

1999

AY 1998/1999 SEC meeting minutes: 1999-01-13

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SEC Minutes

13 January 1999

SENATE EXECUTIVE COMMITTEE

January 13, 1999

MINUTES

Present: Janet Moore, Andrew Cannons, James Carey, Julian Dwornik, William Janssen, Michael Knox, Barbara Loeding, Gene Ness, Chris Ponticelli, John Robison, Cheryl Rodriguez, James Vastine

President's Office: David Carr

Provost's Office: Tennyson Wright, Phil Smith

Guest: Curtis Wienker

The meeting was called to order at 3:09 p.m. The Minutes from the meeting of December 2, 1998 were approved as corrected.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (J. Moore)

President Moore's report consisted of the following announcements:

- In response to a request from Senator Charles Arnade during Issues from the Floor at the November 18, 1998 Faculty Senate meeting, an Ad Hoc Committee on University Conference Guidelines was established. Nine appointments were made to this ad hoc committee and they are Charles Arnade, Laura Ellenburg, Suresh Khator, Elizabeth McFalls, Mohsen Milani, Sandra Robinson-Waldrop, Richard Taylor, Deborah Sutherland, and Fredric Zerla. This group will meet as an ad hoc committee and make recommendations to the Faculty Senate on university conference guidelines.
- A letter was sent to the Governmental Relations Committee specifically advocating support for the new Senate Bill 270 being sponsored by Senator John Grant. This bill asks that colleges include Fine Arts grades in grade point averages for admits. At this time, Fine Arts averages are being excluded in grade point averages for college entrance throughout the State. This causes more alternate admits in Fine Arts; the number of Fine Arts alternate admits would most likely decrease if grades in the Arts were included in their grade point averages. • On Saturday, January 16, 1999, the

annual Hillsborough County Legislative Delegation Breakfast will be held at the Hillsborough County Center in downtown Tampa. The breakfast takes place before the local bill reading of the Legislature. Members of the Governmental Relations Committee, as well as USF faculty from other departments, will be at the breakfast. This is an informal meet-and-greet breakfast to present the University of South Florida (USF) and build good, working relationships with the Legislature.

- The Board of Regents (BOR) will be meeting at the University of Florida on January 14-15, 1999. The agenda for this meeting is available at the Faculty Senate Office.
- The Advisory Council of Faculty Senates will be meeting on January 28-29, 1999, in Tallahassee. President Janet Moore and Past President Michael Knox will be attending.
- The University of South Florida Ceremonial Mace, which was created by Dean Emeritus Harrison Covington, is now complete. The Commencement and Convocation Committee of the Faculty Senate was the major group responsible for making this happen. Faculty input was paramount in its design, to the way it was created, and now to the way that the Mace will be presented to the University Community. One suggestion was that the Mace be presented at the Faculty Emeriti Ceremony. Dean Emeritus Covington has requested that the Mace be incorporated into the regular commencement ceremony. It was suggested that the Mace be brought to a Faculty Senate meeting for everyone to see.

PROVOST'S REPORT (T. Wright)

Vice Provost Tennyson Wright presented a report on behalf of Provost Tighe who was unable to attend today's meeting. His report consisted of the following items:

- On February 3-5, 1999, there will be a site visit by the Office of Public Policy Analysis and Government Accountability (OPPAGA) to USF. OPPAGA is conducting a program, evaluation, and justification review of the State University System (SUS). OPPAGA members will look at how each university is meeting its six accountability measures as outlined by the BOR. As part of this review, three analysts will visit each university in January and February. A draft agenda does include inviting the Faculty Senate to participate along with the other leaders of the University, including Vice Presidents, Deans, faculty, graduate and undergraduate students. There are formal meetings, luncheons, and dinners planned with the final event on Friday, February 5, being an exit interview during lunch with President Castor and Provost Tighe. In addition to a tour on the Tampa campus, the individuals will also visit the St. Petersburg campus, hosted by Dean Sullins.
- The search for Dean and Executive Officer of the Lakeland Campus is underway. The deadline for receipt of applications is February 12, 1999. A copy of the position announcement was distributed.
- The search for Dean of International Affairs on the Tampa Campus is underway. The review of applications will continue until the position is filled. A copy of the position announcement was distributed.
- School of Architecture Dean Alexander Ratensky will be resigning as Dean and returning as a faculty member beginning Summer 1999. A search will begin within the next month after the appointment of a search committee.

REPORTS BY OFFICERS AND COMMITTEE CHAIRS

a. Senate Elections (Secretary James Vastine)

Secretary Vastine presented the following 1999/2000 Faculty Senate Election Information: Voting Units and Apportionment, Senate Vacancies, and Senate Election Schedule. At the request of President Moore, Secretary Vastine reviewed the following process for determining apportionment of Senators for each voting unit. Printouts of full-time faculty by voting unit are requested. The number of faculty per voting unit are counted, resulting in a total of faculty for all voting units. The number of faculty in each voting unit is divided by the total faculty of all voting units, then multiplied by 60 (the total number of Faculty Senate representatives). Any fraction of .500 and above is rounded up to the next higher number. If that total comes out more than 60 after rounding, the larger fractions method is used until there is a total of 60 representatives. The motion was made to present the 1999/2000 Faculty Senate Election information to the full Senate at its regular meeting on January 20, 1999. The motion was seconded and unanimously passed.

b. Graduate Council (Chair Andrew Cannons)

Chair Cannons presented a new procedure for the review and authorization of new graduate degree programs. This procedure will include the Graduate Council and the Dean of the Graduate School having more input in the development of new programs. The major change to the existing procedure is that the unit will prepare a pre-proposal to address the elements as set forth in the guidelines. This pre-proposal will, in turn, be reviewed by the colleges and schools involved before being forwarded to the Graduate Council and Graduate Dean for review. Any revisions will be sent back to the academic unit to be changed, after which the pre-proposal may then be forwarded to the Provost. With the Provost's approval, the academic unit(s) may then proceed to develop a full proposal according to the SUS guidelines and consistent with the comments and suggestions of the Graduate Council, the Graduate Dean, and the Provost. The full proposal, when complete, will be forwarded to the Office of 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 Office of the Provost coordinates all aspects of new degree proposals for the University of South Florida and can answer questions that may arise from the process. Chair Cannons pointed out that this new procedure does include recommendations from the Provost.

The Graduate Council would like to request that this new procedure be followed by all academic units. Discussion was held regarding the procedure. It was decided that on behalf of the Graduate Council, Chair Cannons will present the "Authorization of New Graduate Degree Programs" to the Faculty Senate at its meeting on January 20, 1999.

c. Undergraduate Council (Chair John Robison)

Chair Robison presented a statement regarding the incorporation of the General Education Council into the Undergraduate Council. The first recommendation was that there would be one council that will meet as a unit to cover all aspects of the General Education Council. The second recommendation was that the Undergraduate Council membership number will need to be examined to make certain that the Council is fulfilling its charge. If it is determined that additional faculty are needed to accomplish the Council's goals, more members will be requested at that time. Therefore, Chair Robison presented a revised charge of the Undergraduate Council indicating these two

recommendations. The motion was made that the SEC recommend to the Faculty Senate the adoption of the revised charges as presented. The motion was seconded and unanimously passed. The modified charge will be presented to the Faculty Senate at the January 20, 1999 meeting.

d. Sergeant-at-Arms (Christy Ponticelli)

Sergeant-at-Arms Ponticelli asked if the SEC members had considered further the idea of conference calling to the regional campuses to accommodate Senators who cannot attend regular meetings. Discussion was held about rotating the meeting days of the Faculty Senate. Dr. Ponticelli suggested that a survey be conducted of the Senators to find out the best available times for them to attend Senate meetings. She volunteered to put together a survey instrument for the next SEC meeting. In the meantime, President Moore will send a letter to the deans of the regional campuses to explain the situation and ask them if it would be possible to change their department meetings so that such meetings do not conflict with those of the Faculty Senate.

OLD BUSINESS

a. Athletics Council Report (Chair Curtis Wienker)

Chair Wienker attended today's meeting to give a report on the activities of the Athletics Council during the past year. He explained that the Athletics Council is advisory to the President of the University and to the leadership of the Athletics Department on any and all issues that concern academics and the welfare of the student athletes. The Athletics Council consists of 11 members: 6 faculty, 1 USPS employee, 1 A&P employee, 2 students and 1 alumni. Chair Wienker reported that last year was an uneventful one for the Athletics Council because the year was characterized by stability in the intercollegiate athletics. He indicated that the most significant activity of the Council occurred during the summer of 1998 with its involvement in the interviewing of head coach candidates for men's soccer. Due to his position as athletic representative and a faculty member, Chair Wienker bridges the gap between the academic sector and Intercollegiate Athletics. Therefore, his report also consisted of some of the activities done this past year. They included such things as: A sub-set of the Athletics Council reviewed the academic performance of all the student athletes and provided a written report to the President. This is done each semester. In preparation for a National Collegiate Athletic Association (NCAA) site visit last fall, the Athletics Council assisted in conducting a self-study. Chair Wienker meets on a regular basis with a compliance officer to ensure that USF is in compliance with all NCAA policies. He, along with other members of the Athletics Council, consider the student athlete's appeal of cancellation of their athletic aid. In addition, Chair Wienker has been responsible in arranging faculty exchanges in which faculty members from Conference USA institutions may travel and spend a day in academic business on a sister institution's campus. Most recently, it has been recommended that there be more interaction between the Athletics Council and the Title IX Committee due to overlapping interests in Intercollegiate Athletics. Chair Wienker certifies all student athletes for competition. He also certifies the coaches by testing them once a year on such things as recruitment, financial aid, and admissions criteria.

b. Bylaws Committee

President Moore discussed the need for the Bylaws Committee to meet in order to update the *Bylaws to the Constitution of the Faculty of the University of South Florida*

(*Bylaws*) to reflect the two new standing committees and clarification regarding the status of voting vs. non-voting ex-officios. Discussion was held. Parliamentarian Rodriguez will review Robert's Rules of Order for information on the voting status of ex-officios and report her findings to President Moore. In the meantime, SEC members were asked to review the current Bylaws and let President Moore if there are other areas that need clarification.

NEW BUSINESS

a. Banner System, ID Codes

In Dr. Laurey Stryker's absence, Vice Provost Tennyson Wright addressed the question of whether or not identification numbers (ID's) would be used in place of social security numbers. Dr. Wright confirmed that ID numbers would, indeed, be used to protect faculty member's social security numbers. This issue was addressed several months ago by the Global Employment System (GEMS), formerly known as Human Resources Information System. Dr. Wright recommended that the GEMS project team address the SEC about that system, such as the projected implementation date, its features, training, who will have access, etc. Past President Michael Knox recommended to Dr. Wright that a person's name be used, followed by the date and month of birth. He pointed out that USF could possibly receive some publicity by using this form of identification for personalizing the system. Dr. Wright agreed to take this suggestion to the GEMS project team for their consideration.

President Moore indicated that the GEMS project team has contacted her about giving a presentation at a future Faculty Senate meeting. She asked the SEC members to indicate their preference as to the length of the presentation. It was recommended that the GEMS presentation be no longer than nine minutes with handouts which should be mailed out beforehand.

b. Faculty Access to Grade Grievance Policies

Discussion was held regarding such things as student honor codes, grade grievance policies, etc., and whether or not the faculty should know about these things. Discussion also centered around where these types of issues are addressed and made accessible to faculty. It was decided that Andrew Cannons, Chair of the Graduate Council and John Robison, Chair of the Undergraduate Council, will review the respective catalogs and report their findings.

c. Faculty Senate Meeting Agenda - January 20, 1999

The following items will be included on the Agenda for the January meeting: (1) reaffirmation of a prior resolution on sexual orientation, (2) Graduate Certificate Studies and New Graduate Degree Program Guidelines, (3) Undergraduate Council recommendations regarding the General Education Council and modifications to the Undergraduate Council charge, (4) Proposed Five Year Academic Calendar, and (5) GEMS Presentation.

OTHER

1. Plus/Minus System

Discussion was held regarding the incorporation of plus/minus grades from transfer students into USF's grading system. Due to past limited technology, plus/minus grades

were lumped into USF's present standard of whole numbers. However, with the new Banner system in place, plus/minus grades can now be incorporated into USF's grading system. The decision to make now is whether or not the faculty want to use the plus/minus grading system. It was decided that the Graduate and Undergraduate Councils should review the issue and make recommendations to the SEC.

2. Faculty Committee on Student Admissions

President Moore reiterated that the Faculty Committee on Student Admissions had some problems last year that were not resolved. Past President Michael Knox recommended that the current chair of this committee be asked to give a report to the SEC regarding the limitations on alternative admissions and the Bridge Program. Discussion was held and it was agreed that the Chair of the Faculty Committee on Student Admissions will be invited to give a report to the SEC.

There being no further business to discuss, the meeting was adjourned at 4:40 p.m.

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