

1-1-2005

AY 2004/2005 SEC meeting minutes: 04 Oct 06

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SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
October 6, 2004

Present: Michael Barber, Glen Besterfield, Elizabeth Bird, Ellis Blanton, Susan Greenbaum, Carnot Nelson, Steve Permut, Philip Reeder, Andrew Smith, Gregory Teague, Thomas Terrell, John Ward, Kathy Whitley,

Provost's Office: Renu Khator, Ralph Wilcox

Guests: David Hoffman, Greg McColm

So that everyone could attend President Genshaft's Annual Fall Address, the Senate Executive Committee meeting began at 3:50 p.m. The Minutes from the September 8, 2004, meeting were approved as presented.

REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT SUSAN GREENBAUM

At a request from Provost Renu Khator, President Greenbaum recommended Professor Joan Pynes (Governmental International Affairs), James Strange (Religious Studies) and Prithvi Mukerjee (Physics) to serve on a special budget review committee to look at budget realities in the upcoming year, especially in view of potential problems arising from the hurricane problems. There will be a meeting later this month to examine the dilemmas and options that Academic Affairs will face in the coming year.

President Greenbaum and Provost Khator will be meeting to look at the budgetary constraints and issues that need to be addressed about expanding summer teaching. There are a number of budgetary issues and other implications that make it so it is not straightforward. It is going to have to be started quickly in order to take effect in the summer semester.

President Greenbaum's community engagement issue is also moving forward in collaboration with Vice Provost Ralph Wilcox. A workshop for new faculty on community engagement is scheduled for Friday, October 8th, which will become a point of departure for examining ways in which the Senate and the people already involved in administering these efforts can be more in sync with each other.

Vice Provost Wilcox has asked Senate Vice President Steve Permut and President Greenbaum to assist with guidelines for the development of academic programs on branch campuses. Vice President Permut will be working on this as it is logically connected to inter-campus academic relations.

At a request from Director Marie Hunnicutt in the Office of University Audit & Compliance, a draft brochure listing the top ten compliance issues will be presented to the Senate for review and comment. President Greenbaum stated that this is an issue that the Senate will probably become more interested in as time goes on.

There are multiple faculty vacancies on all of the Board of Trustees (BOT) workgroups for which faculty liaisons are needed. If any Senate Executive Committee (SEC) members are interested, or know of people that might be suggested they should contact either President Greenbaum or Vice President Kathleen Moore directly.

REPORT FROM PROVOST RENU KHATOR

Provost Khator's report consisted of the following:

- Town hall meetings will be taking place to discuss the intercampus guidelines. She would like to have input from the Senate.
- The Board of Governors (BOG) will meet on October 21st to consider, among other issues, the academic learning compacts.
- Update on searches:

Five candidates have been identified for the College of Arts and Sciences Dean position and interviews are currently taking place.

Applications are being received for the position of Dean, School of Architecture.

The Associate Provost and Dean of Graduate School search committee has been formed and will be meeting in the near future.

The Associate Vice President of Institutional Research search committee has been formed and will be meeting soon.

Assistant Vice President for Enrollment Management and Planning is a staff position that has been vacant and now has to be filled through Academic Affairs. A search will be started soon for that position.

Dr. Ted Williams is serving as Interim Associate Vice President for Diversity and Equal Opportunity, the position which was vacated by Dr. Deborah Love to take another position at Tulane University. The search will begin soon. Any recommendations for the search committee should be forwarded to the President's Office because this position reports to the president.

The first cut of applicants has been made for the Associate of Vice President of Lakeland. The candidates will be invited soon for interviews.

The search for a Vice President of Student Affairs will be starting very soon

Lastly, Provost Khator asked for advice on two issues that she would like for the SEC members to think about and how to move further with them:

1. A career ladder for non-ranked faculty. That is, finding some way for non-ranked faculty to feel that there is something to look forward to. This is something with which the faculty community can be involved.
2. How to strengthen the minority and diversity of faculty. Even though money has been budgeted separately, the current program is on hold because the diversity groups indicated that the program was not working.

Any advice on these two issues would be appreciated by Provost Khator.

REPORT BY OFFICERS AND COUNCIL CHAIRS

- a. Committee on Committees (Ellis Blanton)

Chair Blanton presented the following slate of recommendations from the Committee on Committees (CO) with a motion to approve and second:

COMMITTEE ON COMMITTEES RECOMMENDATIONS
FOR FACULTY SENATE STANDING COMMITTEES AND COUNCILS
Fall Semester 2004

Academic Computing Committee

Don Hilbelink (COM)

Gabor Legradi (COM)

Committee on Faculty Issues

Annette Christy (FMHI)

Martine Extermann (COM)

Laurence Branch (COPH)

Clare Hite (Regional)

Faculty Committee on Student Admissions

Mel Pace (CAS)

David Williams (VPA)

Governmental Relations Committee

Tapas Das (ENG)

Robert Snyder (CAS)

Graduate Council

Kenneth Christianson (ENG)

Pamela Muller (MARS)

Wenlong Bai (COM)

Paul Gottschall (COM)

Stephen Schreiber (ARCH)

Honors and Awards Council

Narayan Halder (CAS)

Karen Perrin (COPH)

Instructional Technology and Distance Learning Council

Nancy Anderson (EDU)

Don Hilbelink (COM)

Janie Canty-Mitchell (NUR)

Murray Maitland (COM)

Library Council

Alessio Gaspar (LKLD)

Angela McBride (COM)

Catherine Page (COM)

Publications Council

Tom Massey (FMHI)

Research Council

Gaspare Genna (CAS)

Myung Kim (CAS)

Kimon Valavanis (ENG)

Jin Cheng (COM)

Before discussion occurred, Chair Blanton brought up two issues. The first issue regarded Professor Nancy Anderson and Instructional Technology and Distance Learning Council. Her nomination was received after the COC meeting. However, after reviewing her credentials, Chair Blanton recommended she be added to the list.

The second consideration was the situation of Professor Mel Pace and his nomination for membership on the Faculty Committee on Student Admissions. Chair Blanton explained that Dr. Pace is an Associate Director of the School of Library and Information Science in the College of Arts and Sciences. He has a .50 FTE assignment as associate chair. Chair Blanton explained that according to the recent changes in the Bylaws, Dr. Pace is not permitted to serve on committees because of his 50 percent or greater administrative assignment. According to the Constitution, it states that department chairs are considered to be members of the general faculty. Other administrators are not eligible for membership if their administrative assignment is 50 percent or greater. The way this is worded, he is not eligible. However, the COC felt he should be eligible. The intent is if someone is above a department chair. Dr. Pace is an associate director which is not an associate chair. Chair Blanton asked if the intent is to allow chairs and not associates serve on committees. Therefore, he proposed amending the language of the 50 percent rule. The rationale being that since department chairs are considered members of the general faculty, and should not be eligible to serve, it would seem reasonable that

someone who is an assistant to one of these individuals that teaches two classes each semester should be eligible.

Parliamentarian John Ward explained that the issue pertained to certain levels of faculty and administrators who would have authority over others and in some way might have an opportunity to abuse their authority. The compromise was that chairs, although they may have the same opportunity, can be considered teaching faculty and serve as faculty on the Senate. He felt that the way it is worded is not the full intent of the Senate to exclude these people. Chairs are not prevented from serving on committees. Past President Elizabeth Bird added that the rule meant if someone is a chair or below he/she should could serve on committees. In addition, chairs could serve on committees but could not be chairs of committees.

Undergraduate Council Chair Glen Besterfield commented that there will be special cases coming up each year. Maybe the wording should be 50 percent or greater or 50 percent or below. That can be addressed or just handle it on a special case basis. Special cases will come up every year, so he does not think the wording can be changed every year to meet every exception. Parliamentarian Ward agreed, however, the Constitution cannot be violated unless there is some reason the SEC thinks the wording is inappropriate.

At this time COC Chair Blanton asked for a motion to approve the slate of nominees as presented. The motion was made and seconded. Continuing the discussion, Library Council Chair Drew Smith stated that in a conversation with Dr. Pace he said his administrative assignment is technically along the lines of 47 percent, along with a very small advising percentage. The SEC members were satisfied with this and there was a call to question. The motion to accept the slate of COC nominees as presented was unanimously passed.

Before continuing with the agenda, President Greenbaum stated that the Committee on Faculty Issues has not met, but she and Past President Bird will discuss how to activate the committee.

b. Library Council (Drew Smith)

Chair Smith thanked Past President Bird for participating in the Library Council's inaugural event a week ago last Friday. He thought it went very well, even though there were not many faculty. He was pleased to see a number of students there which is actually in line with the university's idea of getting more students involved in research experiences by exposing them to, in this case, research and publishing work of faculty. Chair Smith hopes that will continue and to have a larger faculty audience.

The main topic to be brought to the attention of the SEC was an issue that arose in the Library Council at the end of last year and spring semester. There were some concerns with the status of the website for the library, particularly whether the site was accessible to those with disabilities, and whether or not it met the professional and industry standards for websites.

The library responded by saying that one of the issues they were facing was that the entire university was moving to a content manager system during the summer and, therefore, did not wish to make changes until then. However, at the beginning of this semester, Chair Smith was told that the idea of the university getting together to move to this content manager system had basically fallen apart. There have been some disagreements regarding those involved, and the library brought to his attention that this is not just an issue for the library, but for many areas and departments on campus. That is, many websites on campus, including the university homepage, does not meet disability or industry standards. This is potentially a legal and ethical issue for the university that should be of some concern. Chair Smith pointed out that this is not just a Library Council issue, but crosses into instructional technology and academic computing, etc. Therefore, he wanted to bring it to the attention of the entire SEC to think about and decide about the future.

Instructional Technology and Distance Learning Council (IT-DLC) Chair Tom Terrell added that this is not a new issue. The hard part is to get the webmaster from various the entities to acknowledge that disability compliance is a real problem. USF has gone through phases over the last few years, where it has been very good for a short time and then a new look comes and it goes away. The first thing that is thrown out is disability compliance. It is a significant issue, because USF does have visually and hearing impaired people using course materials. Moving into more audio/visual content on the website is an important part of the student experience, and yet those students who are hearing impaired cannot participate because it is not subtitled (i.e., President Genshaft's Annual Fall Address). The compliance laws that require the university to do it are still in place, but USF is just hurtling headlong into the latest, newest, flashiest thing without considering the real impact on its real customers who are the students.

In addition, oversight of some of websites is split in the service between IT and Academic Computing. At an operational level it cannot be said that anyone is responsible to make this accessible to all of our students. It is a significant issue. Does the IT-DLC have any interest in this? Yes, it is one of its reoccurring themes over the years. Basically, all the council can do is complain. However, Academic Computing has an actual financial oversight role. To that extent, if it becomes an important issue for ACOMP, it will become an important issue for all of those ex-officio people.

Chair Terrell believes a resolution from the Senate would be an excellent thing, and anytime the faculty can go on record saying it believes it is important that students have access to these materials, it is a good thing. He added that the library said it does not feel it has the resources to bring its site into compliance. There is a financial burden on this somewhere by somebody to do this and to make sure this is done in a standard way and done well.

President Greenbaum asked Chair Terrell if the IT-DLC, Academic Computing Committee, and Library Council be able to put together a resolution for the November SEC meeting. He responded that a package will be presented at the next meeting.

c. Council on Educational Policy and Issues (Philip Reeder)

Chair Reeder announced that the Council on Educational Policy and Issues (CEPI) held its first meeting on September 23rd. Professor Anna Perrault was elected as Vice Chair. During the first meeting CEPI members expressed concern about possible overlap between that council and the Graduate and Undergraduate Councils. The CEPI charge was discussed, with a review of the charges for the other two councils and it was determined that CEPI deals with campus-wide issues and the others are program specific.

At the request from the Office of University Audit and Compliance that faculty be involved in helping them shape what they do, CEPI will be working on the draft amorous, consensual relationship policy. Professor Sherman Dorn is chair of the subcommittee. Chair Reeder will report back to the SEC as things progress on this policy.

CEPI has reviewed the student academic grievance procedure and recommends no changes to the document.

The Policy on Exploitation was reviewed by CEPI and found to be in the same form as it was last spring. It was sent out for comments where it has stalled. This is a policy that came from the Office of Diversity and Equal Opportunity.

Discussion was held regarding an oversight committee composed of administrators. Vice President Permuth commented that the recommendation was made that this committee should be composed of faculty and administrators. However, it is the assumption of Director Hunnicutt that it would be a policy committee. She is attempting to reach out by asking if there is a better way so that the first information does not come out to the institution before it is considered by a committee such as CEPI. The second major issue is an argument that the reality of the committee is seen as reporting to President Genshaft and not Vice President Carlucci. Although that is the design, functionally that is not what happens. Vice President Permuth commented that a couple of recommendations have been given to Director Hunnicutt. She has given back a functional diagram of how it might work, but it is really now a time to articulate how CEPI might want to work within protocol. President Greenbaum added that she would forward what she has received from Director Hunnicutt to Chair Reeder.

Chair Reeder stated that CEPI should not be developing its own policies but should be assisting with the development of policies that pertain to faculty. Administrative Assistant Pipkins will have Chair Reeder's name added to the distribution list from the Office of the General Counsel to receive policies that are going to be promulgated so that he will be kept abreast of which policies will affect faculty.

OLD BUSINESS

a. Student Academic Grievance Procedure (Elizabeth Bird)

Past President Bird announced that the Student Academic Grievance Procedure is ready to be presented to the Faculty Senate. A motion was made and seconded that this issue be on the agenda for the October Faculty Senate meeting. The motion unanimously passed.

b. Academic Learning Compacts/ACFS Meeting (Susan Greenbaum)

President Greenbaum announced that she has sent two versions of a resolution on the ALCs to the Advisory Council of Faculty Senates for its consideration. Her feeling is that the version written by Provost Khator will probably be the one the ACFS will adopt. President Greenbaum added that this issue will be deferred for some time.

c. Inter-Campus Academic Operating Procedures (Steve Permut)

As chair of the ICAOP, Vice President Permut announced that the first Town Hall meeting to discuss the guidelines has been held, with two more scheduled to take place. He encouraged everyone to attend.

Chair Permut reiterated that the basic agenda of the document deals with consensual operating guidelines as to whether USF is one faculty or three. The consensus tries to deal with the function that USF is a geographically dispersed institution, but it generally has one faculty with one president, one provost and one Senate. The sense is that the regional campuses want to be on their own with their own agenda (e.g. St. Petersburg). Faculty see themselves to a degree, not research one while at the same time wanting to be research one. Those are the agendas about what has happened. He strongly suggested, especially for the full Senate meeting, that each SEC member take the time to carefully review the document and come prepared to discuss and deal with questions. He was of the opinion that the motion on the Senate floor would be to accept the document. At this time a motion was made and seconded that the Senate Executive Committee approves the document on “Inter-Campus Academic Relations among USF Tampa, USF Sarasota/Manatee, USF Lakeland” dated September 2, 2004, as a statement of the Faculty Senate. Strong affirmation of the principles and guidelines are central to the core of faculty governance and institutional accreditation. The motion was passed unanimously.

d. Collective Bargaining (Steve Permut)

As a member of the United Faculty of Florida (UFF), Vice President Permut reported that negotiations are taking place between UFF and the administration on a contract that contains 80 percent of the old one which had been negotiated word by word. The thirty-fourth meeting will be held Friday, October 22nd to which all were invited.

Another issue he brought up dealt with the program adaptation policy. That is, for example, if the Tampa campus wants marine biology as a major then it could transfer the whole program to this campus. The issue is if the campuses are still under USF, but separate, can they take each other's programs and transfer them to their campus? Vice President Permuth recommended that this be studied by looking at other places that have done the same thing. Things to consider are what has happened and not happened, such as legal questions of intellectual property. He added that there needs to be a position taken by the Board that says this is what USF is and these are the rules to follow. Until that happens, nothing happens.

e. Shared Governance (Greg McColm)

Since the last SEC meeting, President Greenbaum and Senator McColm met to clarify where things are in regards to the principles of shared governance documents. There was a lot of feedback from department chairs following discussions in department meetings in response to the documents that the Provost sent out. They have looked at those and there is optimal unanimity that shared governance is a good thing. On the basis of that, Past President Bird drafted the "Shared Governance at the Department Level: Some Principles" document which can be used as a basis of examining current practices of departmental governance across USF.

Senator McColm stated that it is not entirely clear from the responses who makes decisions regarding such things as discretionary pay raises, who hires instructors, who dismisses non-tenure faculty, who handles out-of-cycle bonuses, who makes teaching assignments, etc. There is no sense of consensus about what department authority is suppose to look like. Therefore, he proposed that the responses be used to identify who is suppose to make decisions on these issues, to come up with a picture of what to ask, a picture of what the departments do, a picture of how the departments are supposed to relate to the deans, etc. There are some decisions deans are involved in and some they are not. The general picture is that there is no clear idea of what department governance is supposed to look like.

President Greenbaum feels that one of the logical starting points is the governance document of the each department. There were no governance documents included with the responses, but they can be requested.

Senator McColm suggested that the ad hoc committee follow the direction taken by Ronald Reagan which is every single thing that the Senate does should have a component that involves faculty governance. This is just an investigative committee investigating departments as part of the faculty governance initiative, which will continue for many years. Realistically, if this university is to be converted to a place faculty want it to be, that will be many years of hard work. What essentially will be done is to collect information, describe what exists, what the consequences may be, and what the optimum will be. Eventually, this information will be organized and presented in a report. This is exploratory and should not be entered with any prejudices of finding things other than a determination to find things. Senator McColm added that from what he

understands, the faculty are not entirely happy here at USF. It is possible that the ad hoc committee may want to get more precise information about what the problems are. One way of finding out this information would be by interviewing people. Library Council Chair Smith commented that minutes of department meetings could be another resource in addition to oral interview. The objective is to find out if things are working and how well they are working.

President Greenbaum will report to the Senate that this action is in process and will call for volunteers to serve or for people who are interested and request input on the process.

f. Honorary Degrees; Added Information on Don Wallace

President Greenbaum announced that the Faculty Senate will review each of the three honorary degree nominees separately. Additional information will be provided by the Honors and Awards Council on why Mr. Wallace met the criteria for the award.

g. Ad Hoc Committee on Senate Reorganization; New Members

President Greenbaum announced that the Ad Hoc Committee on Senate Reorganization is in the process of reorganizing itself. Therefore, a report will not be given at the next Senate meeting

NEW BUSINESS

a. Agenda for the October Faculty Senate Meeting

President Greenbaum and Administrative Assistant Pipkins will put together the agenda for the October Senate meeting based upon today's SEC meeting. If members have anything to include, it should be sent to President Greenbaum.

There being no further business, the meeting was adjourned at 5:45 p.m.