

1999

## AY 1998/1999 SEC meeting minutes: 1999-03-03

Faculty Senate

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# USF Faculty Senate Archives

## SEC Minutes

3 March 1999

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### SENATE EXECUTIVE COMMITTEE

March 3, 1999

#### MINUTES

Present: Janet Moore, Andrew Cannons, James Carey, Julian Dwornik, William Janssen, Suresh Khator, Michael Knox, Chris Ponticelli, John Robison, Cheryl Rodriguez, James Vastine

President's Office: Betty Castor, David Carr

Provost's Office: Thomas Tighe, Phil Smith

Guest: Georg Kleine

The meeting was called to order at 3:00 p.m. The Minutes from the meeting of February 3, 1999, were approved as presented.

#### **PRESIDENT'S REPORT AND ANNOUNCEMENTS (J. Moore)**

President Moore's report consisted of the following announcements:

- President Castor contacted President Moore to discuss her intent with the Senate Executive Committee (SEC) to initiate a way in which to recognize the University of South Florida's (USF) chartered faculty. This item will be further discussed later at this meeting.
- Although only two nominations have been requested for the Marshall Center Enhancement Workgroup, four names have been received. The selected two individuals will be announced in the near future.
- A University-Wide Salary Ombudsman position has been created. The Salary Ombudsman reports to the University President and will be responsible for assisting USF employees who express salary concerns based on gender and/or race. The Ombudsman will receive such concerns, assist employees in obtaining salary data, provide other pertinent information requested by employees and make recommendations to the President to improve equity. The Ombudsman will assist the President and State University System (SUS) leadership in advocating for equitable funding for the SUS in the State legislative process. The Ombudsman will be

appointed from the faculty and will perform these duties on a part-time basis. Compensation will be negotiated and include course release and/or stipend. The Ombudsman will be appointed by the President of the University to a one-year renewable term beginning May, 1999. The deadline to apply is April 2, 1999. President Moore will be attending a screening process meeting and asked the SEC for feedback on the qualifications or nominations for that position.

- The Commencement and Convocation Committee has been meeting regarding several projects related to the new University Mace. The official unveiling of the new Mace will occur at the Emeriti Faculty Reception in April.
- Dr. Curtis Wienker, Faculty Representative for the Athletics Council has submitted a "Report on the Academic Status of Student/Athletes: Fall, 1998." Highlights of the report include:
  - The overall academic performance of our student/athletes during Fall, 1998 was solid with a mean grade point average of 2.75. The Fall, 1998 data represent improvements over Fall, 1997, which itself was a very respectable semester academically for our student/athletes. Factors which most likely contributed to the success of Fall, 1998 were the move to the Academic Enrichment Center to the Village, some additional resources dedicated to Academic Services for student/athletes, and an extraordinarily dedicated and capable group of people who are involved with those services, especially the leadership of Ms. Phyllis LaBaw and Ms. Cindy Moore.

The inauguration of the SUPERExcel program which is an important new intensive program of monitoring, tutoring, and counseling that is an additional energy and resource burden. If this program continues to demonstrate that is of value, it is suggested that it be expanded and be given high priority.

A copy of the full report will be available in the Faculty Senate Office.

- The Division of Conferences and Institutes will include the resolution that was passed at the February 17, 1999, Faculty Senate Meeting on University Conference Guidelines in their conference planning packets.

## **PRESIDENT CASTOR**

President Castor attended today's SEC meeting to discuss the idea of how to recognize faculty at USF in some physical place and space. Her particular interest is to recognize charter faculty for their initial service to the university. In addition, there is a second group of faculty to be recognized who have completed 25 (silver anniversary) years or more of service at USF. One idea that was recommended is the faculty/staff lounge which has just been refurbished and, as yet, has not been dedicated or named. This lounge could be dedicated to faculty and be designated as a faculty room of honor where charter faculty could be recognized with a plaque and/or a picture. It could be used to recognize Silver Anniversary faculty, as well as be a place for special award ceremonies. President Castor indicated that setting aside a special place to honor charter and Silver Anniversary faculty would be a good way to build tradition at USF. She indicated her hope that by starting this university-wide recognition, perhaps the individual colleges would do similar things in order to recognize their Emeriti faculty as well.

Other ideas which President Castor suggested included the possibility of using a sidewalk area, monuments, or the side of a building with a large, open area. Dr. Ponticelli suggested using the area around the Martin Luther King Plaza for displaying plaques. Dr. Dwornik

suggested using the Alumni Center for greater visibility by former students, in addition to having a plaque in the faculty/staff lounge. Dr. Knox would like to see faculty recognized who have received special kinds of awards either in the form of a picture or a plaque, depending upon space availability.

Discussion was held on how and who should work on this project. Provost Tighe suggested appointing a committee to work on this and to include feedback from other groups, as well as from the regional campuses. A motion was made that the discussions for honoring faculty and investigating different ways in which this could be accomplished should be handled by the Honors and Awards Council. The motion was seconded and unanimously passed. President Moore will contact the chair of the Honors and Awards Council, as well as suggest that an announcement be made to all faculty.

## **PROVOST TIGHE**

Provost Tighe reported on the following items:

- The search for Dean of International Affairs has attracted 100 applicants. The Dean of Lakeland search has attracted 114 applicants. The screening process for both searches has begun with significantly smaller pools of applicants.
- Sam Fustukjian, Director of the Tampa Campus Library, passed away on March 1, 1999. There will be a memorial service for Mr. Fustukjian on March 24, 1999. A public announcement will be sent to everyone with the time and place of the memorial. A national search for a new director will take place later this spring. For the time being, Dr. Derrie Perez has been appointed Interim Director of the USF Tampa Campus Libraries.
- USF has received a \$10,000 charitable trust grant, spread over two years, to enable a faculty-based committee to examine work practices of faculty with possible modifications to them in ways that might respond to challenges facing universities today. Last spring the results of a report on the way USF evaluates teaching was submitted to the Faculty Senate. The thrust of that report was that the standard way in which USF evaluates teaching is probably inadequate and reflects a passive role of how teaching is done at USF. The committee which conducted the survey suggested that USF should step back and focus on the learning outcomes of teaching. Then one could approach teaching in such a way as to produce those outcomes, consider how to select those outcomes, and evaluate teaching of faculty to the degree to which they contribute to that collective effort. The Faculty Senate endorsed the basic principals of that report, as well as a study to be undertaken. This study involves volunteer departments from each of the colleges to form faculty groups for studying how they approach and evaluate teaching in light of the principals of the report. Such a faculty group analysis is underway, and the charitable trust grant will help pay expenses of this study group.

Another focus of this charitable trust grant was to examine how USF delivers the curriculum to the student population. Based on the premise that USF's student population is 48 percent full-time, this university is not a traditional university. However, the manner in which we offer our classes and schedule our curriculum is geared to the traditional student and not taking into account that 50 percent of the student population faces life-constraining situations. This study will enable USF an opportunity to examine the way in which it offers its curriculum. If USF undertakes some experiments in areas of the university, how will faculty be rewarded for engaging in those innovative practices and new formats? In particular, how will

faculty be rewarded for incorporating teaching technologies in each of their curricula?

The other six universities that are in this study will be asking similar questions about changes in faculty work roles that might be more responsive to today's challenges. The particular questions that these six other universities pursue will vary with their own interests and concerns. The agreement is that all the universities will meet periodically to share questions and their findings. There is a mixture of public, private, liberal arts and smaller state colleges involved in this study. The first year of the study will be internal analyses and comparisons. During the second year some of the ideas will be implemented that were developed during the first year and outcome measures will be examined to find out what does and does not work.

## REPORTS BY OFFICERS AND COMMITTEE CHAIRS

### a. Instructional Technology Council (Chair James Carey)

Chair Carey reported that the Instructional Technology Council (ITC) Web page is now up and active and linked from and to the Faculty Senate Web page. The ITC Web page includes: a. Agenda for coming meeting, b. Minutes from past meetings, c. Listing of topics and issues under current consideration by the Council, with links to appropriate background and resource information, d. ITC Charge, Membership, and contact information. ITC subcommittees are currently: a. Working with Facilities to revise their Web interface for making information on classroom teaching space accessible to faculty/university community, b. Working with Off-Campus Credit to develop and test a survey of impact of instructional technology on faculty roles and responsibilities. ITC is completing a revision of its charge and will be submitting it to the Faculty Senate Committee on Committees.

### b. Meeting Survey (Sergeant-at-Arms Chris Ponticelli)

After the February SEC meeting, Dr. Ponticelli drafted a survey instrument to evaluate possible Faculty Senate meeting changes/times for review by SEC members. At today's meeting, comments and suggestions on the survey were discussed. The corrected survey will be included in the April Faculty Senate meeting materials with a request to the Senators to fill it out and either bring it with them to the meeting or return it directly to the Faculty Senate Office.

### c. Senate Elections (Secretary James Vastine)

Secretary Vastine reported that two nominations have been received from the St. Petersburg campus, one of whom is a librarian. However, there is no Senate vacancy for a librarian at this time. Discussion was held on how to handle this situation. It was recommended that the individual be informed in writing that there are no vacancies for librarians in this election, but there will be next year. A copy of the letter should also be sent to Dean Heller of the St. Petersburg campus so that he is aware of why the nomination for this person is being declined.

### d. Commencement and Convocation Committee (Professor Georg Kleine)

As a member of the Commencement and Convocation Committee, Dr. Kleine attended today's meeting to present a resolution on the use of the University Mace. Before presenting the resolution, Dr. Kleine gave a brief background on the mace. Due to the deterioration of the previous mace and to commemorate USF's 40th

anniversary, Undergraduate Dean Robert Sullins initiated a major study of how maces are being used at other universities. The running theme in the use of maces is that they are a symbol of academic authority of the president of a university. Earlier this year, the Commencement and Convocation Committee formed a sub-committee to work on this project. College of Fine Arts Emeritus Dean Harrison Covington was asked to undertake the task of designing a new mace. At this point, Dr. Kleine read a description of the mace. He then presented the following resolution from the sub-committee:

At its meeting on February 10, 1999, the University Commencement and Convocation Committee passed the following resolution:

### **Resolution on Use of the University Mace**

**Whereas** the University Mace is a symbol of authority representing both the Faculty Body and the officials of the University, and

**Whereas**, it brings great dignity and a sense of pageantry to university ceremonies of prominence,

**Therefore**, be it resolved that the Faculty Senate recommends all consideration be given to the inclusion of the University Mace in its major university ceremonies, including commencements, honors convocations, and other significant events. Furthermore, it is the recommendation of the Faculty Senate that the University Mace be maintained as a symbol of the University's authority and displayed in a place of honor that is protected and yet accessible to the University Community.

Discussion was held as to where the new mace would be displayed. Dr. Kleine indicated that President Castor would prefer to keep the new mace in her office. The old mace will be displayed in the library. Further discussion took place regarding how the mace could be portrayed on commencement programs and other university documents. Past President Michael Knox made a motion that the Commencement and Convocation Committee consider the following additional phrase in the resolution to the Faculty Senate: "And that its image be used in appropriate university publications, including commencement and convocation programs." The motion was seconded and was unanimously passed. Therefore, this motion will be forwarded to the Commencement and Convocation Committee and the resolution will be included on the agenda for the next Faculty Senate meeting.

## **OLD BUSINESS**

### **Office of the General Counsel Proposed Revised USF Policies and Procedures**

The SEC reviewed and discussed Proposed Revised USF Policies and Procedures 5-001, Scope and Responsibility of the Purchasing Department, 5-002, Vendors and Suppliers, 5-003, Competitive Solicitations, 5-004, Purchasing Documents, 5-005, Purchasing Approvals Required. Vice President Julian Dwornik suggested some grammatical corrections to policy 5-001. Pertaining to 5-005 E. USF Division of Information Technologies, Past President Michael Knox made the motion that the Senate Executive Committee recommends retaining the language of "... costing more than \$10,000" ... from the original policy. The motion was seconded and unanimously passed. President Moore will send a letter to the Office of the General Counsel notifying them of these recommended changes.

## **NEW BUSINESS**

a. Plans to Honor Faculty

The recommendation was made that a better definition of "charter faculty" be developed by the Honors and Awards Council. Another recommendation for consideration was the continuing recognition of current faculty that is more permanent. President Moore asked for ideas on who within the university should be in charge of these spaces which are set aside for faculty recognition. Past President Knox suggested this maintenance function be included in someone's position description as part of their duties and responsibilities.

b. Enrollment Planning Steering Committee

President Moore announced that the Enrollment Planning Steering Committee has an opening for a faculty representative, and she has been asked to make a nomination. She asked the SEC members if they could recommend someone for her to talk with about this position. John Robison suggested it might be a good idea to consider some of the faculty who have been advisors. President Moore would like to announce the new faculty representative at the March meeting of the Faculty Senate. Therefore, names should be forwarded to the Faculty Senate Office before that meeting.

c. Senators' Responsibility toward Faculty Governance and Committee Service

Discussion was held regarding the time set aside at Faculty Senate meetings for Issues from the Floor. President Moore asked for advice on how to handle a non-Senator who approaches her with an issue that the individual would like to have addressed by the Faculty Senate. Past President Michael Knox responded that the non-Senator needs to appeal to the Senator representing their college to bring the issue to the floor. Then that Senator could introduce the individual to speak on the issue and, if no one objected, allow the person to proceed. In other words, non-Senators should have a sponsor from the Senate. Another option would be that a faculty member who is not on the Senate could approach the appropriate committee chair to ask for representation. Mr. Smith pointed out that by giving the floor to non-Senators without previous knowledge of the issue to be raised, there could be issues that are fundamentally union issues. Essentially, there is a potential point of conflict between the United Faculty of Florida (which deals with terms and conditions of employment) and the Faculty Senate (which deals with issues having to do with academic matters). A quick judgment may have to be made whether the issue being raised is a senate or union issue.

On a positive note, President Moore pointed out that there are things happening now that are bringing community and university service to the forefront. For example, there will be an open forum for the strategic planning task forces after the March Faculty Senate meeting. There appears to be an effort by the university through the task forces to change negative attitudes expressed by some of the Senators for the lack of appreciation for their service within the university itself. President Moore asked the SEC members to encourage Senators and committee chairs to attend the open forum after the Faculty Senate meeting or to attend one of the other scheduled forums.

**OTHER**

President Moore announced that one Senator polled her colleagues to find out what items were important to be addressed by the Faculty Senate. Issues received were:

1. With the new registration system in place, can we change the grading system to allow for plus and minus grades?
2. There seems to be a lack of flexibility in the tenure and promotion guidelines for anything other than research. Not all faculty members have the research focus, and there is a need for "worker bees" to take care of the day-to-day running of programs, primarily in undergraduate programs.
3. More clarification on the classification of intern supervision is needed for the calculation of TIP awards. Some colleges still do not recognize intern supervision in this regard.

Discussion was held as to who should handle these issues. President Moore will forward this information to the appropriate individuals or committee chairs.

Agenda items for the March Faculty Senate meeting include the Bylaws Committee vote on proposed changes, nominations of officers, a GEMS presentation, and the resolution from the Commencement and Convocation Committee.

There being no further business, the meeting was adjourned at 4:55 p.m.

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