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**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES**

September 6, 2006

Present: Michael Barber, Larry Branch, Roger Brindley, Susan Greenbaum, Dale Johnson, Kim Lersch, Pritish Mukherjee, Carol Mullen, Philip Reeder, Dewey Rundus, Steve Tauber, John Ward, David Williams

Provost's
Office: Renu Khator, Dwayne Smith, Ralph Wilcox

Faculty Senate President Michael Barber called the meeting to order at 3:08 p.m. After welcoming the members to the first meeting of the 2006-2007 AY for the Senate Executive Committee (SEC) of the Faculty Senate, everyone introduced themselves.

There was a motion made and seconded to approve the Minutes as presented of the Senate Executive Committee meeting, July 31, 2006. The motion to accept the Minutes was unanimously passed.

REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT MICHAEL BARBER

President Barber announced that Senator Graham Tobin has agreed to serve as Parliamentarian for this academic year.

President Barber applauded Past President Susan Greenbaum for encouraging the SEC to function all year which he would like to continue as standard practice. He then recapped the SEC activities during the summer as follows:

- President Barber plans to meet with the College Council Chairs to find out how the Faculty Senate can relate to the college faculty councils.
- President Barber will meet with counterparts of the regional campuses to find out how they view the Faculty Senate, to find out what the issues are on a regional basis, and to forge a closer collaboration.
- The shared governance document was finalized on July 31, 2006 and forwarded to Provost Khator.
- Senator Andrew Hoff has volunteered to serve on the Enrollment Management and Action Team.

REPORT FROM PROVOST RENU KHATOR

Provost Khator has asked for a two-hour "brainstorming" session with the SEC in order to obtain directional advice and guidance on university issues.

The Board of Governors will be meeting on the USF Tampa campus on September 20 and 21st. Provost Khator encouraged everyone to attend as much of the meetings as their schedules allowed. In addition, the Provost pointed out that the format for the meetings of the Board of Trustees has changed in that their agenda is open and there are no reports. The meetings will be more conversational. SEC members were encouraged to attend these meetings as well.

At this time, Vice Provost Ralph Wilcox was asked to give an enrollment update. To aid in the presentation, he distributed the “Fall 2006 Drop Add Enrollment Profile” from which the following topics were discussed: Student Headcount, Student Headcount Trend, Fundable Student Credit Hours, New Student Profile, and Diversity Profile.

Vice Provost Wilcox thanked those who been involved or engaged in the recruitment efforts of graduate students. Those efforts have paid off. Now the challenge becomes maintaining and continuing growth.

Provost Khator distributed copies of the newest booklets called “Pathways to Excellence 2001-2006” and “A Premier National Research University – Facts 2006-2007.” This compiled information provides whatever statistics one wants to know about USF.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Approval of Nominees for Senate Vacancies (Dale Johnson)

Secretary Johnson presented the following nominee for a one-year vacancy on the Faculty Senate: Professor Martha Lynne Gackle, Visual and Performing Arts. A motion was made and seconded to accept Professor Gackle’s nomination. The motion was unanimously passed. Five nominations for two College of Medicine Senate vacancies were presented: Professor Esteban Celis, Dr. Edward Eikman, Dr. Patricia Kruk, Dr. Joel Strom, and Professor Sava. After a brief discussion, a motion was made and seconded that the nominations of Drs. Kruk and Strom be forwarded to the Faculty Senate for approval. The motion was unanimously passed. The three nominees will be presented at the September Faculty Senate meeting.

NOMINATIONS FROM COMMITTEE ON COMMITTEES (Kim Lersch)

b. Nominations from Committees on Committees (Kim Lersch)

Committee on Committees (COC) Chair Lersch presented the following slate of nominees which had been approved by the membership of the COC to serve:

John Ferron, Professor, Ed. Measurement	General Education Council
C. David Frankel, Instructor, School of Theatre and Dance	General Education Council
Edward Kellner, Instructor, Computer Science	General Education Council
Glenn Smith, Asst. Prof., Secondary Education	USF-wide Technology committee CTIR
Wilson Palacios, Assoc. Prof., Criminology	Research Council

Without discussion, the motion was made and seconded to accept these nominees. The motion was unanimously passed. These nominations will be presented at the September Faculty Senate meeting.

Former COC Chair John Ward explained that last year the nomination process took place all year long, not just the two times per year as has happened in the past. Committee and council chairs should inform their college council chair when they have a vacancy so that solicitations within the respective colleges can be done to fill vacancies in a timelier manner.

USF CRIMINAL BACKGROUND CHECK UPDATE (John Ward)

Vice President Ward disseminated a draft memorandum (attached) to the President's Executive Council from the Criminal Background Check Committee outlining its findings and recommendation regarding the implementation of criminal history background checks, also known as a fingerprint policy. He explained that President Genshaft asked the Office of the General Counsel to create a committee consisting of members from different groups around the university to look at what would be involved in creating a policy within the university to have background checks which would include fingerprint checks completed on all employees of the university. Currently background checks are required by statutes for people who work with disabled, adolescents, and other employees who work and have authority over financial matters and budgets. Those people are currently required to have background checks and that includes criminal history checks.

The committee was not to develop a policy, but to explore all the different issues. This draft memorandum will go to the President and will be reviewed by her advisory group to decide whether or not to go forward. The policy would only look at whether or not there was a first degree misdemeanor or any kind of felony conviction. The policy, as recommended, would not include current employees. It would only be new hires, and it would only be done on those who have been offered employment. At the point where employment is offered, they would submit to the fingerprint check. Vice President Ward pointed out that there are a lot of logistical issues as to how that would be done, if it were done here on campus, and what it would take. He reiterated these are recommendations from the Criminal Background Check Committee that the university consider. If the university accepts this recommendation and all the caveats, the process starts over with a new committee. It would have to go through all the different groups that represent the university before it could be promulgated.

GENERAL COUNSEL POLICY ON UNIVERSITY COUNCILS AND STANDING COMMITTEES (John Ward)

While Chair of the Committee of Committees, Vice President Ward was contacted by the Office of the General Counsel regarding the policy on University Councils and University-Wide Standing Committee Appointments #0-003 (attached). That office will be updating the current policy and would like to reference the Faculty Senate web site as a place where such things as a listing of all the committees and councils, their charges, and reports from the committees and councils could be centrally located. By having reference made to the Faculty Senate web site in this policy, it offers a good opportunity to show the importance of the web site and encourage a better and more professional way of allowing the Faculty Senate to obtain support to maintain it.

Past President Susan Greenbaum asked that the Community Engagement Committee be extended so that it can continue to function as an ad hoc committee, which terminated in August. President Barber asked for and received a motion that the Community Engagement Committee be extended and to keep Past President Susan Greenbaum as its chair. The motion was seconded. A friendly amendment was made to add the committee to the web site when it has been rejuvenated. The motion, along with its friendly amendment, was unanimously passed.

MARSHALL CENTER BOARD OF ADVISORS NOMINEE (John Ward)

Vice President Ward announced that his two-year term on the Marshall Center Board of Advisors has ended and a new representative needs to be nominated. Dr. Larry Branch accepted the nomination. Motion was made and seconded to appoint Dr. Branch to a two-year term serving on the Marshall Center Board of Advisors. There was a call to question. The motion unanimously passed. Dr. Branch's name will be forwarded to Mr. Guy Conway, Director of the Marshall Center.

OLD BUSINESS

a. Update on Name Badges (John Ward)

During the summer the SEC discussed ways of enhancing communications and increasing visibility of the Faculty Senate. One of the mechanisms mentioned was name badges. Vice President Ward distributed name badge samples (attached). Administrative Assistant Ann Pipkins is in the process of gathering vendor information on and off campus. Discussion was held regarding background and lettering coloring and Display A was selected. Vice President Ward was given permission to move forward with procuring the name badges by the first Faculty Senate meeting.

NEW BUSINESS

a. Communication with Faculty (Michael Barber)

Discussion was held regarding a way to disseminate the business and achievements of Faculty Senate meetings to faculty in a timely manner. It was agreed that the most expedient way would be a brief e-mail announcement with the Faculty Senate logo and two to three bullets that would tell the faculty what took place at the meeting the previous day. Past President Greenbaum volunteered to take on this project. She pointed out that she did not want to be the reporter of things that happened in bullets, but rather to formulate something to go out to the faculty about why the Faculty Senate is involved in governance, as well as more general issues. However, an e-mail distribution list must be made available to the Faculty Senate in order to communicate with all faculty. President Barber would like such an e-mail distribution list to be established by the next SEC meeting.

b. Student Request Regarding 12-Hour Rule (Michael Barber)

President Barber received a request from Ms. Sara Dykins Callahan, Graduate Assistant United (GAU) Organizing Chair, to meet with the Faculty Senate regarding the 12-hour rule. He asked the GAU to provide a document listing their concerns which he would share with the Senate Executive Committee to decide how to proceed. It was pointed out that before today's SEC meeting an email was issued stating that the rule was now optional. President Barber was asked to contact the Ms. Callahan and find out if this latest e-mail has changed GAU's perspective.

c. Academic Integrity Committee (Michael Barber)

President Barber has received from Associate Dean for Undergraduate Studies Janet Moore a document called "The Academic Integrity Committee Proposal," which is a proposal for a *USF Commitment to Honor*, an honor statement conceived by USF students, faculty and staff, and *Living the Commitment*, the extended version of the honor statement. It was decided that the Council on Educational Policy and Issues be asked to review it and make recommendations to the SEC.

NEW BUSINESS

- a. The brainstorming session between Provost Khator and the SEC will be held on Wednesday, September 13, from 1:00 – 4:00 p.m. President Barber asked that discussion topics be sent to him.
- b. Instead of having the usual fall reception after the first September Faculty Senate meeting, President Barber has decided to have refreshments available during the meetings. There was concurrence.
- c. President Barber would like to change the agenda in order to leave room at the end of the SEC meetings to discuss the Faculty Senate agenda. Some future topics include the Constitution and parking. President Barber will follow up with President Genshaft on parking forum that was to be held this fall semester. A suggestion for the Faculty Senate meetings was in order to have time for issues from the floor, written reports should be filed as part of the materials that the Senators receive and unless there is something that requires action out of those reports, people should not have to stand up and read the documents that they send everybody.

There be no further business, the meeting was adjourned at 5:03 p.m.