Service Pins Awarded at January Faculty Meeting

After a hiatus of some years, state personnel caught up with the following faculty members. Dr. Festa, at the January faculty meeting, announced and presented faculty members with recognition pins (certificates should have come under separate cover) for ten, twenty, and (in one case) thirty years of service in South Carolina.

Thirty Years
James P. Anderson (Math)

Twenty Years
Malcolm Clark (History)
Nan D. Morrison (English)

Ten Years
E. Lee Drago (History)
Hope Florence (Math)
Robert E. Fowler (Education)
Marsha Hass (BA/Econ)
James Hawkes (BA/Econ)
George Hopkins (History)
Margaret Humphries (Education)
Bishop Hunt (English)
Caroline Hunt (English)
Paul Jursa (BA/Econ)
Edward Lawton (Education)
Carla Lowrey (Languages)
David Mann (Political Science)
Jorge Marban (Languages)
Michael Marcell (Psychology)
David Maves (Fine Arts)
Amy McCandless (History)
J. Frank Morris (Languages)
John Newell (History)
George Pothering (Computer Science)
Herb Silverman (Math)
Faye Steuer (Psychology)
Pamela C. Tisdale (Education)
Michael Tyzack (Fine Arts)
D. Reid Wiseman (Biology)

Survey Results: Fitness Program Alternatives for College Faculty

Professor Dana Espinosa (PE/Health) provided results of a survey she had distributed in the fall term. She provided tabulated results to the editor, which unfortunately are cumbersome to reproduce in this format. However, a discussion is not so cumbersome.

1. Which type of activity program would respondent participate in if offered? Aerobic dance=68; walking=62; weight training=50; jogging=24; co-ed volleyball=30; racquetball=42; 22 others listed a variety of other activities.

2. Fitness assessment—which services would respondent be interested in receiving? Cholesterol check=88; exercise prescription=78; stress testing=77; blood pressure monitoring=61; dietary analysis=61; hydrostatic weighing=51; flexibility testing=50; maximum aerobic capacity=48.

3. Time of day preferred? This is an interesting breakdown. It looks like most prefer lunch or after work. Before work=35 [this breaks down into 6-7 (11), 630-730 (11), and 7-8 (13)]; Lunch=106 [this breaks down into 1130-1230 (21), 12-1 (48), 1-2 (37)]; After work=103 [this breaks down to 5-6 (49), 530-630 (33), 6-7 (31)].

4. A program designed year-round was desired by 112 of the respondents. Another 33 replied "fall and spring." Others chose either of several logical alternatives of fall, spring, and summer.

5. There were lists of seminar/short course options on a variety of topics. With the exception of six people who (no doubt Carolina graduates—just kidding) wanted to learn more about anabolic steroids, most of the following were chosen in either format (seminar or short course): injury prevention during exercise; exercise with heart disease; nutrition, cholesterol, and exercise; children and exercise; women and exercise; weight loss/control and exercise; aerobic and anaerobic: what are they?; exercise and diabetes; weight training.

A total of 152 surveys were returned for these data. Professor Espinosa writes: "Stay tuned for further information."

thanks to Cheryl Graves and Barbara Mitchell for providing this list, which is as of February 3, 1989

FACULTY MEETINGS:
February 13th
March 20th
April 10th
May 8th
AUXILIARY SERVICES: Parking and Other Matters—an interview with Joel Lake

Ed. What exactly is Auxiliary Services?
JL: All self-supporting functions of the College, like food service, dormitories, parking, bookstore/campus shop, vending machines, property management, and insurance. The office is located adjacent to the business affairs office on the first floor of Randolph. The Senior Vice-President for Business Affairs (Floyd Tyler) is the upper management of this office.

Ed. What does self-supporting mean?
JL: Revenues must equal or exceed expenses each fiscal year for each particular item mentioned. This is a requirement of the state. A deficit is never planned. If it happens it is not expected. If there is an unexpected expenditure in a given year, for instance, if an athletic team goes to a playoff tournament where partial funding comes from vending machine revenues, there may be a deficit. That isn’t likely to happen every year, so a balance forward to the next fiscal year makes do, but the state auditors require us to document such circumstances. For any item, fees and selling prices are established by projecting future expenses. For instance, if utility rates increase, then dorm fees may increase.

Ed. The Faculty wanted me to talk to you about parking. How many spaces in College lots are allocated to faculty?
JL: There are four types of surface parking lots: faculty, staff, student; and unrestricted. Faculty only are A (Fine Arts North) and Q (behind 29 Coming) lots. The total is 46 spaces. Lot A is designated as reserved for permit holders 24 hours a day, 7 days a week. Faculty may park in lot A with a temporary permit during other than normal working hours. Other than lot A, college employees who are working on weekends and so forth can park in any available lot after 4 pm and on weekends.

Ed. It is has been my experience that any college with a central city location suffers from a parking shortage. What are some of the numbers?
JL: For a surface space, the approximate daily cost to a permit holder is less than $1.60 a day. The costs for leased spaces in the two garages is somewhat higher. We lease a total of 600 spaces in the George St. and Wentworth St. garages. Approximately 50 faculty/staff have purchased permits for those areas. The costs there are less than $2.00 a day to park. The surface lots total about 730 spaces; of these, 290 faculty/staff have permits for surface lots. All areas are assigned based on seniority as determined by number of years of employment with the state of South Carolina and by preference indications on permit application forms.

Ed. For what we have talked about so far, who is responsible for making those policy decisions? For instance, who decides which lots are allocated to faculty, which lot is the 24 hour lot, who determined the seniority rule, and so forth?
JL: The current policy was established in July of 1982. The policy memo is five pages long and was signed by President Collins. Basic parking policies have not changed since that time. [Editor’s note: Mr. Lake was kind enough to furnish a copy of that memo, which is now in my files.] At that time there were 125 faculty/staff spaces and 259 spaces for students. It is clear from figures mentioned before that we have increased parking facilities, even though we lost the Science Center lot and the Sears lot. I should add that last year Professors Nelson and Ritchie, on behalf of the Faculty Welfare Committee, did an audit of parking space assignments and found no discrepancies.

Ed. What are the plans when the new dorm is completed and there will presumably be more on campus students requesting parking?
JL: College Inn will be leveled and a surface lot placed there with a minimum of 44 additional spaces. There are spaces at College Inn and at lot K on that corner. The College is constantly looking for available land to lease or purchase for parking.

Ed. Faculty complain to me a lot about not being able to find a space in especially B lot during normal hours. The general complaint is that they see cars with no visible permit and no visible yellow citation envelope. Is that aspect of parking your territory?
JL: The only leverage we have is Public Safety’s ticketing authority. A car with three citations is subject to towing. The citation fee currently is $20. After towing, the city traffic court has jurisdiction over summons and court appearances. The College is considering implementing its own ticketing system. The primary reason for this proposed change is that 80% of the ticketing revenue is retained by the city.

Ed. The other complaint I hear is how awkward it is for a faculty member to obtain a temporary permit. Some of this is an extension of not being able to find a space in the assigned lot and it’s ten minutes before class starts.
JL: Park the vehicle in an adjacent lot. Telephone my office (2-7834) before you go to class. We will notify Public Safety to ticket cars illegally parked in that lot and to be aware of your vehicle’s location so that your car will not be cited.

Ed. We talked briefly once about what needs to be done when a faculty member goes on sabbatical or leave of absence.

continued on the next page
Enrollment Report

[Editor's note: the following was presented at the Academic Affairs/Chairs meeting on February 6th.]

Total Enrollment for Spring '89

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<th>Spring '89</th>
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<th>F'88</th>
<th>MM '89</th>
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Applications for Fall '89 Compared

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<th>2-1-88</th>
<th>2-2-87</th>
<th>2-3-86</th>
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<td>Received</td>
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<td>2857</td>
<td>1942</td>
<td>1397</td>
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<tr>
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<td>1587</td>
<td>1100</td>
<td>776</td>
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<tr>
<td>Paid</td>
<td>781</td>
<td>617</td>
<td>462</td>
<td>331</td>
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</tbody>
</table>

Discussed at this meeting was the fact that though the published date for admissions cut-off is August 1st, "it is part of our mission to admit qualified students who are from the tri-county area after that date." (Quote attributed to Dr. Festa.)

Sick Leave Policy

[Editor's note: Barbara Mitchell, Personnel Office, supplied the following information, which appears in the Personnel Rules Manual for the College of Charleston.]

A. Eligibility: Sick leave shall be accrued by and granted to: (1) permanent and probationary full-time employees, and (2) Permanent and probationary part-time employees who are scheduled to work at least one-half the workweek of the agency on a twelve month basis or who are scheduled to work the equivalent of one-half the workweek of the agency on a twelve month basis during the full school or academic year of nine months or more for a State administered educational facility.

B. Earnings: (1) Full-time employees: All permanent full-time State employees shall be credited with sick leave beginning with the date of employment at the rate of one and one-fourth working days per month of service or fifteen days per year. (2) Part-time employees: All permanent part-time State employees shall be credited with sick leave beginning with the date of employment on a prorata basis that produces the equivalent earnings of one and one-fourth working days per month or fifteen days per year for full-time employees.

C. Use of Sick Leave: An employee shall be granted sick leave if absent for any of the following reasons: (1) Personal illness or injury incapacitating the employee to perform duties of the position; (2) Exposure to a contagious disease such that presence on duty could endanger the health of fellow employees when certified by a licensed physician; (3) Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during non-work hours. To the degree possible, examination appointments must be approved in advance by the appointing authority; (4) Sickness during pregnancy or other temporary disabilities. To the extent permissible, the date on which sick leave for disability is to begin shall be at the request of the employee based on the determination and advice of a doctor. In no event shall such date be prescribed unilaterally by an appointing authority except on the basis of professional medical opinion that the employee is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health of the employee; (5) Treatment of alcoholism—sick leave may be charged by an employee for the purposes of participating in public and/or private treatment and rehabilitation programs for alcoholics which have been approved by the South Carolina Department of Mental Health; (6) Sick family—employees may use five days of their available sick leave annually to care for ill members of their immediate families. The definition of "immediate family" in this instance includes: spouse, children, mother, father, continued on immediate left column

Parking interview with Joel Lake, continued

JL: Summer parking applications will be sent to departments early in March. Fall '89 applications will follow during the third week in March. We should have those applications returned to us by approximately May 1st. For employees who are on sabbatical, I would request department chairs to submit applications so that those employees may have a reserved space. This would include new employees and potential adjunct faculty slots. This procedure would recur every semester.

Sick leave policy, continued

spouse's mother and father, legal guardian, and grandchildren if the grandchild resides with the employee, and the employee is the primary caretaker of the grandchild.

Sick leave is deducted at a rate of eight hours a day and 40 hours a week, but less than a day may be taken—in hour increments.

[Editor's note: a faculty member requested this information be printed in this issue. The policies here do not imply that there have been any recent changes about which readers should be aware.]
New Student Evaluation Form Proposed

Instructor________________Course________Term_____

I will appreciate your assistance in helping me become a better teacher. Please circle the best answer. If you simply cannot choose between two or more options, circle all appropriate answers. Do not sign the sheet, thus assuring yourself of complete anonymity. Be perfectly honest; otherwise I will not be able to use your constructive criticisms to better myself. Be sure to read the Important Note below.

1. Knowledge of subject matter: (1) pre-eminent; (2) peerless; (3) transcendent; (4) matchless.
2. Lecture presentations: (5) stimulating; (6) spellbinding; (7) fictitious; (8) piquant.
3. Personal appearance: (9) handsome; (10) a real Adonis; (11) far out; (12) out of sight.
4. Personal mannerisms: (13) prepossessing; (14) captivating; (15) charming.
5. Understanding of student needs: (16) empathetic/insightful; (17) perspicacious; (18) no one could do better.
6. Meets student needs: (19) superbly; (20) best I ever saw; (21) even better than that.
7. Would you take another course from this instructor? (22) most definitely; (23) I can't wait; (24) where's the waiting list?
8. Would you recommend this teacher to your friends? (25) you bet; (26) nobody else; (27) yes, yes, yes!
9. Overall evaluation of the course: (28) best I ever had; (29) no way it could have been better; (30) zowie!
10. Overall evaluation of the instructor: (31) the greatest; (32) dreamy; (33) I love him/her; (34) grossly underpaid.

Important Note: This form will be machine scored. The computer is not programmed to read write-in evaluations, which cause expensive computer downtime. You must assume full responsibility to avoid this, since it will adversely affect your final course grade.

IDEAS FOR THE NEXT ISSUE: Academic Affairs' policy on adjunct faculty; are the tenure/promotion guidelines changes or interpretations of the Manual? Other ideas welcome. RSVP.

Calendar
--February 22: Last day for "W" grades for undergraduates
--Mar. 27-April 3: Pre-registration for Fall '89

thanks to ji, bc, cg, twp, ecm, smh, bam, de, cf, pt. for their assistance with this issue

CORRESPONDENCE RECEIVED
--Committee Report: Faculty Welfare Cmte:
The Faculty Welfare Committee met bi-weekly during the fall semester 1988 and took the following action:
1. Requested that information about the salaries of classified and unclassified state employees be obtained from the State Budget and Control Board and kept on reserve in the library.
2. Requested that all unclassified employees be granted the privilege of choosing a retirement system, a privilege which is currently available only to employees hired after July 1, 1987.
3. Passed a no-smoking resolution and brought it before the faculty.
4. Reviewed the changes (subsequently rescinded) in the evaluation process in the Department of Fine Arts.
5. Proposed a change in the Manual concerning service on the Tenure-Promotion Committee by faculty with administrative positions.

--Dr. Carla Lowrey (Languages), Chair

--To David Mann from Klaus de Albuquerque:
With a new era of evaluation/assessment upon us, I suggest we consider instituting (in consultation with the appropriate student governing body) a formal procedure for Faculty and student evaluation of key Administrators and Administrative offices/functions. The intent of this evaluation would be to provide the necessary feedback to those persons and offices providing services to Faculty and students with a view to making them more accountable, efficient and responsive. We certainly have enough expertise on campus to develop the appropriate evaluation "instrument" and work out the mechanics of the process.

I think such an effort on our part would be applauded by the President and Board of Trustees.

--Fulbright Workshop Scheduled:
For faculty who are interested in "international opportunities available...through the various Fulbright programs, the James F. Byrnes International Center at the University of South Carolina is sponsoring an all-day workshop" on Tuesday, April 4, 1989. "The workshop is designed to accomplish the following objectives: (1) To raise faculty/staff understanding of the operation of the Fulbright programs, (2) To sharpen faculty/staff skills in writing effective Fulbright proposals, and (3) To create an opportunity to meet other colleagues who maintain similar interests and those who have had successful Fulbright projects." Contact Dr. Jerman Disasa (777-7810) for further information. College of Charleston department chairs, the Academic Affairs office, and Dr. Mann have relevant reply forms.