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# AY 2002/2003 SEC meeting minutes: 02 Dec 04

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# USF Faculty Senate Archives

## SEC Minutes

December 4, 2002

### SENATE EXECUTIVE COMMITTEE

December 4, 2002

#### MINUTES

Present:	Glen Besterfield, Elizabeth Bird, Kelli McCormack Brown, Julian Dwornik, Susan Greenbaum, Jana Futch Martin, Cheryl McCoy, Mary Lou Morton, Gregory Paveza, John Richmond, Nancy Jane Tyson
Provost's Office:	Phil Smith
Student Government:	Gregory Sanderson
Guest:	Tom Terrill

The meeting was called to order at 3:03 p.m. The Minutes of November 6, 2002, were approved as presented. The agenda for today's meeting was approved.

#### **PRESIDENT'S REPORT AND ANNOUNCEMENTS** (Gregory Paveza)

At the November Faculty Senate meeting Provost Stamps requested that a committee be appointed by the Faculty Senate President to work with the Provost's Office on the development of permanent rules. In response to that request, President Paveza announced that the following five Senators have agreed to serve on this ad hoc committee: Senator Graham Tobin, Arts and Sciences (Chair), Senator Fraser Ottanelli, Arts and Sciences, Senator Steve Permut, College of Education, Senator Sang-Hie Lee, College of Visual and Performing Arts, and Senator Marion Becker, Florida Mental Health Institute. A motion was made for the Senate Executive Committee (SEC) to approve the members to serve on the ad hoc committee for developing permanent rules. The motion was seconded. Before a vote was taken on the motion, discussion was held. President Paveza clarified that this committee is not charged with doing anything other than representing the Senate and working on behalf of the Senate in making sure that whatever permanent rules are put in place are at least acceptable to the Senate.

Concern was expressed that by adjoining this consultation the faculty are not giving up anything. Secretary Martin stated that the rules have always been there and are separate and distinct from the collective bargaining agreement. They are two different things. Senator-at-Large Bird recommended that there be a member of the SEC on the ad hoc committee. President Paveza felt that it would be a conflict of interest for him to serve on it. Secretary Martin volunteered to serve. In addition, President Paveza stated that because the College of Medicine is the largest group that is governed by these rules, he would like to add someone from that college to this ad hoc committee. Sergeant-at-Arms Dwornik agreed to assist President Paveza in finding someone to serve from the College of Medicine. At this time a vote was taken on the motion of the composition for the ad hoc committee to work with the Provost's Office on the development of permanent rules. The motion was unanimously passed.

The second issue presented by President Paveza was that he has asked Senator Sara Mandell as Chair of the Bylaws Committee to consider the following issues.

- whether or not the terms of the Faculty Senate President and other members of the SEC should be modified in terms of the President's role on the BOT,
- an amendment to the Bylaws or a proposed rule to allow the Faculty Senate President and the SEC to appoint ad hoc committees with the advice and consent of the Senate, and
- an amendment to the Bylaws or a proposed rule to allow the Faculty Senate President to appoint a Bylaws Committee with the advice and consent of the Senate.

On the change in terms issue, the Bylaws Committee has been asked to report back to the SEC by February, and on the proposal in terms of ad hoc committees no later than March. On the issue of the Bylaws Committee, President Paveza has asked that the report to the SEC by February.

### **PROVOST'S REPORT (David Stamps)**

Provost Stamps was not able to attend today's meeting so there was no report given.

### **STUDENT GOVERNMENT LIAISON REPORT (Gregory Sanderson)**

Mr. Sanderson had nothing to report at today's meeting.

### **REPORTS BY OFFICERS AND COUNCIL CHAIRS**

#### **a. Review of Committee Charges (Cheryl McCoy)**

Committee on Committees Chair McCoy presented the following proposed language changes to charges of several Faculty Senate Standing

## Committees and Councils:

### **Bachelor of Independent Studies Committee**

Under Membership: Change wording from ~~College of Fine Arts~~ to College of Visual and Performing Arts

### **Faculty Committee on Student Admissions**

Under Membership: Change wording from ~~Fine Arts~~ to Visual and Performing Arts

### **Faculty Evaluation and Standards Committee**

Under Membership: Change wording from ~~College of Fine Arts~~ to College of Visual and Performing Arts

### **Publications Council**

Under Membership, Voting Members: "One faculty member from each college, including New College and FMHI." Strike ~~New College~~ and revise to read "One faculty member from each college, including FMHI.."

### **Research Council**

Under Membership: "Membership shall consist of one representative from each college, as well as New College." Strike ~~as well as New College~~,

### **Undergraduate Council**

Under Membership: "The membership shall consist of one representative from each college (except Medicine, Public Health, and New College)." Strike ~~, and New College~~ and revise to read "The membership shall consist of one representative from each college (except Medicine and Public Health)."

### **University Honors Program Committee**

Under Membership: "The membership composition of the committee should consist of one representative from each college represented in the Faculty Senate (except Medicine and New College)." Strike ~~and New College~~

Change name of the committee to the University Honors College Committee. This would include name changes throughout the charge from ~~University Honors Program Committee~~ to University Honors College Committee and ~~University Honors Program~~ to University Honors College.

Chair McCoy pointed out that the changes involved updating college names, deleting any reference to New College, and changing the name of the University Honors Program Committee to reflect the creation of the Honors College.

Discussion was held regarding the University Honors Program Committee. With the creation of the Honors College and the fact that other college's governing groups are not under the auspices of the Faculty Senate, President Paveza recommended that this committee be disbanded and that its function be referred to the college. Parliamentarian John Richmond asked President Paveza if he had this conversation with Interim Director Stuart Silverman and, if so, what was his response. He added that it would be valuable to preserve the

committee until some of the questions about faculty assignment and other issues are answered. Without the capital resources that other colleges enjoy in terms of governance, it might be that the Faculty Senate provides valuable support until such time that an alternative governance policy is in place. President Paveza offered to contact Dr. Silverman to let him know the SEC is considering disbanding this committee. Associate Provost Smith added that the search committee would have its final meeting next week. A lot of the structural questions about what the Honors College is going to look like have been held back pending the appointment of a permanent dean. Answers to questions such as these will become very clear right away with the selection of the permanent dean. Senator-at-Large Bird made the motion to table the decision on the University Honors Program Committee but approve the other language changes. The motion was seconded and unanimously passed.

b. Change to Undergraduate Council Charge (Cheryl McCoy)

COC Chair McCoy announced that Undergraduate Council Chair Glen Besterfield submitted a request to change its membership to add three additional members to the council to represent those colleges that now have undergraduate programs. The three colleges are the School of Architecture, the Honors College, and the Florida Mental Health Institute (new undergraduate certificate forthcoming). Chair McCoy submitted the COC recommendation as follows: Under Membership, the charge for the Undergraduate Council states: "The membership shall consist of one representative from each college (except Medicine, Public Health, and New College) plus an additional representative from any college having more than 250 full-time faculty members plus a third representative from any college having more than 400 full-time faculty members, and one member from the regional campuses."

The wording of the current charge restricts membership from certain colleges, but it does not prohibit the addition of new colleges or of existing colleges that have added an undergraduate program. Since these three colleges now have undergraduate programs, it was the consensus of the Committee on Committee members to include representation from these colleges on the Undergraduate Council.

A brief discussion was held and a motion was made and seconded to revise the Undergraduate Council charge to read "The membership shall consist of one representative from each college with an undergraduate program." With that revision, the motion was unanimously passed.

c. Inactive Committees (Cheryl McCoy)

The first committee to be discussed was the Bachelor of Independent Studies (BIS). To aid in the discussion, COC Chair McCoy submitted the following report:

### **Bachelor of Independent Studies Committee**

## **Motion brought before the Faculty Senate 10/17/01**

The consensus of the COC was to disband this committee. There was no annual report from the committee, and it appears, based on the membership of this committee, that it is primarily a committee of the College of Arts and Sciences. However, the COC recommends that the BIS chair should be asked to defend its existence as a Faculty Senate Standing Committee before a final decision is made.

**Status Report:** A motion was made and seconded to refer this back to committee. After the Senate meeting, COC Chair McCoy contacted Kevin Archer, the current chair of the BIS Committee. He concurred with the COC and the Faculty Senate Executive Committee's recommendation that this committee, if it continues to function, should function within the College of Arts and Sciences and should no longer be a Standing Committee of the Faculty Senate. COC Chair McCoy has contacted the current members of the BIS Committee and is awaiting feedback from committee members. COC Chair McCoy has also received a response from CAS Dean Khator, stating that she would be willing to help in whatever way she could.

At the end of the year, this is still a pending issue that will be discussed with the Faculty Senate Executive Committee in AY 2002/2003.

Chair McCoy pointed out that the BIS is one of the committees that the SEC wanted to review and determine what should be done with it. Senator-at-Large Bird commented that another committee or council, such as the Instructional Technology and Distance Learning Council, could take over some of the duties and responsibilities of the BIS.

President Paveza added that the BIS has some responsibility to Educational Outreach and Continuing Education. There is already a committee in place to address the need for oversight of the independent studies organizational structure. Therefore, given the changing nature of the BIS Program, it really falls under the technology committee and continuing education, and that it is a redundant committee at this point that has extreme difficulty getting any membership. There are other elements that rightfully belong to the Undergraduate Council. There is more than ample oversight if that is the issue. The motion was made and seconded to recommend that the Faculty Senate abolish the Bachelor of Independent Studies Committee. The motion passed unanimously.

The second committee to be discussed was the Faculty Evaluation and Standards Committee (FESC). COC Chair McCoy submitted the following regarding this committee:

## **Faculty Evaluation and Standards Committee**

### **Motion brought before the Faculty Senate 10/17/01**

It was recommended that this committee be disbanded because some of the functions as set forth in the charge are no longer valid. For example, this

committee is charged to review TIP and PEP procedures. In addition, any requirements for tenure and promotion are negotiated through our contracts. Therefore, this committee cannot affect change on the tenure and promotion process. However, with new restructuring taking place, and the abolishment of the BOR, there may be a future need for this committee. If there is a need for a Faculty Evaluations and Standards Committee, a new charge should be written to reflect the needs of the faculty at that time.

**Status Report:** A motion was made and seconded to refer this back to committee. Three new faculty members were appointed to this committee in the fall of 2001 but without the leadership and continuity that normally comes from the existing committee, it will be hard to restructure this committee. In an attempt to begin the restructuring process, COC Chair McCoy contacted the current members of the FESC and scheduled a meeting of the Faculty Evaluations and Standards Committee on April 5, 2002. Ms. McCoy attended this acrimonious meeting and reported that no one was willing to take a leadership role and everyone felt that the Faculty Senate should define the responsibilities of the FESC and then review and rewrite the existing committee charge.

At the end of the year, this is still a pending issue that will be discussed with the Faculty Senate Executive Committee in AY 2002/2003.

Chair McCoy pointed out that the current members feel that the responsibilities of the committee as stated in the charge do not exist anymore with the exception of tenure and promotion. The charge does state that the committee is responsible for monitoring and advising the Senate concerning all matters related to faculty evaluation and standards all encompassing in that regard. However, Chair McCoy was informed by the current members that they would serve on the committee if they had a clear idea of their duties and responsibilities.

President Paveza pointed out that there is ample need for this committee. He thinks this is a committee that if the Senate is going to take a more appropriate and active role in faculty governance and faculty issues and rules, that this committee has to be up and operational. He added that if any of the committee members do not agree with that, then they should resign.

Discussion then turned to the responsibilities listed on the charge for the FESC. Secretary Martin recommended that the SEC revise the charge by changing it to reflect the current situation regarding faculty evaluation and standards. She made the motion to strike items 3 and 4 from the charge. The motion was seconded and passed.

Senator-at-Large Bird made the motion that these items be replaced with the following: 3. Teaching Incentive and Excellence Programs Initiated by the University, 4. Any other faculty performance evaluative standard rule or policy to be established in the future. This will be the new number three and the current number five will become four with the added language. The motion was seconded and unanimously passed. The revised charge for the FESC will be presented to the full Senate for its consideration in January.



d. Commencement and Convocation Committee

In response to a discussion of the Commencement and Convocation Committee (CCC) by the SEC at its November meeting, COC Chair McCoy included the charge for that committee at today's meeting. The issue discussed last month was how the faculty are treated at commencement and convocation. President Paveza pointed out that the charge is not the real problem, but what it says. That is, the real reason it is difficult to get members is the phrase in the charge about acting as the marshal of the ceremony which means it automatically gives each member a job. Therefore, it is difficult for the CCC to maintain members because it comes with an inherent job. He suggested that Chair McCoy contact the chair of the CCC, Joan Kaywell, to try and find additional members. He did not see any reason to address this committee any further.

e. Undergraduate Council (Glen Besterfield)

Chair Besterfield reported that the Undergraduate Council would be meeting the following Monday. He anticipates reporting on the recommendations from the Academic Grievance Procedure Ad Hoc Committee and the Plus/Minus Ad Hoc Committee at the next SEC meeting.

f. Instructional Technology and Distance Learning Council (Tom Terrill)

Professor Tom Terrill attended today's meeting on behalf of William Kealy, Chair of the Instructional Technology and Distance Learning Council (IT-DLC) to give an update on the council's activities. Dr. Terrill announced there is some collaboration going on among the state institutions regarding the electronic filing of theses and dissertations. This would ensure standardization of the process. He pointed out that there are some technology issues that IT-DLC would like to see included in the general education plan. There has not been any final word on a site license for the Macromedia and Adobe programs. IT-DLC is attempting to resolve the WebCT phenomenon.

g. g. Research Council (Mary Lou Morton)

On behalf of the Research Council, Vice Chair Mary Lou Morton read the following:

"The Research Council wants to state their appreciation and support for the Faculty Senate in its efforts to obtain continuance of standing rules and contract past January 7, 2003, as continued uncertainty erodes our ability to recruit and retain strong researchers." President Paveza expressed the SEC's appreciation for the statement and asked Vice Chair Morton to read it to the full Senate at its January meeting.

**OTHER**

- a. There was no old business for today's meeting.

**NEW BUSINESS**



- a. Vice President Susan Greenbaum raised the issue that the Faculty Senate should create a mechanism for reporting back to the faculty any actions taken on resolutions and issues. The floor was opened for discussion of this issue. The form the information should take and how it should be disseminated was discussed. One suggestion was to send out a statement from the SEC in paper form. Another was to send out the statement via electronic mail. The Faculty Senate web site is not feasible because people do not read or visit it. President Paveza suggested an on-going communiqué that takes the form of a brief newsletter. The newsletter could be sent to the sixty elected Senators from the colleges, and there should be a mechanism by which this information gets conveyed back to the constituents in the college. Graduate Council Chair Kelli McCormack Brown made the motion that a letter should be drafted to go out to all faculty that would summarize the issues that took place around the establishment of the temporary rules, the rationale behind the Senate motion to request that this be postponed, and all the other issues that go with it. The motion was seconded and unanimously passed.
- b. Past President Tyson announced that she received a letter from Senator Bob Graham saying that he wants faculty to stay involved in making sure that Amendment 11 is appropriately implemented and asking for e-mail addresses and any suggestions or concerns. She added that Senator Graham is continuing to remain active.
- c. Senator-at-Large Bird brought up the issue regarding sexual orientation language in the non-discrimination clause for USF. She explained that prior to the last BOT meeting, President Genshaft had promised that the language on sexual orientation would be added; however, it was pulled by the Board after some concern raised by Associate General Counsel R. B. Friedlander. Senator-at-Large Bird suggested that there be a motion either from the SEC or at the full Senate meeting that the Senate requests this be brought to the next BOT meeting and that it be approved. President Paveza stated that he was prepared to entertain a motion from the SEC for that purpose. He was also prepared to add to that motion to take a resolution to the full Senate asking them to pass a resolution that this issue be reintroduced and brought to the BOT. Associate Provost Smith cautioned that someone should review the university documents to make sure that this language has not already been incorporated. President Paveza added that it would be appropriate for the Senate to also suggest to the rules committee when they are in the process of working with the Provost Office on the rules, that the sexual orientation language be incorporated into the non-discrimination clause and the non-discrimination rule. A motion was made that clarification should be obtained as to whether or not this rule exists in the current university documents between now and the January meeting of the SEC. The motion was seconded and unanimously passed.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:30 p.m.

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