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## AY 2006/2007 SEC meeting minutes: 07 Apr 04

Faculty Senate

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**SENATE EXECUTIVE COMMITTEE MEETING**  
**MINUTES**  
April 4, 2007

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

Provost's Office: Renu Khator, Dwayne Smith

Guests: Angel Arcelay, Karla Willman

The meeting was called to order at 3:04 p.m. The Minutes from the March 7, 2007, meeting were approved as corrected.

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

President Michael Barber encouraged attendance for the upcoming Board of Trustees workgroup meetings.

Friday, April 6<sup>th</sup> is the deadline for voting for Senate officers. All eligible members were encouraged to vote for next year's leadership.

Commencement marshals are still needed for the 6:00 p.m. ceremony in May. Interested parties should contact Senator Sondra Fogel.

**REPORT FROM PROVOST RENU KHATOR**

Provost Khator discussed three topics:

Chief Technology Officer (CTO). Provost Renu Khator distributed the position description for the Tampa campus Chief Technology Officer (CTO). The CTO will report to the Provost. A search will be conducted. Names of qualified individuals should be sent to Vice Provost Ralph Wilcox.

Governance Principles for Strengthening the USF System. Provost Khator distributed this draft document which will be implemented on May 1, 2007. Sergeant-at-Arms Tauber asked that his statement on academic freedom be inserted in the document, either within item number 3 or as its own separate number. Discussion was held regarding the use of the word "synergy" in item number 5 in that the statement should stress that it is institution-wide. Provost Khator will have these recommendations included in the document. Any additional comments or suggestions should be sent to her.

USF System Management Councils. Provost Khator explained that these seven management councils will dictate how USF will operate as a system. She pointed out that all issues must now go through one of these councils before going to the Board of Trustees (BOT). Although this was presented to the Senate Executive Committee (SEC) as informational only, the Provost did state that any changes had to be made by April 15<sup>th</sup>.

Senate President Barber added that President Genshaft invited the leaders of the faculty governance groups to meet with her the previous Friday and the System Management Councils were the topic of the meeting. The faculty governance leaders were invited to put together a proposal for a faculty council charge with a deadline of April 15<sup>th</sup>, which they did. It has been called the USF Faculty Management Council. The name was chosen to avoid legal problems and to be consistent with the rest of the System Management Councils.

Extensive discussion followed regarding the System Management Councils. A motion was made and seconded to seek clarification as to why faculty are excluded on these management councils. A friendly amendment was made to also seek clarification that each of these councils is actually meeting six times a year which would be thirty meetings. A vote was never taken on this motion.

President Barber will circulate to the SEC the draft proposal for the Faculty Management Council. He must receive feedback no later than Monday, April 9<sup>th</sup>.

## **REPORTS BY OFFICERS AND COUNCIL CHAIRS**

a. Nominations from Committee on Committees (Kim Lersch)

SEC members had received the current committee and council nominations from the Committee on Committees (COC). Discussion was held regarding individuals who self-nominate for more than one committee. In this case, because there was no competition, someone was approved by the COC for membership on three committees. Chair Lersch was advised to contact the individual to find out what the candidate's objectives were and on which of the three committees he would like to serve. A motion was made and seconded to accept the remaining slate of nominations that were presented. The motion was unanimously passed.

b. Honorary Degree Revisions (Rajan Sen)

Honors and Awards Council Chair Sen attended the meeting to present proposed changes to the Honorary Degree Guidelines. The changes consisted of restructuring the guidelines to separate criteria from procedures, minor editorial changes and corrections listed under procedures, requirements for criteria and documentation specified as bullets, page limit on supporting information, electronic submission, the addition of new doctorates in Architecture, Marine Sciences, Nursing and Public Health, and a revised checklist that is consistent with the guidelines. In addition, the deadline submission dates were changed from fixed to variable.

The SEC recommended that since USF does not have a law school that the Doctor of Law honorary title be deleted from the list. With this change, a motion was made and seconded to accept the revised Honorary Degree Guidelines and Checklist. The motion was unanimously passed.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

a. USF Web Design Presentation (Karla Willman, Angel Arcelay)

Ms. Karla Willman, Director of USF Marketing and Mr. Angel Arcelay, Webmaster for USF, attended today's meeting to present the new web design for the university. A main focus of the new design is that it will be used as a marketing tool for perspective students. With this new web design, more information will be readily available for everyone. Mr. Arcelay pointed out that the web site is an on-going, work in progress. The anticipated rollout date for the new design is August, 2007. He asked that if anyone had suggestions to please send them to him.

b. Structure/Restructure of Faculty Senate Meetings (John Ward)

On March 23, 2007, USF Faculty Senate Vice President John Ward sent an email to all members of the USF Faculty Senate stating his premise about general purpose of the senate, senate meetings and importance and value of senate membership. He then asked senate members to respond to four questions related to operations of the senate meetings, frequency and duration of the meetings, and structure of senate representation. Between the 23<sup>rd</sup> and April 2<sup>nd</sup>, Vice President Ward received 10 responses to the email. Seven of the 10 responses included comments related to one or more of the questions. For today's meeting he prepared a restatement of the premise which included excerpts from the respondents' emails.

Discussion of the responses was held and it was agreed that the most immediate need to deal with is the structure of the Faculty Senate meetings and how business is conducted. Suggestions on how to improve the meetings were: reports should be submitted in advance; reports should be last on the agenda to allow more time to conduct Senate business; limit the number and types of presentations; a summary given at the beginning of each meeting of what will be discussed; need to arm the parliamentarian to pay more attention to time limits; one comment per Senator per issue; have a microphone set up in the middle of the room to be used for comments/questions; presenters must go to the podium; and United Faculty of Florida president must have a topic to report and limit it to five minutes.

President Barber added that there will be a new Senator orientation. Also, the vice president of USF Health will be invited to the Senate to discuss issues that affect the entire faculty.

#### **FACULTY SENATE AGENDA FOR APRIL 18, 2007 MEETING**

1. USF System Management Councils
2. Honors and Awards
3. Structure/Restructure of Faculty Senate Meetings
4. Eligibility for Senate Membership
5. Structure of the Faculty Senate
6. Statement of Philosophy

The meeting was adjourned at 5:40 p.m.