

1999

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FS Minutes

20 January 1999

FACULTY SENATE MEETING

January 20, 1999

MINUTES

President Moore called the meeting to order at 3:10 p.m. The Minutes from the meeting of November 18, 1998, were approved as presented.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (J. Moore)

President Moore's report included the following announcements:

- The Board of Regents (BOR) met on January 14 and 15, 1999, at the University of Florida. A copy of the Agenda for the meeting is on file in the Faculty Senate Office.
- On January 16, 1999, there was a local bill hearing meeting of the Hillsborough County Legislative Delegation in Tampa at the Hillsborough County Center. Prior to that hearing, the University of South Florida (USF) hosted the annual continental breakfast at which the Leadership Council, the Governmental Relations Committee, and other faculty and staff met with legislators for informal talk about USF and related governmental matters. All those who attended the breakfast were thanked.
- A letter has been sent to the Governmental Relations Committee asking for support of House Bill 270 sponsored by Senator John Grant. This bill would change the law that currently excludes all Fine Arts grades from the calculations of high school grade point averages in college admissions to include them in the calculations. This would include Fine Arts as a valid academic area and halt the practice of discriminating against Fine Arts students in their grade point average calculations.
- Search announcements and position descriptions for two dean positions were distributed. The two positions are the Dean and Executive Officer of the Lakeland Campus and the Dean of International Affairs.
- The new University Mace was unveiled to the Commencement and Convocation Committee last week. Dean Emeritus Harrison Covington from the College of Fine Arts presented the new Mace. Dean Covington has written a description and meaning of each part of its design. Plans are being made by the Commencement and Convocation Committee in cooperation with the Office of University Relations to officially present the Mace at a faculty event in the near future. Plans are also being made for the display, maintenance, and use of the Mace in commencement

ceremonies.

- On January 28 and 29, 1999, the Advisory Council of Faculty Senates (ACFS) will meet in Tallahassee. Faculty Senate Past President Michael Knox and President Janet Moore will attend. ACFS is composed of all Faculty Senate Presidents in the State University System (SUS). The agenda includes meetings of the ACFS with Vice Chancellor James Mau and two of the Regents and their staff. In addition, there will be a discussion on policies against hate crimes and discrimination based upon sexual orientation, the site visits by the Office of Public Policy Analysis and Government Accountability (OPPAGA), reports from the Faculty Senate Presidents and the activities of their Senates, as well as the status of each university's faculty governance.
- The Senate Executive Committee was asked by the Faculty Senate in November, 1998, to review the discussion that took place regarding the investigation of university policies and practices as they pertain to admissions of faculty and students to university conferences and symposia. The intent was to determine if these events are accessible to university faculty and students. Nine appointments have been made to the Ad Hoc Committee on University Guidelines and that committee should be meeting within the next few weeks. The committee has been asked to report its findings to the SEC with a subsequent report to be given to the Faculty Senate by the end of the Spring Semester.
- On February 3-5, 1999, representatives from the OPPAGA will be on campus to conduct a program evaluation and justification review of the university. This is part of OPPAGA's review of the total SUS. Three program areas at each university will be examined: instruction, research, and public service. Specifically, OPPAGA will meet on Wednesday, February 3, 1999, with the Faculty Senate Executive Committee, United Faculty of Florida representatives, and a sample of faculty from various departments and colleges to discuss three things: the faculty role in research and public service, the funding and maintenance of quality in academic programs, and distance learning as a tool for improving instruction, evaluation, and efficiency. The OPPAGA representatives will also meet extensively with graduate and undergraduate students to conduct interviews about the quality and productivity of the university in each of the three program areas. Overall, OPPAGA will conduct such reviews at each institution and the whole SUS throughout January and February.
- President Castor was congratulated on her fifth anniversary at USF, as well as her renewed attention and positive regard that USF has throughout the State in part due to her fine leadership at this institution. President Castor was thanked for her excellent guidance these past five years with a standing ovation from the Senators.

PRESIDENT CASTOR

This Spring Semester started with a 1.6 percent increase in head count and a 1.8 percent increase in student credit hours. These increases are important when it comes time for all of the students to be counted and the total related back to funding for next year, especially looking at graduate level courses where USF also improved.

The USF Foundation is pushing the 200 million dollar mark in managed assets, the long-term endowment and the operations fund. The Foundation Board is made up of USF graduates, many of whom hold responsible places in business and in the financial industries. USF approached the Foundation a year ago when it was thinking of expanding its resident facilities. At that time, the Foundation agreed to become the developer for housing at USF.

The plans and sale of the bonds have been completed to construct 700 new, traditional housing slots. These will be the first new residence facilities in 20 years at USF. The facilities will be ready for occupancy a year from August.

Provost Tighe is not at today's meeting because he is attending a special meeting called by the BOR staff for Vice Presidents for Academic Affairs and Provosts to discuss the distribution of 72 million dollars in enhancement funds. As a result of the new classification system for the SUS, the Chancellor has recommended a distribution which takes into consideration a formula for undergraduate education. This formula includes head count as a significant factor in determining enhancement or performance funds. On the research side, there are 32 million dollars in undergraduate funds to be distributed as enhancement and 30 million dollars for all of the universities.

There was no discussion of PECO funds at the January BOR meeting because those funds have been experiencing a shortfall. When USF receives the Governor's recommendation, there will probably be some recommendation to make up the difference between the shortfall and the amount that is available in the PECO funds. President Castor has been assured that the Engineering Building will be back on the construction list .

At the January BOR meeting, it was discussed how to increase medical education at USF. This is being done, in part, because of the desire of Florida State University to expand medical education to that university. The BOR has commissioned a consultant firm, called MGT America, as well as a research educator as a consultant to make recommendations. Before talking about a complete, new medical school, the cost of expanding the current size of medical schools should be examined. Therefore, USF will be looking at what could be practically absorbed and the costs of doing so. The University of Central Florida has expressed an interest in developing a partnership with USF in the form of a Program in Medical Sciences (PIMS). This would enable them to offer the first year of the basic science program of medical school at the University of Central Florida, and then allow those students to matriculate here to the USF medical school. This program is still in the preliminary planning stage. The expansion of medical education is a topic that will be around for the next several months. The question was raised of the relationship of all this to Tampa General Hospital (TGH). TGH is the major teaching hospital for USF, and teaching hospitals have a lot to do with the whole equation of whether there should be an expansion of medical education because of the obvious costs. The most important factor is the cost of medical education and the cost which the State of Florida is willing to bear. Florida pays approximately 20 percent of the cost of educating a medical school student at USF. At the University of Florida, they pay approximately 10 percent. One of the keys is how much is the Legislature willing to expend. Another question raised was whether or not there is anything in writing for the BOR to review. President Castor indicated that this was a verbal report with no handout. However, there has been a request to transcribe the comments of the consultants in the form of an interim report and to distribute the comments immediately. As soon as President Castor receives her copy of the comments, she will make them available.

PROVOST TIGHE

Vice Provost Catherine Batsche gave a report on behalf of Provost Tighe who was unable to attend today's meeting. Her report consisted of the following announcements.

- Dr. Alexander Ratensky will be resigning as Dean of the School of Architecture and returning to the faculty at the end of August, 1999. A search for his replacement will occur later this semester.
- There have been twenty applications received for each of the positions of Dean for

the Lakeland Campus and Dean of International Affairs. A new phenomenon occurring is that many of these applications have been coming into the Provost's Office by electronic mail.

- The departments and colleges were thanked for their efforts in assisting with enrollment increases for the Spring Semester. Additional funding was provided for new sections, new cohorts, and distance learning classes. As a result, enrollment for the St. Petersburg Campus was up 9 percent over last Spring Semester, with Sarasota Campus enrollment up between 5 and 6 percent.
- The strategic planning efforts are moving along very well. The initial reports are in and draft copies will be available by the end of January or no later than the middle of February. After that time, the process for review by the university community will take place in order to provide feedback and suggestions to the task force groups. A draft summary of all the reports and recommendations should be out by the end of this semester.
- USF will be renting offices on 1 ½ floors at the new Port Authority facility. There will be six classrooms on the first floor. The second floor will have 5,000 square feet that will house office space. The primary program objective will be non-credit courses during the daytime. In the evening, the Master in Business Administration program will be offered. The offices in the upstairs area will house the Small Business Development Center; the Office of International Business will have several of its staff located there, as will the Center for Economic Development Research, and an office will be set up for the Master in Business Administration student advisement. Staff from the Educational Outreach Program will be housed there to provide distance learning and technical support for students. The building will be finished sometime this spring, with USF moving in by the end of May. Credit and non-credit course offerings will begin in August.

REPORTS FROM OFFICERS AND COMMITTEE CHAIRS

a. Secretary (James Vastine)

It is time for Faculty Senate elections for the 1999/2000 Academic Year and Secretary Vastine reviewed the Voting Units and Apportionment, Senate Vacancies, and the Senate Election Schedule. A motion was made and seconded to accept these three documents in order to begin the election process for the 1999/2000 academic year. The motion was unanimously passed. President Moore also reminded Senators that elections for next year's officers will be coming up later this semester. She encouraged interested Senators to start thinking about whether or not to run for a particular office.

b. Graduate Council (Chair Andrew Cannons)

Chair Cannons presented two new procedural items that the Graduate Council has been working on during the past several months: (1) Graduate Certificate Studies, and (2) Authorization of New Graduate Degree Programs.

The graduate certificates are new certificates that provide graduate education in a more disciplined and focused format. They are designed to better serve the needs of the community by providing specific knowledge and skills, as well as an opportunity to meet continuing educational demands. Currently, there are 23 certificate studies at USF in the College of Arts and Sciences, College of Fine Arts, Florida Mental Health Institute, Engineering, and Education. The Graduate Council reviews and makes

approvals of any new graduate certificates that come before the Council. Initially, there was no policy for reviewing certificates, thus, the reason for this new procedure policy. Chair Cannons pointed out that completion of a graduate certificate does not imply admission into a graduate degree program. A motion was made to accept the Graduate Council's new Graduate Certificate Studies procedure policy. Discussion was held and the motion was seconded and unanimously passed.

The Graduate Council would like to propose a new procedure for the authorization of new graduate degree programs in order to expedite the process and make the procedure more efficient. Chair Cannons pointed out that a new program may not be proposed for development or implementation unless it is listed on the current, five-year SUS Strategic Plan. The Graduate Council handles programs after they are listed on this five-year plan. The new procedure proposes that the academic unit submitting a new program will submit a five to ten page pre-proposal to its college for review and approval and the pre-proposal would then be submitted to the Graduate Council. The Graduate Curriculum Sub-committee will review the pre-proposal, making its recommendations to the Graduate Council and Graduate Dean. The Graduate Council will then submit its comments back to the proposing unit for revision. The revised pre-proposal will be forwarded to the Provost who will or will not recommend approval. With approval, the academic unit will then be allowed to develop the full proposal according to the SUS guidelines. The full proposal will be forwarded to the Provost for review and approval. If approved, the proposal will be recommended for the President's approval and submitted to the SUS Office of Academic Programs for action. The Graduate Council feels that this procedure will simplify development of graduate degrees and will allow more feedback to the academic units for revisions during the proposal development, rather than receiving feedback after the proposal has been developed.

Discussion was held regarding this new procedure. The question was raised at what stage in the review process does the Graduate Council look at what the program costs in the context of present allocation of resources. Chair Cannons replied that the Graduate Council does not look at the resources. Resources are looked at by the Office of the Provost and by the academic unit that is submitting the proposal, but not by the Graduate Council. The Graduate Council functions solely as an academic review committee. The question was raised regarding the wording of the first paragraph on page 2 of the proposed procedure as to whether or not the Graduate Council could stop the process. It was recommended that the first part of the first paragraph be deleted and that the paragraph start with "The Graduate Council and Graduate Dean" A motion was made to accept the Authorization of New Graduate Degree Programs, with the proposed change to paragraph 1, page 2. The motion was seconded and unanimously passed.

c. Undergraduate Council (Chair John Robison)

The Undergraduate Council has been asked to consider incorporating the General Education Council and its functions within the Undergraduate Council. The issue addressed by Chair Robison on behalf of the Undergraduate Council was should this change occur, would there still be two separate groups. The Undergraduate Council recommended that there should be one council that considers all aspects of undergraduate education at USF. Therefore, the Undergraduate Council proposed that the General Education Council be incorporated into the Undergraduate Council and cease to exist as a separate body, creating one council. The Undergraduate Council has discussed the possible expansion of its current membership by merging these two groups. It was decided that the membership would be kept in its current form. If, at

the end of this year it is determined that more members are needed, the Undergraduate Council will ask for the membership to be expanded. Chair Robison pointed out that with one council the process of having new courses approved should be streamlined. The Undergraduate Council will review the process for submitting new course proposals and will expand upon the instruction guidelines so that faculty will have a better idea of what should be submitted for new courses and/or revisions to existing ones. Therefore, the Undergraduate Council recommended that its charge be modified and clarified as follows (new words are in italics):

The Undergraduate Council is responsible for recommending to the President, Provost, and Dean of Undergraduate Studies and for reporting to the Faculty Senate on matters pertaining to undergraduate courses, curricula, instructional programs, and degrees of the University. Responsibilities include *the evaluation of courses for the liberal arts curriculum, as well as the* periodic evaluation of the general education policy and other existing or proposed programs. The Council shall advise the President, Provost, and the Dean of Undergraduate Studies on the development of the future undergraduate academic program of the University and shall aid them in developing, reviewing and updating the University's statement of academic goals and objectives.

The motion was made that the charge of the Undergraduate Council be modified as presented. The motion was seconded. After a call to question, the motion was unanimously passed.

ISSUES FROM THE FLOOR

There were no issues from the floor to be discussed.

OLD BUSINESS

There was no old business on today's agenda to be discussed.

NEW BUSINESS

a. Reaffirmation of Prior Resolution

This issue is in reference to USF's discrimination policy on sexual orientation and discrimination on that basis. Since 1990, Chancellor Reed took the position that until the state or federal law changed, individual universities could not adopt their own policy which recognizes sexual orientation as a protective characteristic. On November 15, 1995, the USF Faculty Senate passed a resolution which supported the inclusion of sexual orientation in the SUS's equal employment opportunity policy. This was instigated by a letter from President Castor to Chancellor Reed asking that the issue be reopened for further review. On October 19, 1998, President Castor sent a letter to Chancellor Herbert requesting him to re-examine the BOR policy in light of new laws and policies. The SEC discussed these issues and decided to reaffirm the prior resolution of 1995. On January 15, 1999, The Oracle reported that Chancellor Herbert stated the BOR does not have the power to add sexual orientation to the SUS's anti-discrimination policy until state or federal law does so. At the present time, USF has informal and internal policies in the Human Resources office which outline USF's "intention to not allow discrimination on the basis of sexual orientation." According to the Office of the General Counsel, USF does not have the legal power to discipline anyone who discriminates on the basis of sexual orientation.

However, as stated in President Castor's letter of October 19, 1998, the intent is to make USF a place where there will not be discrimination on the basis of sexual orientation. The process is still in place and is not a closed issue. A copy of the resolution was included in the materials for today's meeting, and President Moore asked for feedback from the Senators. A motion was made and seconded to reaffirm the USF Faculty Senate resolution of November 15, 1995, supporting the inclusion of sexual orientation in the SUS's equal employment opportunity policy. The motion was unanimously passed.

b. Academic Calendars 1999 - 2004

The SEC reviewed these calendars and made recommendations for changes to the Registrar's Office. The final copy of these academic calendars has been forwarded to Chancellor Herbert who has approved them. A copy of the final version was not available for distribution at the time of today's meeting. However, the calendars are available on the Registrar's Office web site which is accessible through the USF home page. A recommendation was made that class roles be given to the faculty at least one week in advance.

c. Banner Program (Vice President Laurey Stryker)

Dr. Stryker attended today's meeting to give an update on the On-Line Access Student Information System (OASIS) which is a product of Banner and also to answer questions on the Global Employment System (GEMS). Dr. Stryker was accompanied by Bruce Bursack, Associate Vice President for Enrollment Planning, and George Ellis, Director of Information Technology. The issue with GEMS was whether or not identification numbers would be used as opposed to social security numbers for individual identification. Dr. Stryker reported that based upon recommendations and feedback from several Senators, identification numbers will be used instead of social security numbers.

One of the issues in the technology area was to replace all business systems with a relational data base. The Project Implementation Status started in the Spring Semester 1998 with the Student Information System going live at various times throughout that semester. The next big challenge is to have each student's academic history in one record. The web access went fully operational in the Spring Semester. A highlight of the new system was that Fall 1998 Semester grades were processed for the first time. Continuing challenges include such things as working in two systems, learning the system, improving processes, correcting "bugs," and communications. Job one for future plans is to improve system operations, provide an opportunity for faculty to directly input grades, and disburse financial aid quicker to students. Dr. Stryker emphasized that feedback is continually needed from everyone in the form of letting the team know about any problems and recommending suggestions for improvement of the system.

The question was raised as to whether or not faculty will be able to download course lists. The information on how to download the lists is available through the Registrar's Office web site. The Senators encouraged Dr. Stryker to move forward with the process of allowing faculty to directly input their grades. Another question was raised regarding the input of plus/minus grades into the new system. Dean Sullins indicated that the system can now accommodate such an action, but the final decision to implement the grading system is up to the faculty. In regards to the plus/minus grading system, President Moore pointed out that both the Undergraduate and Graduate Councils are currently investigating this issue.

There being no further business, the meeting was adjourned at 5 p.m.

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