

1-1-2007

AY 2006/2007 SEC meeting minutes: 07 Feb 07

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**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES**

February 7, 2007

Present: Michael Barber, Larry Branch, Roger Brindley, Jennifer Cainas, Gail Donaldson, Susan Greenbaum, Dale Johnson, Pritish Mukherjee, Carol Mullen, Philip Reeder, Dewey Rundus, Steve Tauber, Graham Tobin, John Ward, David Williams

Provost

Office: Renu Khator, Dwayne Smith, Ralph Wilcox

Guests: Michael Bowen, Bruce Cochrane, Teresa Flateby, Robert Potter

The meeting was called to order at 3:04 p.m. The Minutes from the January 10, 2007, meeting were approved as presented.

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

President Barber's report consisted of the following announcements:

- The Parking and Transportation Services Advisory Committee was never operational. The Senate Executive Committee (SEC) agreed that the committee should be reconstituted in order to have faculty consultation on parking issues.
- He attended a meeting of the Health Sciences and Research, Academics and Campus Environment, and the Finance and Audit Work Groups on February 1st at which Past President Susan Greenbaum was complimented for the community engagement project.
- President Judy Genshaft's State of University Address can be viewed on the web for those who were not able to attend.
- He expressed appreciation to Vice Provost Ralph Wilcox for giving the Board of Trustees (BOT) an update on the potential effects of the Pappas Report.
- A solicitation for nominees to fill Senate vacancies has been sent via the Faculty Senate distribution list.

REPORT FROM PROVOST RENU KHATOR

Provost Renu Khator's report consisted of the following announcements:

- Provost Khator discussed the highlights of the 2007-2008 Budget Request and Governor's Recommendation, Educational and General Executive Summary.
- A preliminary summary of the potential impact of the Pappas Consulting Group Report on the University of South Florida (USF) was distributed. The summary contained comments on the observations and recommendations made in the Pappas report.

- Also distributed was an Agreement signed by the Board of Governors that allows community colleges to offer four year degrees. The Provost pointed out that this does have an impact on USF.
- A chart of FTE Student Growth Plans was distributed. USF-Tampa is in the corridor.
- A Five-Year Capital Improvement Plan and Legislative Budget Request were distributed showing the projects on the approved three year PECO list. These projects have been approved by the Board of Governors (BOG) and funded by the Legislature. The SEC discussed the priorities for how the buildings are listed. There are concerns on the condition of some of the classroom buildings. Provost Khator commented that other institutions have the same issues as the Tampa campus. The budget for future PECO projects is diminishing. At this point expansion gets priority, renovation does not. It was suggested that one of the standing committees of the Faculty Senate could possibly address these issues.

REPORT FROM VICE PROVOST DWAYNE SMITH

Vice Provost Smith clarified an issue that arose out of the January Faculty Senate meeting pertaining to a comment that the administration had broken the law in conjunction with last year's cycle of Honors and Awards Ceremony. He felt compelled to bring the facts of the case to the SEC and provided documentation. Vice Provost Smith appreciated the opportunity to correct the record.

REPORT BY OFFICERS AND COUNCIL CHAIRS

a. Request for Change in General Education Council Membership (Robert Potter)

As Chair of the General Education Council, Robert Potter explained that this Council was authorized by the Faculty Senate and was populated last spring. The Council is now in the process of recertification of all of the courses in the General Education program. Due to the amount of time needed to do this, the Council is asking to expand the membership by four for the College of Arts and Sciences, which accounts for the majority of the courses, and by one from the Library. This would bring the total number of Arts and Sciences representatives to eight and the Library to two. Chair Potter has received an additional request from the St. Petersburg campus to transform their seat on the Council to an ex officio member since they have their own program. Chair Potter will follow up with the St. Petersburg campus on this request.

Vice President John Ward pointed out that currently the General Education Council charge and membership is set up based upon a formula. Therefore, it could be stated in the charge that in addition to the formula driven membership, there will always be two additional members from these colleges (Arts and Sciences and the Library). A motion was made and seconded that the SEC approve, in principle, the addition of these members to the formula in the charge. The motion was unanimously passed. Chair Potter was asked to provide wording to reflect the requests from the SEC for the March meeting.

OLD BUSINESS

a. University New Web Design Presentation to Senate Executive Committee

President Barber received a query from Ms. Karla Willman, Director of Marketing at USF, to present the university's new web design to the SEC. It was agreed to invite the web design team to the March meeting.

b. Travel Reimbursement Discussion

A representative from the Travel Department will be invited to attend a future SEC meeting to address what it is faculty can do to expedite reimbursements.

c. Financial Code of Conduct

Provost Khator reported that after meetings with members of the SEC and chairs of the colleges of Arts and Sciences, a solution was reached to prepare an educational training module. The Office of Compliance and Audit will develop the training module in consultation with the key members of the Finance and Audit Work Group. President Barber clarified with Provost Khator that faculty could either sign the document as it stands or go through the training module and not sign the document. At this time, Provost Khator was waiting to hear from Trustee Ramil if the training module solution meets with his approval and will follow up with him.

NEW BUSINESS

a. Faculty Presentation at Meeting in Response to Pappas Report

There will be a meeting in Orlando on February 27, 2007 to discuss the potential effects of the Pappas report on USF. President Barber is unable to attend and asked for volunteers to go and represent the Senate. At this time, no one came forward so he will also announce it at the February Faculty Senate meeting.

b. Proposal to Develop Facilities Work Group (John Ward)

Vice President Ward brought before the SEC an issue that came up after he attended a meeting of the BOT Finance and Audit Work Group which is a proposal to develop a Facilities Work Group to address the items that appear on the PECO list and determine how they get there. During the meeting of the Finance and Audit Work Group, Provost Khator has indicated that she will provide a representative from the Provost Office to serve as a liaison on this committee if the decision was made to go forward with it. The SEC discussed what kind of committee (ad hoc or standing) should be formed and that a charge would have to be created for that committee. Sergeant-at-Arms Steve Tauber proposed to first develop an ad hoc committee to gather information and develop a proposal. He volunteered to chair the ad hoc committee with Vice President Ward as a member. President Barber will ask for more volunteers at the February Faculty Senate

meeting. In addition, he will follow up with CUTR on a parking study it agreed to undertake last year.

c. Statement of Philosophy (Michael Bowen)

As a member of the USF Assessment Steering Committee (headed by USF Director of Assessment, Terri Flateby and including Associate Dean Bruce Cochrane from the College of Arts and Sciences), Senator Bowen attended today's meeting to present a draft *Statement of Philosophy: Steering Committee Subgroup Document*. These faculty, in conjunction with other faculty and administrators, have put together a statement of philosophy to help provide guidance for departments and colleges as they develop program assessment tools to meet various accreditation, as well as state and federal mandates in the coming years. They attended today's meeting to ask the SEC for comments and/or suggestions on ways to improve the statement before it is presented to the full Faculty Senate and ultimately to the whole university community. The document was discussed with the SEC recommending the inclusion of why it came about, what are the test programs, and who was on the committee. Senator Bowen will incorporate these recommendations and provide a revised document for SEC consideration at its March meeting.

d. Issue Regarding New Graduate Program on St. Petersburg Campus

Senator Graham Tobin brought to the attention of the SEC members that a new masters program has been approved that did not go through the normal procedures. Specifically, the St. Petersburg campus has taken the Masters in Environmental Science and Policy from the Tampa campus and created its own program. He pointed out that no consultation was done with any groups on this campus, and a steering committee has been set up to oversee the programs. Graduate Council Chair Roger Brindley commented that this council will be looking into this incidence and will report on the issue at the March SEC meeting.

FACULTY SENATE AGENDA ITEMS

The main item on the agenda for the February Faculty Senate meeting will be an overview of the Strategic Plan by Trustee Lee Arnold. It is scheduled for the first hour of the meeting with the remaining time to be used for Senate business.

There being no further business, the meeting was adjourned at 5:10 p.m.