

1999

AY 1998/1999 FS meetings minutes: 1998-11-18

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FS Minutes

18 November 1998

FACULTY SENATE MEETING

November 18, 1998

MINUTES

President Moore called the meeting to order at 3:07 p.m. The Minutes from the meeting of October 21, 1998, were approved as presented.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (J. Moore)

President Moore's report included the following announcements:

- There is an official workgroup formally organizing the replacement or the conversion of business systems, such as the hardware, the software and data systems to make them year 2000 compliant with business products. This workgroup is under the direction of Vice President Laurey Stryker who is implementing USF's Year 2000 Action Plan.
- As the Faculty Senate President, Dr. Moore was interviewed during the first National Collegiate Athletic Association (NCAA) site visit last week. Questions were posed to her that dealt with gender equity, academic status of student athletes, the recruitment and alternative admission procedures, fiscal issues, the accessibility of the Faculty Senate to the Athletics Council, and vice versa, and other perceptions of the faculty to intercollegiate athletics in the university. Since the NCAA site visit, reports have been that the visit went very well. The self-study is available for perusal at each college dean's office.
- The Faculty Senate Office has a complete list of committees throughout the State University System (SUS) and the Community College System for establishing common prerequisites and course levels. In addition, a copy of the 1998/1999 Common Prerequisites Counseling Manual is available in the Faculty Senate Office. This document includes current policy procedures and important information about common prerequisite courses throughout the State.
- The Graduate Awards Reception and the Honors Convocation went very well. It was evident that this meant a lot to the students and the faculty. Efforts to continue such events should be conducted. President Moore thanked the individuals who worked on these events.
- University Libraries Director Sam Fustukjian remains in a coma after undergoing

surgery earlier this semester. The Senate Executive Committee (SEC) concurred that it was appropriate for her to send a letter on behalf of the Faculty Senate to Mr. Fustukjian expressing concerns, as well as great respect for the work he has accomplished for the library system.

- The Hillsborough Senior High School Council of Principals will be meeting Wednesday, December 9, 1998, on the USF campus. This is due, in part, to a response to members of the Leadership Council visiting various schools last year. After its business meeting, there will be various presentations for the principals to learn more about USF and any special programs that may be of interest to their students. David Carr, Faculty Assistant to the President, is responsible for faculty participation and welcomes input.
- A revised USF Enrollment Growth Plan for 2010 has been submitted by President Castor to Chancellor Herbert. This plan addresses how each university and community college will accommodate the expected increased enrollment. The plan also states that USF's undergraduate enrollment will increase at approximately three times the rate at the regional campuses. The plan outlines the rate of growth with the number of graduate students increasing more rapidly than that of undergraduate students, thereby changing our current ratio of 82 percent (undergraduate) to 18 percent (graduate) to a future ratio of 80 percent to 20 percent respectively. Graduate enrollment will continue to be the highest priority for enrollment growth at the Tampa campus. There is a copy of the Enrollment Growth Plan available in the Faculty Senate Office.
- A copy of the September 30, 1998, version of the Strategic Plan of the SUS, along with suggested modifications, is available for review in the Faculty Senate Office.
- The second draft of the SUS Accountability Project, Take 2 (also known as Performance Based Budgeting) has been submitted to the Council of Presidents. Provost Tighe distributed copies of the project to the SEC members at its meeting on November 4, 1998. This document reviews the system's accountability measures and includes the following items: the system's enrollment plan, the system's graduation rate, retention rate, total sponsored research and development expenditure per state funded departmental research expenditure, total increase in SUS institutions' endowment and total amount of annual giving, and degrees granted. These six measures would provide a frame of reference for evaluating the productivity and ensuring the accountability of the SUS to the Legislature for the funds invested. A copy of this document is available for your review in the Faculty Senate Office.
- The Board of Regents (BOR) will be meeting on the Tampa campus on November 19-20, 1998, in the Phyllis P. Marshall Center Ballroom. The discussion of the Strategic Plan is scheduled to take place at 3 o'clock on Thursday, November 19th. Both meetings are open to the public, and everyone was encouraged to attend.

PRESIDENT CASTOR

President Castor invited the Senators to attend the BOR meetings. She indicated that due to the fact that the main topic of discussion will be the SUS Strategic Plan, it is expected to be a first-class media event and possibly one of the most important sessions.

President Castor recognized the appointment of Dr. Susan MacManus, Professor in Government and International Affairs, to head the health care subcommittee of Governor-elect Jeb Bush.

President Castor called everyone's attention to the November 20-December 10, 1998 edition of *Inside USF* which contains a description of the Master Plan 2000 for the Tampa campus. Although there will be a lot of construction underway on campus, she pointed out that construction will begin in December on the west side of campus which will permanently close a section of Laurel Drive.

President Castor introduced Ms. Michele Oyala, Student Regent to the BOR. Ms. Oyala is an Education major at Florida Atlantic University and has been visiting USF to learn more about the campus. She will also be attending the upcoming BOR meeting.

PROVOST TIGHE

The Provost presented an update on the following items:

- Due to the fact that Universities Library Director Mr. Sam Fustukjian remains in a coma after undergoing surgery earlier this semester and that it may be a considerable time before he returns to work, an internal search will be undertaken for an interim director. Nominations will be sought from among the Library personnel, as well as from the university as a whole.
- A search committee is being composed for Dean of the Lakeland campus to find replacement for Yvonne Ralston who stepped down last summer. A national search is planned, and the process should be started within the next several weeks.
- The next phase of the International Activities Organization at USF has begun. This will be an effort to bring together and coordinate the various international activities within a single administration, to strengthen the budgetary framework, and to seek a new leader. This process is being conducted with an ad hoc and faculty advisory committee to advise on a proposed plan for consolidation and the search. The committee is chaired by Dr. Linda Whiteford and includes Senate representatives. A report is expected from the committee by December 1, 1998. At that time the next steps will be taken in order to have a timely advertisement of the position to attract a strong applicant pool.
- Sabbatical announcements were recently distributed to all faculty for sabbaticals for the year 1999-2000. Following discussions with the Faculty Senate last Spring, a new sabbatical option has been instituted in addition to the full year/one-half pay and the one-half/full year pay. This year there is an additional option for full year at two-thirds pay, which will be limited to faculty who have not had a sabbatical for 12 continuous years of service. Deadline for applications is January 4, 1999.
- The administration is considering the possibility of moving the fall registration from summer to spring semester. The suggestion for this consideration is coming out of the Enrollment Planning Committee in order to get better coordination and collaboration of both Student and Academic Affairs in addressing a systematic, long-term enrollment plan. The Enrollment Planning Committee saw a number of advantages to allowing students to register for fall semester during the spring. Some of these advantages would be departments would have had more time to add sections that demonstrate high, unmet demand, there would be fewer last minute changes in assignments for faculty, departments would have more time to identify adjunct professors if additional sections proved to be needed, students would have better opportunities for good advisement during the spring semester, and retention could be significantly improved if students could plan their schedules earlier. The moving of fall registration has been discussed with the deans who, in turn, have been asked to discuss it with their chairs and their faculty to find out if it is feasible.

The original proposal from the Enrollment Planning Committee was to make the new registration procedure effective fall semester 2000. However, due to the new computer program Banner which is used for registration, it may be possible to make the change available for the fall semester, 1999. Both options are being considered. This new procedure could be a significant service to the students, a benefit to the faculty, and probably an enhancement of retention and, therefore, enrollment as well. Comments can be directed to either Provost Tighe or Vice Provost Catherine Batsche, who is overseeing this effort on behalf of the Enrollment Planning Committee.

STUDENT GOVERNMENT REPORT (Vice President Joenathan Jones)

Vice President Jones stated that Student Government has changed over the past two years, and it would like to be more involved in the operations of the faculty and university community. He explained that Student Government is a lobbying and program organization headed by President Jessica Pawelkop and himself. Student Government has a legislative branch (Senate) and judicial branch (Supreme Court). Students are also employed by Student Government. Mr. Jones then talked about some of the accomplishments and activities of Student Government. These include: the printing and distribution of the Campus Planner, USF becoming a member of the Florida Student Association which is a state-wide lobbying organization, conducting town hall meetings, establishment of a Student Technology Committee, becoming a part of the Parking Services Committee, and supporting the United Way Campaign. The Student Government now has a web site and that address is www.student-gov.usf.edu. Mr. Jones was asked if USF's Student Government or any other state-wide student organization has taken a position on the question of academic tenure in the university system. His response was that although the issue did come up at the last board meeting of the Florida Student Association, it was tabled until after the BOR meeting.

At this time, on behalf of the Faculty Senate, President Janet Moore presented a letter of commendation to Student Government President Jessica Pawelkop and Vice President Joenathan Jones to congratulate the Student Government of the University of South Florida for their vital part in initiating and spearheading the development of the Florida Student Association. President Moore pointed out that the faculty welcome student participation in university matters and commend Student Government for bringing a credible benefit to USF's students.

REPORTS FROM OFFICERS AND COMMITTEE CHAIRS

Sergeant-at-Arms (Chris Ponticelli)

- Senators were reminded of the attendance policy in that if they cannot attend a regularly scheduled Senate meeting, they should contact either the Faculty Senate Office or the Sergeant-at-Arms. If at all possible, a replacement should be sent to the meeting so that their college is represented. In addition, if a Senator is going to be on sabbatical or a medical leave of absence, it is the Senator's responsibility to inform the Faculty Senate Office as soon as possible.
- Due to the fact that it is difficult for Senators from the regional campuses to attend all of the meetings, Ms. Ponticelli addressed the use of a conference call. She informed the Senators on the costs to conduct a conference call during the Senate meetings. There would be a one time cost of \$41.00 to bring a telephone line into the conference room. For any conference calls made between the Tampa campus and any of the satellite campuses, there is a \$25.00 fee to set up and disassemble the

telephone. The regional campus senators could then make the local call and be involved with the meeting. Ms. Ponticelli asked for feedback and/or comments so that the SEC will know how best to proceed. Senator Mitchell Silverman indicated that the basic issue to be resolved is one of allowing flexibility by the regional campus senators in terms of their class schedule. Department chairs and deans should be informed that these people may need a little more flexibility in terms of their scheduling. Another suggestion made was the possibility of rotating the meeting days of the Faculty Senate. President Moore indicated that these suggestions would be taken into consideration by the SEC.

Faculty Senate Standing Committees and Councils

The chairs of the Faculty Senate Standing Committees and Councils were asked to give an activity report to inform the Faculty Senate of their current activities. The intent of these reports was to strengthen faculty governance through attention to each standing committee and council. The Faculty Senate needs to check if these committees and councils are expediting the efficient functioning of the Senate and its affairs. The *Bylaws* also point out that it is a normal procedure for the chairs to periodically report to the Senate. Therefore, a request was sent out to the chairs of the Faculty Senate Standing Committees and Councils to give a two to three minute report at today's meeting. The following reports were given at this time:

1. Academic Computing Committee (Chair William Kearns)

- Since the beginning of Fall Semester 1998 the Academic Computing Committee has met two times to address the inadequacy of USF's policies regarding the use and protection of micro computing resources.
- Dr. John Llewellyn, Director of Academic Computing, has announced plans for the development of a system which would allow the creation of automatic electronic mail accounts for students.
- The workgroup on Computers and Technology asked the Academic Computing Committee to participate on six strategic planning teams whose recommendations will be used to formulate future direction of technology at USF.
- Plans are underway between the Academic Computing Committee, the Department of Academic Computing, the Center for Teaching Enhancement and Educational Outreach for the Fourth Annual Symposium on 21st Century Teaching Technologies which is scheduled for Spring Semester 1999.
- As Chair of the Academic Computing Committee, Dr. Kearns has served as USF's executive representative to the Internet 2 Project. He has also been involved in obtaining high speed network connectivity for USF through the National Science Foundation's High Speed Connections to the Internet Program.

2. Commencement and Convocation Committee (Chair Christine Probes)

- The Provost's office will be including an exit survey as part of each student's graduation packet.
- Several possible speakers for the December commencement ceremony have been recommended to President Castor. Marshals for the December ceremony will be provided by the Commencement and Convocation Committee.

- The new University Mace, which has been designed by Dr. Harrison Covington, will be used in the Spring Semester 1999 ceremony. Faculty Committee on Student Admissions (Chair Ram Pendyala)
- During the Fall Semester, the Faculty Committee on Student Admissions has been working with Project Thrust and Student Support Services to develop a summer bridge program admission policy that gives these two groups not only the flexibility and ability to recruit for these programs and maintain the integrity of these programs, but keep substantial faculty oversight through the Faculty Committee on Student Admissions.

3. Governmental Relations Committee (Committee Member Julian Dwornik)

- The Governmental Relations Committee met with Associate Vice President Kathy Betancourt on October 20, 1998. However, a chair was not selected at that time. During this meeting it was recommended that the committee dwell upon the strengths of USF, i.e., endowments, research, and enrollment issues, when dealing with the Legislature.

4. Graduate Council (Chair Andrew Cannons)

- The Graduate Council has met four times during the Fall Semester.
- There are three standing subcommittees: (1) policy, (2) curriculum, and (3) fellowships. The policy subcommittee has been working on two issues. One is a certificate studies policy. The Graduate Council has been asked to review and make recommendations of all new graduate certificates. A new policy has been approved by the Graduate Council for expediting approval of new graduate certificates. In addition, a new policy to help academic units in proposing new programs is currently under review. The Graduate Council has recommended the approval of four new courses. The first Graduate Awards Reception was held on October 29, 1998, at which three outstanding thesis and three outstanding dissertation awards were presented to the graduates and their mentors. This reception will become an annual event.
- The Graduate Council has its own web site which is a link from the Graduate School home page. This web site will contain all the information that is addressed at the Graduate Council meetings.

5. Honors and Awards Council (Chair Charlene Long)

- Chair Long was unable to attend today's meeting; however, a report was submitted which was read by President Moore.
- The Honors and Awards Council met on September 29, 1998, to consider awards for December graduation. Two individuals were accepted for honorary awards: C.W. "Bill" Young for Doctor of Humane Letters and Luis Valdez for Doctor of Fine Arts. There was extensive discussion regarding the current criteria for honorary awards.
- Plans for future considerations of the Honors and Awards Council include reviewing criteria for awarding Honorary Degrees, and what should be done with the Silver Room at the Marshall Center where faculty who are given plaques for 25 years of service are honored.

6. Instructional Technology Council (Chair James Carey)

- The current charge for the Instructional Technology Council is four years old. There have been a lot of changes in the council, the university, and technology since guidelines were established for the council's role as an advisor on applications of technology and instruction at USF and its branch campuses. Some of these changes include: personal computing is eight to ten times more powerful, costing about one-half to one-third of what it did four years ago; State University library system holdings are available via web with USF Virtual Library becoming an even greater piece of information support both for faculty and students; WUSF is building a new facility and it is going digital; and new two-way audio video interactive conferencing technology is being installed on all campuses. All of these kinds of functions which have grown and developed on the USF campus are now organized under an administrative unit that did not exist four years ago.
- In addition to all of these changes, of the council's 18 current roster voting members, 12 are new this year. The Instructional Technology Council has been working first to update its own charge to better reflect the current administrative structures that exist on campus and try to define a more relevant level of influence in the decisions that are made on this campus. The council is working to broaden its membership to include stronger, ex-officio relationships with Educational Outreach and Academic Computing, as well as creating working relationships with these two in order to better reflect the kinds of technologies that are currently being employed by faculty.
- Chair Carey indicated that the most critical thing for the Instructional Technology Council is to develop for itself a more effective, more responsive role in the area of advice to administration on faculty applications of technologies.

7. Library Council (Chair William Janssen)

- The Library Council has had two meetings this semester.
- The council has reviewed the state of the library this year, and based upon a survey of the students, the library is one of their highly regarded parts of the university.
- The council has two missions for the current year. One, with the progression of the university to a Research I status, the role of the library in supporting that will play an important part of fulfilling that level of mission. Second, a recommendation from a review of the library last year which resulted in the creation of a task force separate from the Library Council upon which many of the members served.

8. Publications Council (Chair Tom Massey)

- Gary Olson, Interim Director of the Publications Council for the past several years, has indicated that this position is no longer needed and, thus, has resigned. Currently, there are no plans to replace him. Associated with Mr. Olson's resignation, the council has switched from subvention based on royalty assignment to subvention based on a small grant process. In the past, the council provided funds for publication of books or creative works in return for

the assignment of royalties from the author to the council until that subvention was paid. After the subvention was paid, royalties were split. Last year it was changed to subvention based on a small grant process with no expectations that royalties will be returned to the council or that the funds will ever have to be repaid.

- Activities for the coming year include educating the council members in terms of the implications for the kind and number of applications that it could receive and, perhaps, new standards for review of those applications given that it will be a small grant process. Also, the faculty need to be educated regarding the Publications Council both in terms of obtaining information about the council and the kinds of expenses that may be typically associated with publishing text.

9. Undergraduate Council (Chair John Robison)

- The Undergraduate Council has been very busy this semester, meeting five times to date. The council is scheduled to meet one more time before the end of the Fall Semester 1998.
- Fourteen new courses have been approved thus far this semester.
- There have been changes approved to 3 existing programs: modifications of Criminology Law Enforcement Track, changes to the Art Education curriculum, and changes to the Theater Department curriculum.
- An Undergraduate Council website has been set up by Margaret Martinroe. • It has been proposed that the General Education Council should be more directly affiliated with the Undergraduate Council. Proposals on the process will be discussed at the council's upcoming meeting.

10. Research Council (Chair Gene Ness)

- The council meets two times a month on the second and fourth Mondays.
- The council received 50 creative research scholarships, 35 faculty international travel applications, and 15 conference support applications for the fall cycle. There will be a corresponding spring cycle as well.
- For funding purposes, there are five individual units and five subcommittees within the Research Council. The subcommittees include Arts and Humanities, Business and Education, Social Behavior Sciences, Life Sciences and Medicine, and Physical Sciences. Rather than giving an arbitrary lump sum to each of these subcommittees, there is a concept of proportional funding so that the chance of anyone being successful is exactly identical regardless to which committee they choose to have their particular proposal submitted. The applicant may choose the committee to judge the proposal.
- In order to develop a sound business plan whereby USF would examine how it discloses and proceeds with the development of intellectual properties at USF, there have been some changes made by President Castor in the administration of the Research Foundation. Michael Fountain, Executive Director of the Office of Corporate Development in the College of Business Administration, has been asked to be Interim Executive Director of the Research Foundation. In that capacity, he will conduct a ninety-day study of how best to structure the operations of the Research Foundation and to proceed with a plan that would

align USF more with some of the structures in place at other universities in that regard. Dr. George Newkome will be stepping down as President of the Research Foundation, but will remain a member of the Board of Directors as well as continue in his current position as Vice President of Research. Dr. Martin Silbiger, Vice President of Health Affairs, will be appointed President of the Research Foundation.

ISSUES FROM THE FLOOR

Senator Charles Arnade raised the issue of charging registration fees for USF students and faculty to attend conferences on campus. He indicated that he objects to the fact that now a conference held on the USF campus can charge the faculty and students. He feels that such a conference should be open to faculty and students without any charge. Senator Arnade made the motion that any conference that is held on the USF campus should be open free of charge to USF faculty and students upon presentation of proper identification. The motion was seconded and discussion was held. Due to the ten minute time limit for Issues from the Floor, President Moore recommended that an ad hoc committee be formed to look at this issue. Senator Elton Smith made a friendly amendment to the motion that this issue be referred to the SEC for discussion and bring to the Faculty Senate a proposal to be considered. The final motion was that the SEC will review this issue and make a recommendation. The final motion was seconded and was unanimously passed.

A second issue from the floor was Provost Tighe's announcement that there is another step to go in this year's salary administration process which is also referred to as the salary enhancement or the market equity component. The funds would come from the allocations by the BOR for performance based budgeting. However, these allocations have still not been made final. Discussion of the criteria and guidelines for the supplementary salary pool should be completed early next semester.

OLD BUSINESS

Importance of Teaching at USF: Reports and Recommendations

Dr. Marsha Vanderford, coordinator for a campus-wide pilot study on the importance of teaching at USF, reported on the committee and its recommendations. In 1997, the Provost created the Committee on the Importance of Teaching (CIT) comprised of faculty from cross disciplines on campus to consider an improved framework for evaluating teaching for reasons of faculty self-improvement and personnel decisions. The Provost was responding to on-going faculty concern about the adequacy of a single measure to evaluate teaching effectiveness across all disciplines, i.e. the uniform BOR evaluation form.

The CIT met throughout 1997 to determine what kinds of alternatives that could be developed which would more adequately reflect the kinds of work faculty do within units and classrooms. The CIT reported its results to the Provost and the Council of Deans in April, 1998. A summary of this report was presented to the Faculty Senate at its meeting on the October 21, 1998, and was reviewed by Dr. Vanderford at today's meeting. The CIT recommends the following: (1) USF will institute a pilot study in which volunteer individual departments create and implement alternate means of assessing teaching effectiveness that reflect each unit's goals. (2) The project will be undertaken in two phases: A) 1998-99: Volunteer departments/programs will identify student learning goals for their courses and units. The departments/programs will create assessment frameworks to measure the extent to which faculty and departments are fulfilling their goals. The frameworks will include a range of materials reflecting the best teaching practices applicable to the department's field and the unit's faculty. B) 1999-2000: Each volunteer department will conduct teaching

effectiveness evaluations of its faculty and unit based upon the alternate framework developed in Phase 1.

NEW BUSINESS

December Faculty Senate Meeting

President Moore made the motion that the SEC has recommended the December 9, 1998, Faculty Senate meeting be canceled. The motion was seconded and was unanimously passed.

The meeting was adjourned at 5:15 p.m.

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