

1-1-2007

AY 2006/2007 SEC meeting minutes: 06 Oct 04

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**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES**

October 4, 2006

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

Provost's
Office: Leellen Brigman, Dwayne Smith, Ralph Wilcox

Guests: Rajan Sen, Travis Thompson

Faculty Senate President Michael Barber called the meeting to order at 3:04 p.m. The Minutes from the September 6, 2006, Senate Executive Committee meeting were approved as presented.

**REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT
MICHAEL BARBER**

President Barber's report consisted of the following items:

- He appreciated the teamwork in getting the name badges together as a good way to publicize the Senate's presence. Refreshments at the Faculty Senate meetings will be continued at future meetings.
- Shared governance and improving communication are major topics that the Senate will work on over the next couple of months. Vice Provost Dwayne Smith has circulated the departmental governance guidelines to the Deans.
- He plans to attend the Board of Trustees Finance and Audit and the ACES Work Groups in Sarasota on October 5, 2006. This will be in conjunction with the ribbon cutting ceremony on the Sarasota-Manatee campus.
- He complimented Provost Khator for dedicating personnel from her office for assistance on the Faculty Senate web site and the distribution list.
- He and Past President Susan Greenbaum plan to meet with all College Council Chairs to talk about the relationship between the Senate and the College Councils.
- Although he was unable to attend the Advisory Council of Faculty Senates meeting in Tallahassee, he did receive a college report from the University of Florida. President Barber would like to receive more such reports from other institutions to find out what is going on, particularly regarding shared governance.

- Work on the Faculty Handbook is moving forward.
- Work on faculty evaluations is moving forward.

REPORTS FROM VICE PROVOSTS RALPH WILCOX AND DWAYNE SMITH

Vice Provosts Wilcox and Smith gave a report on behalf of Provost Khator who was out of town. Vice Provost Smith announced that a template departmental governance document had been sent to all deans. It was issued as a joint memorandum from the Provost and President Barber.

Vice Provost Wilcox introduced Leellen Brigman as the new Associate Vice President of Enrollment Management and Planning. She reported that the student information system, Oasis, was going to be upgraded from version 6.3 to 7.0 during the weekend of October 27th which means that Oasis will not be available from 5:00 p.m. on Thursday, October 26th until 8:00 a.m. Tuesday, October 31st. A broadcast e-mail will be sent out as to when the changeover will take place. Associate Vice President Brigman also announced that spring registration will take place between November 6 and November 22 instead of during “dead week.”

Vice Provost Smith announced that an e-mail had been sent to all faculty about the submission of grades electronically. The message included a procedural step-by-step manual.

Vice Provost Wilcox reported that the Strategic Planning Team met in closed session the previous day in St. Petersburg and expended considerable energy in refining and considering the vision, mission, goals, and values for USF as a first step. The next step is to engage a larger group that will include students, staff, and faculty building upon the previous meeting. The intent beyond that is to take the emerging plan and consult with the university groups to get feedback before it is forwarded to the Board of Trustees (BOT). BOT Chair Law has asked that a 10-year plan be submitted for consideration by the Board in December.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

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

Secretary Johnson reported that curriculum vita had not been received for all five of the College of Medicine Senator nominees. The nominees were contacted to submit their curriculum vita and at today’s meeting two nominees from the pool of five were selected to be forwarded to the Faculty Senate for approval. The nominees were:

- 1) Esteban Celis - H. Lee Moffitt Cancer Center
- 2) Edward Eikman - Department of Radiology
- 3) Patricia Kruk - Department of Pathology and Cell Biology
- 4) Vasyl Sava - Department of Neurology
- 5) Joel Strom - Internal Medicine

The candidates were discussed and Drs. Patricia Kruk and Estaban Celis were nominated to fill the two College of Medicine Senate vacancies. There was a call to question. A motion was made to approve the nominations of Drs. Kruk and Celis. The motion was unanimously passed.

b. Nominations from Committee on Committees (Kim Lersch)

Committee on Committees (COC) Chair Lersch presented the following nominees to fill vacancies on the Faculty Senate Standing Committees and Council:

Kersuze Simeon-Jones, Asst. Professor, World Language Education Department & Africana Studies	Commencement and Convocation Committee
Tapas Das, Professor, Management Systems, Engineering	Committee on Faculty Issues
Paul Terry, Professor, Education-Lakeland	Committee on Faculty Issues
Scott Campbell, Professor, Chemical Engineering	General Education Council
Jane Noll, Instructor, Psychology	General Education Council
Tom Brantley, Assoc. Professor, Music	Undergraduate Council
Dell deChant, Instructor, Religious Studies	Undergraduate Council
Sherman Dorn, Assoc. Professor, Psychology & Social Foundation	Undergraduate Council (one-year term)

A motion was made and seconded to approve these nominations. The motion was unanimously passed.

Committee on Faculty Issues Chair Branch proposed that the requirement of having a re-appointed member submit a curriculum vita be re-evaluated. COC Chair Lersch pointed out that members of the Committee on Committees do not know the backgrounds of previously appointed members and the curriculum vita provides that information. It was the unanimous opinion of the SEC that, according to the *Bylaws*, a curriculum vita should be updated and submitted for all nominations.

Chair Lersch added that last year the COC waived the nomination form for people who submitted their nomination electronically as long as it is from their email indicating their willingness to serve. President Barber clarified that the COC will accept from an individual an email that contains information of their willingness to serve and attach a curriculum vita.

c. Honorary Degree Nominations (Rajan Sen)

Honors and Awards Council Chair Sen reported on the following council activities:

1. The council is in dire need of more members. There are suppose to be 17 members but there are only 9 on the roster. He will work closely with COC Chair Lersch to recruit more members.
2. The council had two nominees for the Honorary Degree. Both candidates were reviewed by the Honors and Awards Council and recommended to the Senate Executive Committee. The nominees were Dr. Bruno Alonso and Dr. Jacob Israelachvili. A motion was made and seconded to approve Dr. Alonso's nomination for an Honorary Doctorate in Education. The motion was unanimously approved. Dr. Israelachvili's nomination was put on hold until a letter of support from the Interim Dean of Engineering was received. At that time, the letter will be circulated via e-mail to the Senate Executive Committee members for a final vote.
3. A third item from the Honors and Awards Council dealt with changes in the type of nominations received for the distinguished teacher awards. Chair Sen would like to see a larger, more qualified pool of candidates. One mechanism might be to have a pre-screening process. This will be something the Honors and Awards Council will address in the near future.

d. USF Commitment to Honor from CEPI (Philip Reeder)

Council on Educational Policy and Issues (CEPI) Chair Reeder reported that Dr. Janet Moore, Associate Dean of Undergraduate Studies, has been working with a committee of students to develop a "Commitment to Honor" to appear in all the various handbooks for the university. She brought it to CEPI for endorsement and the council voted unanimously to endorse it. The next step was to present it to the Senate Executive Committee and then move it forward to the full Faculty Senate for endorsement as well.

It was agreed that Dr. Moore should be invited to the October Faculty Senate meeting to present the "USF Commitment to Honor" and the "USF Commitment to Live and Honor the Commitment." Recommendations for amendments should be forwarded to her beforehand.

e. Florida Mental Health Institute College Proposal (Philip Reeder)

CEPI Chair Reeder reported that the Florida Mental Health Institute (FMHI) has prepared a proposal to become a college. The proposal was discussed and reviewed last year by CEPI. The proposal was updated and sent back to CEPI this semester. FMHI would now like for the proposal to come before the Faculty Senate for discussion, but first present it to the SEC to answer questions.

Discussion was held on the process of creating a college. It was agreed that this is a good example of shared governance and it should go through the Faculty Senate. President Barber asked CEPI Chair Reeder to (1) provide an updated proposal to the SEC, as well as a list of who has been visited and what the results were for concurrence, and (2) find out from Academic Affairs if a policy exists for creating a college. If there are any frequently asked questions on the proposal, the SEC would like to have those as well. Then, the FMHI representatives will be invited to attend a SEC meeting to present their college proposal.

OLD BUSINESS

a. Electronic Distribution List and Web Site (Dale Johnson)

Secretary Johnson announced that Provost Khator has assigned Travis Thompson, Coordinator of Computer Applications, Office of Decision Support, to assist Administrative Assistant Ann Pipkins with the Faculty Senate web site to bring it up to date. In addition, Mohamed Elmenayer, Coordinator of Computer Applications, Provost Office, has been assigned to assist with the Faculty Senate e-mail distribution list. In the meantime, Ms. Pipkins has been able to pull together information for an e-mail list through the FARM system which is being used to create a list serv by Academic Computing. President Barber expressed his appreciation for the assistance and would like to see these two items implemented as quickly as possible.

NEW BUSINESS

a. Ad Hoc Faculty Senate Communications Committee (Michael Barber)

President Barber distributed a proposal (attached) for a committee that has been discussed at SEC meetings in the past and is intended to get the Faculty Senate communications operational. Past President Susan Greenbaum has expressed an interest in doing this and with the assistance of Mr. Thompson on the mechanics of the web site it would be a good time to work on the content with proposals from the SEC.

Discussion was held on the website maintenance. One suggestion was to request a budget to hire a programmer to do programming and maintenance. Vice President John Ward proposed that the current Administrative Assistant go through training to learn how to post HTML documents on the site using Dream Weaver. Instead of paying for a programmer, she could be paid a stipend to do this task. This would help in maintaining consistency within the organization as changes in Senators occur. President Barber agreed to talk with the Provost about resources to do this.

The proposal for an Ad Hoc Faculty Senate Communications Committee will be put on the October Faculty Senate agenda for full discussion. Secretary Johnson will be chair of this committee.

b. Research Council Survey (Carol Mullen)

Research Council Chair Mullen and former chair Gregory Teague would like to present the results of the faculty research survey at the next SEC meeting. A copy of the survey will be distributed before the meeting. It was agreed that at least 30 minutes would be allotted for this presentation on the research findings.

c. Departmental Governance Documents (Michael Barber)

President Barber pointed out that there are three components of shared governance: department, college and university. Since the Senate is not getting a lot of movement at the university level, and getting good traction at the department level, he asked if the Senate should now look at the college governance guidelines for consistency and what goes on in shared governance at the college level. The floor was opened for discussion.

Past President Greenbaum pointed out that the original strategy was to go from department to college. She added that the Senate should not relent in trying to get a constitutional committee established. That is what was agreed to by both the Senate and the Administration. There is a commitment to having a constitution or never having another university-wide council.

Committee on Faculty Issues Chair Branch recommended that the Senate ask for college governance documents. For those who do not have one, share the templates of those who do have them. For example, FMHI would like to be a college, and it would help if they had a template. The comment was added that the college councils should be centrally involved in the development of this part of it.

President Barber stated that the first step would be to ask the College Council Chairs to send the Senate their governance guidelines, if they have them. He added that he would contact this group via memorandum. Senator-at-Large Prithvi Mukherjee stated that the Faculty Senate should have a discussion as to what it is asking for when it does ask for shared governance documents. President Barber replied that this is a topic that can be discussed at next month's SEC meeting.

FACULTY SENATE AGENDA FOR OCTOBER 18, 2006 MEETING

President Barber asked that Senate agenda items be sent to him.

There being no further business, the meeting was adjourned at 5:08 p.m.