

1999

AY 1998/1999 SEC meeting minutes: 1998-09-02

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SEC Minutes

2 September 1998

SENATE EXECUTIVE COMMITTEE

September 2, 1998

MINUTES

Present	Janet Moore, Andrew Cannons, James Carey, Julian Dwornik, William Janssen, Suresh Khator, Barbara Loeding, Gene Ness, Chris Ponticelli, John Robison, Cheryl Rodriguez, James Vastine
President's Office	David Carr
Provost's Office	Thomas Tighe, Phil Smith

The meeting was called to order at 3:05 p.m. The Minutes from the meeting of August 19, 1998, were approved as corrected.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (J. Moore)

President Moore announced the following items:

- President Castor will present the annual State of the University Address on Thursday, September 3, 1998, at 3 p.m., in the Marshall Center Ballroom.
- Vice Provost Batsche and President Moore have been conferring about the University of South Florida (USF) strategic planning task forces and the strong efforts to involve the faculty in all areas of that leadership. There will be a formal kick-off and an overview of each task force on September 23, 1998, at 4:15 p.m. in the Marshall Center Ballroom.
- In order to allow time for the Senate Executive Committee (SEC) to review the proposed policy changes for designation of honors at graduation and academic renewal, these items will be placed on the Agenda for the next SEC meeting on October 7, 1998. Dean Sullins will be invited to attend to discuss these policies.
- • Provost Tighe will be hosting a reception to welcome incoming Senators immediately following the Faculty Senate meeting on September 9, 1998. SEC members were encouraged to attend.

PROVOST'S REPORT (T. Tighe)

Provost Tighe reported on the following items:

- Merit pools for this year's 2.78 percent faculty salary increases will be mailed on Thursday, September 3, 1998, so that the deans can begin the distribution of the regular State employee salary increments which will be done according to the model voted upon by faculty in each department. The effective date of these increases is October 1, 1998, as specified by the Board of Regents (BOR) and Legislature guidelines.
- Discussion is taking place with various parties on the draft procedures for the Teaching Incentive Program (TIP) and Professorial Excellence Program (PEP) Awards. These procedures should be able to move forward within the next several weeks.
- There are two market equity pools that are available to address salaries which are below market and to recognize performance. These pools will also be administered this fall. The effective date of the TIP, PEP and market equity increases will be retroactive to the beginning of the academic year which is August 7, 1998.
- In response to a request last year on how to better evaluate teaching and learning at the University of South Florida (USF) other than through the standard process that is currently in place, a committee was formed last year to address this question. The committee was co-chaired by Dean Robert Sullins and Dr. Donna Dickerson, Special Assistant to the Provost. On April 8, 1998, a report from the committee was forwarded to the Provost along with a memorandum which summarized the committee's key findings. In addition, the committee made a suggestion on how to implement this report. No action has been taken other than the report being shared with the Council of Deans during the summer to get their view of it. The deans concur with the central recommendations of the report and have given their support for the proposal on how to implement these recommendations. A copy of the report with its recommendations was distributed to be reviewed for discussion at the SEC meeting on October 7, 1998.

REPORTS BY OFFICERS AND COMMITTEE CHAIRS

a. Secretary (Jim Vastine)

As the first runner-up in the Spring 1998 Senate elections for the College of Arts and Sciences, Professor Tamara Sonn, Department of Religious Studies, was contacted to ask about her interest in serving on the Senate this year as a replacement for a vacancy within her college. Dr. Sonn will have a reply to Secretary Vastine in the near future.

Since there were no elections held to fill vacancies at the Florida Mental Health Institute, the full Senate will be solicited at the next meeting for representation from that area.

b. Undergraduate Council (Chair John Robison)

The first meeting of the Undergraduate Council will be September 14, 1998. Two vacancies exist on the Council in the Colleges of Business and Nursing. An ex-officio representative needs to be selected in order to replace immediate past Chair Lois Gonzalez.

Discussion was held regarding the General Education Council being incorporated into

the Undergraduate Council. Chair Robison made the motion that the General Education Council be allowed to continue as it has so it can operate for one more semester. A new arrangement will be in place by the end of this semester. This will allow both councils to continue to conduct business while a decision is made on the reorganization of the General Education Council. The motion was seconded and unanimously passed.

c. Bylaws Committee (President Janet Moore)

A new Bylaws Committee needs to be elected. Therefore, at the Faculty Senate meeting on September 9, 1998, nominations will be taken from the floor.

d. Committee on Committees (Chair Barbara Loeding)

Professor Martha Harrison will be the representative for the College of Education on the Committee on Committees for 1998/1999.

OLD BUSINESS

a. Teaching Incentive Program (TIP) and Professional Excellence Program (PEP)

As of this meeting, all faculty should have received the new TIP and PEP Guidelines from their deans. Discussion first focused on the TIP Guidelines. The question was asked as to whether or not the deadline for administration to notify eligible faculty will be changed accordingly. Mr. Smith indicated that it would probably be moved back a few days. The question was raised about how do chairs or deans let their faculty know of eligibility for a TIP award. Mr. Smith said that department chairs will be provided with the data in order to make a determination of whether or not faculty meet a productivity standard to be considered for a TIP award. President Moore recommended that the award amount of \$5,000 be included in the guidelines. Mr. Smith pointed out that both TIP and PEP will be retroactive. President Moore expressed her opinion that the weighting placed on evaluation of course materials should not be less than a chair's recommendation. Other discussion on criteria weighting followed.

Clarification of eligibility was re-visited by David Carr. When a Visiting Professor is hired full time into a tenure track position, would that individual be qualified for a TIP award under the eligibility criteria? Mr. Smith responded that in the past when someone has been in a Visiting Professor capacity, their duties were not counted because they have been exclusively assigned to instructional responsibility as opposed to having the full array of faculty duties. To some extent it would give an advantage to someone who may have served two of those three years in a Visiting Professor capacity, and then in their last year they become a tenure-track faculty; thereby, skewing their teaching productivity.

Mr. Smith reported that the reassignment totals for Academic Affairs will be approximately 8-10 which works out to be 55 TIP Awards. He also reported that the merit pool will work out to be approximately 2.65 percent instead of the 2.78 percent.

Discussion next focused on the PEP Guidelines. Mr. Smith reported that the total PEP awards for Academic Affairs will be 42-43. President Moore raised a question on Attachment B of the Guidelines regarding the "Recommended resubmission next year ." If a department recommends that a faculty member's evaluation not go forward, does that mean the department is denying it and it won't go any further? Mr. Smith

said no, that it was not an action which would prevent an application from going forward either in the current process or the next year, whether resubmission is recommended for next year or whether it is denied. The only reason "Recommended resubmission" is included is to give committees more latitude in how they review a proposal, because this is a process that parallels a promotion process. However, Mr. Smith did indicate that the recommendation could be limited to simply approve or deny. Mr. Smith also clarified that external letters for evaluation for a PEP award are not part of this process.

Provost Tighe asked if the eligibility procedure has been made more streamlined or somewhat less onerous. Mr. Smith replied that the procedure has been streamlined and that the individual does not have to go as far back in presenting materials. The review process is essentially the same except for the elimination of the university-wide committee, which would have had the first go-round in PEP. Instead, the PEP awards will be allocated to the individual units as with the TIP awards. The date for an individual to notify the chair or dean of intent to apply will be moved back a couple of days.

b. Research Strategic Planning Committee

President Moore asked Provost Tighe if the interim report of the Research Strategic Planning Committee is final or if he is still receiving feedback. Provost Tighe indicated that he would, indeed, welcome additional feedback. He explained that this is an interim report with a fairly extensive charge and the committee was able to forward recommendations on only parts of the charge by the end of the Spring/beginning of the Summer Semester. The committee will be continuing their work this fall on other parts of the charge.

Provost Tighe and Dean Silbiger have accepted the recommendation for the appointment of a Research Board. The central charge of this Research Board is to consider the recommendations of the Research Strategic Planning Committee. Since this step has not yet been taken, the Provost indicated that there is time for input. President Moore suggested that there be more faculty on the Research Board, particularly members of the Research Council. In response, Provost Tighe indicated that he would welcome input from others on the SEC.

He explained that the Research Strategic Planning Committee is actually an ad hoc committee and part of the charge of the board would be to evaluate current and future recommendations. Future recommendations refers to the future recommendations coming out of this committee. One of their charges is to survey all of the faculty to get their views and opinions on policies, incentives, etc., that can facilitate the research environment. President Moore emphasized that the Research Strategic Planning Committee needs to recognize that it is an ad hoc committee working for the university's strategic planning initiative. If the Research Board is to become a standing a university-wide committee, it needs to be brought before the Faculty Senate. Provost Tighe indicated that the link between the Research Strategic Planning Committee and the Research Council would be the continuing mechanism for exchange with deliberations of the board and faculty input.

Discussion was held regarding the investment of research funds. The Provost pointed out that the committee is recommending that the university needs to identify E&G funds that can be used to support research in areas that cannot generate indirect costs. That is, the university should be totally supportive of the salary enterprise of the faculty, and in order to do that there needs to be a strategic investment of those funds.

The Provost indicated that those funds are under scrutiny by the Legislature, the Board of Regents, and others because, theoretically, the indirect cost return is to pay for the university's support. President Moore expressed concern about USF's research becoming market driven. She felt that there should be ways to affirm that external funding is not the only way action is going to be taken to support faculty. Provost Tighe indicated that it is simply a question of what is the best tactic to defend what already exists.

c. Governmental Relations Committee Nominations

There are currently three at-large members on the Governmental Relations Committee. According to the committee's charge, four Senators need to be added. President Moore asked for nominations. The following Senators were nominated to serve: Julian Dwornik, Mitchell Silverman, Alvin Wolfe, and Elton Smith. President Moore will send each of these people a letter informing them that they have been nominated and ask them to serve on the Governmental Relations Committee.

NEW BUSINESS

a. Policies/Procedures from the Office of the General Counsel

Due to the short time that the SEC members had to review these policies and procedures, President Moore asked them to send to her any comments and revisions by memorandum or e-mail to be submitted to the Office of the General Counsel. The deadline for receipt of revisions in the Office of the General Counsel is September 29, 1998.

b. Other

Vice Provost Catherine Batsche has asked President Moore for Faculty Senate nominees to serve on an Advisory Committee of International Affairs in conjunction with the International Center at the University of South Florida. Senator Victor Peppard and Senator James Lewis were nominated.

c. Agenda for the Faculty Senate Meeting, September 9, 1998

The following items will be on the Agenda: a report from the Committee on Committees, a report from the Secretary, a Bylaws Committee election, the interim report from the Research Strategic Planning Committee, and a list of USF degree programs that have been approved for consideration. Any additional items should be forwarded to President Moore.

The meeting was adjourned at 4:40 p.m.

**GO BACK
TO PREVIOUS
PAGE**

**RETURN TO
THE
MAIN PAGE**



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