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SEC Minutes

August 25, 1999

SENATE EXECUTIVE COMMITTEE

August 25, 1999

MINUTES

Present: Jesse Binford, James Carey, Julian Dwornik, Mary Evans, Williams Janssen, Suresh Khator, Janet Moore, Ona Riggin, Ed Silbert, Pam Tucker, Nancy Tyson, Jim Vastine, Fredric Zerla

President's Office: Jose Porteiro

Provost's Office: Thomas Tighe, Phil Smith

Guest: Carol Rolf, Assistant Vice President, Academic Affairs

The meeting was called to order at 3:10 p.m. The Minutes from the meeting of May 5, 1999, were approved as corrected.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (Jesse Binford)

- President Castor's last meeting with the Faculty Senate will be the first meeting of the Fall Semester. Past President Janet Moore has been asked to compose a resolution of appreciation for President Castor to be presented to her at the first Senate meeting.
- As President of the Faculty Senate, Dr. Binford has been appointed to the University of South Florida Presidential Search Advisory Committee. The composition of the Search Advisory Committee was discussed. There are five teaching and research faculty, in addition to ten faculty administrators. Dr. Zerla reminded President Binford of the procedure established by a former Faculty Senate President which was the addition of a subcommittee composed of faculty to review candidate materials and make recommendations to the Search Advisory Committee. Dr. Silbert suggested that the Distinguished Professors and Distinguished Research Professors review candidate credentials and make recommendations. Due to the complexity of this topic, President Binford suggested it be revisited under New Business.

PROVOST TIGHE

Provost Tighe's report consisted of the following items:

- The searches for two important leadership positions were recently completed. One is the hiring of the Dean of International Affairs, Dr. Joann McCarthy. The other completed search is for a Dean of the Lakeland Campus, Dr. Preston Mercer, who will be in his new position on September 1, 1999.
- A search for a new Director of the School of Architecture is underway. This will be a national search to be conducted over the next several months.
- The first designations of those who will receive the new honorific university title of Distinguished University Professor has occurred. The designees are Dr. Susan MacManus, Department of Political Science, and Dr. Alberto Saques, College of Engineering. The two recipients will be announced at a reception for faculty on Friday, August 27, 1999, at the Marshall Center. Everyone was invited to attend the reception.
- The university Strategic Planning Process is still on track. It is expected that a draft of a final document will be ready for circulation sometime this Fall Semester.
- A new and important fund-raising initiative for research and graduate education has been introduced by the Provost. A comprehensive plan for the development of targeted areas of research and graduate education was presented during the summer by the Provost to the University's Foundation Nomination Board, as well as to other community leaders. This plan sets forth the target areas and what will be needed to build graduate education, research, laboratories, technical support staff, etc., in these areas. The total amount needed to implement this plan is approximately \$100 million.
- The new academic offices in the downtown Port Authority building will be inaugurated. Classes leading to a Masters in Business Administration will be offered there, along with the possibility of classes leading to a Masters in Public Administration. There will be an Open House and tour of the new facilities on Friday, August 27, 1999, from 4-6 p.m.
- The Governor's Cabinet has taken a very strong position of endorsing the offering by the University of South Florida (USF) of lower division courses at the St. Petersburg campus.
- Final allocation of this year's budget has been made to be used to support growth on the regional campuses and partnerships with the junior colleges. Of the \$7.5 million available, USF will receive \$2.5 million.

Past President Janet Moore asked the Provost about the enrollment future. The Provost responded that the first-day enrollment for this year at USF, compared to the first day a year ago, is up at every level. At the lower level, USF is proving extraordinarily attractive to first time in college (FTIC) students with either double digit percent increases every fall for the last five years or close to that. Currently, USF is enrolled 600 full time equivalent (FTE) over the funded plan at the lower division. At the upper level, USF is still below plan but up in percent compared to last year. Graduate enrollment is up approximately 8 percent. In summary, USF is up at every level (lower level and upper level undergraduate) and at the graduate level. However, USF is still in trouble at the upper level because the growth is not enough.

President Binford raised the issue of having a corresponding fund-raising drive for undergraduate programs at the main campus. The Provost responded that the timing is right to go to the public and seek private support in terms of the visibility of USF's research I

status being excellent, USF's success in external grants and contracts is very strong, and the development of an economic impact statement is a message that has worked very well in the high technology corridor. He pointed out that to the degree to which USF can obtain private fund raising focused in these areas, there will then be a greater ability to shift Educational and Grant (E&G) funds to strengthen undergraduate programs as well.

Undergraduate Council Chair Ed Silbert added that Dean Sullins of Undergraduate Studies has brought to the Council's attention that several of the other State universities require eight more hours of upper level courses in order to get a bachelor's degree. At the encouragement of the Provost, the Undergraduate Council plans to look into this further.

Vice President Suresh Khator asked the Provost why the Presidential Advisory Search Committee is such a large committee, why it is composed of so few faculty, and why is there such a large number of community members. The Provost responded that he was told this committee is comparable to the size of the last Presidential Advisory Search Committee when President Castor was selected. Regent Ross also had a lot to do with the composition of this committee. It is a committee which is supposed to be balanced between community representatives and internal representatives (faculty, staff, students). On the community side, there are a lot of individuals who wanted to be on the committee and as that group grew, it needed to be balanced with the proper internal representatives.

REPORTS BY OFFICERS AND COMMITTEE CHAIRS

a. Secretary (Jim Vastine)

During the summer, two vacancies occurred on the Senate due to resignations. One vacancy is in the College of Medicine (COM) and the other is in the College of Arts and Sciences (CAS). Secretary Vastine reviewed last year's election results from the CAS, and there were two individuals who had a tie vote. Their names were put into a hat and Professor Jeffrey Ryan was selected by Secretary Vastine as a replacement for the CAS Senator. A brief discussion was held regarding the replacement of resigning senators. Undergraduate Chair Ed Silbert made the motion to appoint Professor Jeffrey Ryan as a CAS representative to a one-year term on the Faculty Senate. The motion was seconded and unanimously passed.

For the COM elections, an equal number of nominations were received for the number of vacancies; therefore, all nominees were automatically seated. However, there were two COM self-nominations which were received after the deadline and were not included in the election process. These nominations were date-stamped in the order in which they were received and the first one that was received was from Professor Domenico Coppola. Discussion was held regarding how to select a COM replacement Senator. Undergraduate Ed Silbert made the motion that Secretary Vastine should contact each of these two individuals to find out if they are still interested in serving on the Senate. If only one is interested, then that individual should be appointed. If both individuals express an interest, a vote should be taken. The motion was seconded and discussed. After discussion, Professor Silbert changed the motion to having Secretary Vastine contact the individual who submitted the election nomination first, find out if that individual is interested and whether they can meet the Wednesday, 3-5 p.m. meeting time. If the first individual is not interested, then contact the second individual. If neither is interested, come back to the Senate Executive Committee. The motion was seconded and unanimously passed.

b. Honors and Awards Council (Julian Dwornik)

As a member of the Honors and Awards Council, Dr. Dwornik presented proposed revisions to the Honorary Degree Nomination Guidelines. Past President Janet Moore made the motion that the proposed revised guidelines be approved as presented. The motion was seconded and discussed. Parliamentarian Nancy Jane Tyson raised the question as to why the guidelines were being changed. Dr. Silbert explained that in the past there have been individuals nominated for honorary degrees who were USF faculty. When that was questioned by the Honors and Awards Council, it was discovered that there was not an explicit statement in the guidelines indicating otherwise. The other question raised was does the person have to relate directly to USF, i.e., must the distinction reflect right on USF? Dr. Silbert felt these revisions reflect these concerns. Dr. Tyson asked that in order to be deserving of an honorary degree does one necessarily have to be a scholar? She recommended that the sentence that refers to the criteria in 2. should read "The nominee must have demonstrated eminent achievement and/or scholarship that embodies the objectives and goals of the honorary degree." Thereby adding the and/or instead of having it achievement and scholarship. A call to question was made. The motion passed with nine in favor and three opposed. The proposed revisions to the guidelines will be presented to the Faculty Senate on September 8, 1999.

c. Honors Convocation (Janet Moore)

Christine Probes, Chair of the Commencement and Convocation Committee, asked Past President Janet Moore to bring the following issue to the Senate Executive Committee (SEC) for discussion. Undergraduate Studies Dean Robert Sullins has approached the Commencement and Convocation Committee asking them if the Honors Convocation could be changed to an Honors Reception. Currently, the Honors Convocation is a formal ceremony for the Honor students. Dean Sullins thought it could be more of a celebration by inviting guests and families of the honor students, as well as all faculty to create more of an interaction with students. He is interested to find out if the faculty would be interested in making this change. The Commencement and Convocation Committee felt that group does not represent enough of the faculty; therefore, Past President Moore was contacted to bring the topic to the SEC. Discussion was held regarding an appropriate time and day to hold a reception and not cancel any classes.

Sergeant-at-Arms Fred Zerla made the motion to pursue the idea with Dean Sullins that the Honors Convocation be changed to an Honors Reception to which all Honor students, their families, and all faculty are invited and that this Honors Reception be held at a time when it would not be necessary to cancel classes. The motion was seconded and discussed. An additional recommendation included investigating a separate venue for honoring faculty at another time other than the Honors Reception. President Binford will send a letter to Dean Sullins with the motion and the additional recommendation. The motion was unanimously passed.

OLD BUSINESS

There was no old business to address at today's meeting.

NEW BUSINESS

a. Functions of the Senate Executive Committee (Jesse Binford)

President Binford brought to the attention of SEC members D. Executive Committee 2. Functions e., on pages 4 and 5 of the *Bylaws to the Constitution of the Faculty of*

the University of South Florida, which reads "It will function as the Academic Budget Advisory Council to the Provost." Ms. Carol Rolf, Assistant Vice President, was invited to today's meeting to present information on the budget to help the SEC determine whether or not it is interested in picking up this function. Ms. Rolf indicated that she puts together a budget orientation for deans that is presented every fall semester, and she offered to do the same for the SEC. She distributed her web page position description to give the SEC members an idea of what her position entails. In addition, she distributed copies of last year's budget process outline to allow the SEC members to pick and choose topics they would like to know more about. President Binford indicated that one of the questions he would be interested in knowing the answer to is how is it decided how much money is allocated for such things as teaching/research assistants, and equipment for the undergraduate laboratories. Ms. Rolf answered that those decisions are made at the department level from lump-sum funding. Past President Moore suggested that a seminar be scheduled at which Ms. Rolf could present the basic budgeting process. Ms. Rolf indicated that she anticipates having the presentation materials ready in October after which time she will be in contact with President Binford to set up a time. President Binford encouraged the SEC members to let Ms. Rolf know of any topics they specifically would like to have covered during her presentation.

b. Academic Relations Council (Jesse Binford)

The following erratum was inadvertently distributed to the SEC as being part of the *Bylaws to the Constitution of the Faculty of the University of South Florida*, D. Executive Committee , 2. Functions f.:

It will function as an Academic Relations Council on grievances involving academic policy and practice, professional relations, professional ethics, faculty morale, and grievances of out-of unit faculty and recommend resolutions of such grievances to the Provost and/or the President.

It was recommended that President Binford have this item researched as to how and when it was deleted from the *Bylaws* and report back to the SEC.

c. Proposed New USF Policies and Procedures

The SEC was asked by the Office of the General Counsel to review the following proposed new USF policies and procedures:

1. 6-017, Lifeguards and Pool Safety, New
2. 6-018, Cart/Utility Vehicle Operation, New

Discussion was held and the following recommendations will be forwarded to the Office of the General Counsel:

1. 6-017, Lifeguards and Pool Safety, New
No recommendations were made.
2. 6-018, Cart/Utility Vehicle Operation, New

The SEC asked that President Binford thank the Office of the General Counsel for this long, overdue policy. It was strongly recommended that there should be an indication on each cart as a quick way of reporting a cart driver who is not in compliance; i.e., have the cart number in a prominent location for quick and

easy identification, along with a telephone number to call.

d. Letter from Religious Studies (Jesse Binford)

Due to a new State law, courses can no longer be cross listed. In response to this, Dr. John Morrell, Chair of Religious Studies, sent a letter to President Binford regarding this new policy, and asked that the issue be presented to the Faculty Senate.

Discussion was held. Dr. Zerla recommended, if at all possible, that President Binford find out who or what committee at the State level was responsible for eliminating the cross listing of courses. It was also recommended that Dr. Silbert, as Chair of the Undergraduate Council, consult with Dean Sullins on this issue for further details and report back to the SEC.

e. Presidential Advisory Search Committee (Jesse Binford)

The topic of the search committee was revisited at this time. Discussion was held regarding the composition of the subcommittee to this advisory committee. It was agreed that President Binford should consult with Dean Stamps regarding the possibility of adding a subcommittee composed of faculty who will review candidate credentials and make recommendation(s) to the full committee and/or have a subcommittee composed of Distinguished Professors and Distinguished Research Professors to do the same.

f. Agenda for September 8, 1999 Faculty Senate Meeting

The following items will be included on the Agenda for the first meeting of the Faculty Senate: (1) proposed revisions to the Honorary Degree Nomination Guidelines, and (2) resolution from the Library Council.

There being no further business, the meeting was adjourned at 5:19 p.m.

[GO BACK
TO PREVIOUS
PAGE](#)

[RETURN TO
THE
MAIN PAGE](#)

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