend the meeting, and PROVOST/VICE PRESIDENT MICHAEL AMIRIDIS led the reports of officers.

The Provost observed that he would be reporting on four areas: status, searches, stimulus funds and social sciences.

Status: Provost Amiridis first delivered a status report regarding his call for proposals for the Quality Enhancement Plan. The University's Quality Enhancement Plan is an initiative to strengthen student learning, and fulfills one of our requirements from SACS. To date, the Provost's Office has received 20 proposals. Once the proposals have been sanitized to remove identifying information about the originators, they will go to the Proposal Review Committee, chaired by Professor Robert Best (Medicine). Provost Amiridis hopes that he will be able to announce the top four proposal winners at the next Faculty Senate Meeting. The Provost notes that the submission of proposals is the first step in a larger process. After the idea is chosen, we will formulate a big proposal, a plan, and eventually an implementation process.

Searches: Provost Amiridis then reported on three University level searches currently underway. The deadline is now past for applications for the position of Vice Provost. The committee, chaired by Dean Dennis Poole (Social Work), will begin interviewing finalists within the next two to three weeks.

A second search is being conducted by Vice President Steve Kresovich in the office of Research for an Associate Vice President for Research. The deadline for applications is the end of the month. Dr. Kresovich is in the process of constituting the search committee and will name a chair soon.

Dean Tommy Chandler of the Arnold School of Public Health is chairing the search committee for the Dean of the College of Engineering and Computing. The position is currently being advertised and Dean Chandler expects to begin interviewing candidates around the start of the spring semester.

Stimulus Funds: Provost Amiridis reported that decisions have been finalized in all areas but Student Affairs regarding proposals for stimulus funding. The Provost's Office is in the process of notifying the deans and the service units involved and moving the funds forward. The process by which the funds are awarded and spent will be very open and transparent, as required by law, and all interested parties will be able to follow the process and know what decisions have been made.

Social Sciences: A couple of months ago, the Provost called for proposals for Faculty Enhancement for Arts and the Humanities. While all the proposals have not yet been received (the deadline is approaching), response from faculty and departments has been so positive that Provost Amiridis intends to issue a similar call for faculty enhancement proposals from the Social Sciences.

VICE PRESIDENT TED MOORE greeted the Senators and delivered an update on the 2010 budget management plan. The legislature has told the University to prepare for another budget cut; 4.04% has been cut so far this year, but the University's budget management plan built in a bigger cut, so Vice President Moore is optimistic that the University is prepared for the next cut.

Vice President Moore recalled his briefing on fire safety, which he delivered at the last meeting, and asked if Senators had any questions on the issue.

Vice President Moore then introduced Associate Vice President for Transportation Derrick Huggins, to address the issue of sustainable transportation.

ASSOCIATE VICE PRESIDENT DERRICK HUGGINS (Transportation) discussed issues involving sustainable transportation at the University of South Carolina. He noted that by 2015, all of the State Government vehicles on the Columbia campus will be some form of alternative fuel vehicle. In the near future, the Faculty Senate will hear about this initiative from the State Fleet Manager and from Michael Koman, USC's Director of Sustainability. Next week, Associate Vice President Huggins is announcing new initiatives from his department at a forum in front of the Russell House. Three different themes, the Farmer's Market, Alternative Fuel Vehicles, and Community Service, will combine in a plan to formulate lifestyle changes for increased sustainability for the University's students and campuses.

Associate Vice President Huggins introduced a second initiative, the Bike Sharing Program. The initiative would put 10 to 12 bike kiosks across campus offering temporary use of a fleet of bicycles that students could rent by swiping their Carolina Cards. The program anticipates temporary, on-campus use, after which the student returns the bike to a kiosk. At the end of the year, the provider of the kiosk service, Ibike, will award money for scholarships to the University, based on revenues generated by the bike program. Transportation will be working with Michael Koman in Sustainability to review areas for potential scholarship funding through the program.

Associate Vice President Huggins presented a third initiative, a car sharing program for the University's international students, who may have difficulties borrowing or renting cars. The program features a number of cars placed in visible spaces across campus that can be rented and accessed by swiping the Carolina Card. It is anticipated that the freedom of mobility that results from the program will be of great benefit for international students without cars.

Associate Vice President Huggins discussed ways in which he intended to use the hydrogen fuel-cell bus, which will be in USC custody for a year, to promote sustainability issues at USC. He also introduced his hope to have a rail line on campus, running from the current location of the Moore School to its future new location in Innovista. In addition to providing an additional transportation option, the rail initiative is intended to promote more walking and cycling on campus.

An unidentified Senator asked about safety issues concerning cycling around campus, specifically, those regarding helmets for bicycle riders and the shortage of bike lanes on the streets. Associate Vice President Huggins noted that his department plans to take up these issues with the University's campus master planners and that he intends to push harder for bicycle safety on campus.

VICE PRESIDENT TED MOORE introduced Tom Syfert, Associate Vice President for Health and Safety, and noted that it was he who prepared the report on fire safety that Vice President Moore summarized at the last Faculty Senate Meetings. Associate Vice President Syfert monitors fire safety and health issues throughout the entire University system.

6. Report of the Chair

CHAIR NOLAN did not deliver prepared comments but shared his reactions while listening to the reports and presentations.

7. Report of the Secretary

There was no report of the Secretary.

8. Unfinished Business

PROFESSOR REBEKAH MAXWELL (Law Library) called for further nominations for the slate to fill the vacancy on the Faculty Grievance Committee. There were none, and the floor was closed to further nominations. Because more than one person volunteered for the vacancy, the Faculty Senate Office must conduct an election. Professor Maxwell thanked Professors Berg and Reisman for being willing to run. Paper ballots will be mailed out soon, and the results will be reported at the next Faculty Senate meeting.

9. New Business

There was no new business.

10. Announcements

The next meeting of the Faculty Senate will be on Wednesday, December 2, 2009, at 3:00 p.m. in the Law School auditorium.

11. Adjournment

A motion to adjourn was seconded and passed.