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**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES**

December 1, 2004

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

Provost's Office: Ralph Wilcox

Guests: Gregory McColm, Gina Kette, Antonio Peramo, Domenick Pontoriero

The meeting was called to order at 3:04 p.m. The Minutes from the November 3, 2004, meeting were approved as presented.

REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT SUSAN GREENBAUM

President Susan Greenbaum yielded her report time to Senator Gregory McColm, advisor for the Committee on International Students. Three students attended today's meeting to present information to the SEC in relation to international students and the International Student Administrative Charge (SIAC) fee. Mr. Antonio Peramo, Ph.D. candidate and President of the Organization of International Students (OIS), presented the SEC with an information sheet and supporting documentation on the SIAC fee. The Student Senate passed a resolution against the fee and the OIS thought it was the next logical step to approach the Faculty Senate to ask it to do the same.

Graduate Council Chair Carnot Nelson stated that since it is a graduate student issue, he would take it to the Graduate Council and have its policy committee work with the OIS. Past President Elizabeth Bird suggested the issue go through the BOT ACE Workgroup. President Greenbaum stated that she will bring up the issue with Provost Khator during her regularly scheduled meeting on December 8. She will then bring it back to the SEC at its January meeting and take it to the ACE Workgroup of which President Greenbaum is a member. Vice Provost Wilcox stated that there are some very reasonable questions to be asked relative to this issue, but he urged that the OIS pay attention to accuracy. He added that the Provost's Office will discuss this with the Department of International Affairs to seek some additional answers on this particular matter.

REPORT FROM PROVOST RENU KHATOR

Vice Provost Ralph Wilcox gave a report on behalf of Provost Khator who was out of the country. For information purposes, he distributed a document on the SURES Futures Scholarship Program, a partnership to bring graduate students and corporations together.

Salary increments are on target. The \$1,000 legislative appropriated bonus, minus deductions, should be in everyone's bank accounts on Friday. He added that while the state did not fund \$1,000 for all employees the universities are going to pick up the difference so that everyone does receive the full amount.

Vice Provost Wilcox announced that the position of Dean of the College of Arts and Sciences was filled. The appointment was made a few weeks ago with the new person starting early spring semester. The searches for an Associate Provost and Dean of the Graduate School, Assistant Vice President of Institutional Research, Associate Vice President for Enrollment Planning and Management and Director for Admissions are underway.

The main topic Vice Provost Wilcox presented was the status of the ten year enrollment plan of the State University System (SUS). All universities submitted their ten year enrollment plans this past summer. In the interim months the BOG hired consultants to reconcile its projections and goals. The initial outcome is that there is a shortfall of projected degrees by the eleven institutions in the baccalaureate areas particularly in the target areas. All institutions plan growth in the production of doctoral degrees over 10 years at 218 percent. The BOG set their goal at a 13 percent increase. Obviously, there are some mission questions that need to be addressed. USF is projected to have the largest growth in baccalaureate degrees with 58,000 in ten years and the largest in FTE with 49,000. Vice Provost Wilcox pointed out that USF is not trying to be the largest university, but that it recognizes the opportunity.

At this time, President Greenbaum made a request of the Provost's Office. The Faculty Senate has two, possibly three, standing committees for which staff support is needed and have not been able to get it. The Provost's Office pledged to do that when those committees were established. She asked Vice Provost Wilcox to make an inquiry about how to get help with those committees.

Vice President Steve Permuth pointed out that something needs to be done that closes the loop on the summer enrollment planning.

Vice Provost Wilcox will take these issues to the Provost for discussion.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Exemption for Honor's College (Ellis Blanton)

Undergraduate Council Chair Glen Besterfield explained that the Faculty Senate approved additional membership from the Honors College to be on the Undergraduate Council. Ms. Sharon Geiger, who has been identified from the Honors College, does not teach. She is on an instructor line, but is a counselor/advisor in the Honors College. Her duties include, but are not limited to, supervising three advisors and five other employees.

Graduate Council Chair Nelson did not approve of having a non-academic person on the Undergraduate Council which is an academic council. Undergraduate Council Chair Besterfield countered that Ms. Geiger probably knows more about courses and curriculums across this campus than many although she has not taught. She knows more about the students' wants and needs. He added that her knowledge is necessary on the council.

Research Council Chair Gregory Teague recommended that Ms. Geiger be added to the council as an ex-officio from the Honor's College if voting is not an issue. She would

then be an ex-officio member in all respects except for voting. Past President Bird commented that if adding Ms. Geiger as an ex-officio was a problem, then she recommended the council charge be changed so that the Honor's College representative does not have to be a faculty member.

Undergraduate Council Chair Besterfield felt that this could be a good compromise. He will talk with Honors College Dean Silverman and report back to the SEC in January.

b. Collective Bargaining, ICAR, Program Expansion (Steve Permut)

Vice President Permut reported that there are some last minute collective bargaining issues coming to the table. They occur in calculation formulas of people who were hired on the first of August and whether or not they receive salary increases. A great deal of discussion is taking place about the one percent discretion

The BOT will vote on the new contract at its meeting on November 18th. It was the nexus of the Faculty Senate that introduced the issues of academic freedom and summer salary which became part of the final document.

The ICAR document that was passed unanimously by the Senate was forwarded to President Genshaft who has sent it to the CEOs of the regional campuses. She has received responses from a constituency faculty group in Sarasota that asked for changes in the document. It involves the establishment of a tenure and promotion protocol, which has been postponed for at least a year. The committee is waiting to hear from President Genshaft.

The key to the ICAR document relates to program expansion, an issue of great importance. Vice President Permut could not get the administrators on the respective campuses to appoint persons with whom the committee can talk, resulting in a slowdown in the ability of the committee to address the issue. In the ICAR document there is a full page statement regarding the issue of one campus, one department. Until that is in black and white the document cannot be implemented. This is moving less than at full speed because the administrative backing needed to move ahead with the ICAR document is not there.

OLD BUSINESS

a. Nomination Process for BOT Workgroups (Susan Greenbaum)

The BOT has workgroups that require nominations for faculty representatives. President Greenbaum explained that when this system was first established, the Senate was bypassed and faculty were appointed to workgroups disregarding the Senate's recommendations. The consensus is that these workgroups should be vetted through the SEC. President Greenbaum pointed out that there is a problem that needs a solution and a process that needs to be instituted.

The SEC was provided a handout showing a list of vacancies and the faculty who were nominated for those vacancies. There were nominees in excess of the number of vacancies. The Senate's task is to make recommendations for filling those vacancies, and is not bound by only those nominated. President Greenbaum pointed out that how this process will work in the future is still a question and she welcomed suggestions. The Senate's role is to approve these nominees and make recommendations for who should serve. This should occur in some orderly fashion. Therefore, the SEC has two tasks: (1) to determine nominees to send forward to the president, and (2) the opportunity to set a different process for the nominations that will yield better results.

Sergeant-at-Arms Michael Barber recommended that the individual colleges nominate faculty from within their departments to serve. It was also suggested that a subcommittee of the SEC be created to make recommendations to the full Senate for deliberation on a process for handling nominations to the BOT workgroups. Graduate Council Chair Nelson agreed to chair the subcommittee. Other subcommittee members will be Parliamentarian John Ward, Sergeant-at-Arms Barber, and President Greenbaum as an alternate.

b. CEPI process for getting faculty input on Consensual Relationship Policy (Philip Reeder)

Council on Educational Policy and Issues (CEPI) Chair Reeder stated that the Consensual Relationship Policy is the first policy with which the council has dealt. From the reaction of the Faculty Senate there was not enough input, so the draft policy was sent out to the university community for comments and feedback. He admitted that his fear of receiving hundreds of responses was unfounded as there were actually only very few, some of which were very good and constructive and some very useful. He felt that the mechanism in place is the way to go. The question is where to go from here with the policy.

Graduate Council Chair responded that the comments should be reviewed by the CEPI, make any revisions to the policy it thinks are necessary, and present it again to the Senate. Secretary Kathy Whitley suggested the policy should also be put before the Student Government for comment. Other suggestions included framing the issues for students, as well as providing examples from other universities. With these suggestions, Chair Reeder will take the draft Consensual Relationship Policy back to the CEPI to consider feedback and report back to the SEC.

c. Status of Shared Governance Committee (Susan Greenbaum)

President Greenbaum reported that the committee is gathering documents from departments throughout the university with the assistance of the Provost's Office. They are also looking at practices elsewhere and will report to the Senate in January.

d. Status of Committee on Faculty Issues (Susan Greenbaum)

President Greenbaum announced that the Committee on Faculty Issues (CFI) has now been convened for the first time. It is fully staffed and the Chair is Lawrence Branch who was previously Dean of Public Health. The committee is reviewing some changes in the nomination process for Distinguished University Professors. The process currently asks for seventy-five letters of recommendation, twenty-five in each of the areas of assignment. Nobody else does it this way with such magnitude. CFI is looking at a streamlined version of this process and some other changes that may be desirable in the way the process works.

The other more significant project for the CFI is to look at the status of career development possibilities of non-tenure earning faculty. The CFI discussed the possibility of creating an ad hoc committee to work on this project.

NEW BUSINESS

a. Statutes for USF

President Greenbaum announced that the SEC will bypass this issue. However, since the issue was raised by Senator Emanuel Donchin, he will be asked to bring it up for discussion at the Faculty Senate meeting.

OTHER

a. General Education Council (Glen Besterfield)

Undergraduate Council Chair Besterfield presented a draft document of the General Education Council (GenEd) which has been approved. At this point, it is to go into effect for 2006. In order to do so, courses have to be reviewed by November 2005 and approved to make the 2006 catalog. A more formal presentation from Associate Dean Janet Moore and others from the Undergraduate Studies Office will be made at the January SEC meeting.

b. On-Line Voting (Kathy Whitley)

Secretary Whitley announced that she and Ann plan to do a test of the on-line voting system using members of the Faculty Senate. It is tentatively planned for January.

c. Absent Senators

Sergeant-at-Arms Barber reminded the SEC members that according to the *Constitution* “A senator who fails to notify the Sergeant-at-Arms of absences from two regular meetings, without an alternate, in any semester is presumed to have resigned from the Faculty Senate.” President Greenbaum will write letters to all the Senators who have not been attending Senate meetings and have not sent an alternate according to this statement.

d. Research Council

Research Council Chair Teague announced that he will be giving a report at the January SEC meeting on the Research Council incentives.

There being no further business, the meeting was adjourned at 5:12 p.m.