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## AY 2007/2008 SEC meeting minutes: 08 Jan 09

Faculty Senate

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**FACULTY SENATE EXECUTIVE COMMITTEE  
MINUTES  
January 9, 2008**

Present: Michael Barber, Laurence Branch, Gail Donaldson, Emanuel Donchin, Susan Greenbaum, Dale Johnson, Gene Ness, Sandhya Srinivasan, James Strange, Paul Terry, Larry Thompson, Graham Tobin

Provost's  
Office: Dwayne Smith

Guests: Sherman Dorn

Faculty Senate President Michael Barber called the meeting to order at 3:06 p.m. The Minutes from the meeting of November 28, 2007, were approved as corrected.

**REPORT FROM VICE PROVOST DWAYNE SMITH**

Vice Provost Smith conveyed greetings from Provost Ralph Wilcox who was not able to attend today's meeting. The following informational items were presented:

- Spring 2008 Day One Enrollment Profile: The preliminary comparison of the first day of last year indicates a general increase in enrollment, including the SCH production, at the lower level. There is also a slight reduction in the undergraduate and SCH undergraduate level, including headcount. Final figures are not complete at this time.
- Diversity Summit: This summit is conducted each year by the Provost's Office and the Diversity and Equal Opportunity Office and this year's summit will be held on Friday, January 11, 2008. In anticipation of this event, Vice Provost Smith developed a table titled "Faculty Race/Ethnicity Diversity Statistics: Comparisons with AAU institutions, USF Peer Institutions, and Florida Doctoral-Granting Institutions." The table revealed that among the forty-eight research institutions, USF scored very well on most of the counts. The only category slightly lower is the percent of Asian faculty members. In terms of gender diversity, USF has the highest proportion of female faculty.
- Survey: A doctoral student from Lynn University requested permission to distribute a survey on student evaluations to USF faculty and other institutions. Vice Provost Smith asked for feedback on whether or not this request should be entertained. After a general discussion, a motion was made and seconded that the doctoral student should not be allowed to conduct this survey at USF. The motion was unanimously passed.
- Budget Update: The latest information reveals that the revenue budget for November and December fell significantly below what was projected. The shortage was approximately one-billion dollars. One contributing factor is the fact that tax collections associated with home sales are down three hundred percent compared to this time last year. Planning for

next year's budget has not been finalized as yet. Vice Provost Smith anticipates having more information available at the February meeting

- Student Evaluations: A discussion was held regarding the teaching evaluations which the students complete at the end of a course. Vice Provost Smith commented that the administration is willing to work with the Faculty Senate if someone wanted to put together an initiative.

Vice Provost Smith announced that Thursday, January 10, 2008, would be Provost Renu Khator's last day at USF. Provost Ralph Wilcox will become the Provost officially on Tuesday, January 15, 2008.

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

- a. Senate Elections: Apportionment, Schedule, Vacancies (Dale Johnson)

Secretary Johnson presented the 2008/2009 Senate Election Apportionment. He pointed out that former Lakeland Senator Kim Lersch is no longer serving on the Faculty Senate Executive Committee due to her promotion to Interim Assistant Vice President for Academic Affairs. Dr. William Armitage from Lakeland has agreed to complete the remainder of her term for this semester. A motion was made and seconded that Dr. Armitage be allowed to replace Dr. Lersch for the remainder of this term. This motion passed unanimously.

Senator-At-Large, Linda Whiteford has resigned due to her accepting a new administration position. The next runner-up from the College of Arts and Sciences in last year's election was Dr. Carlos Lopez. Secretary Johnson made a motion to appoint Dr. Lopez to replace Senator Whiteford for the remainder of the year. This motion was seconded and unanimously passed.

A discussion was held regarding the issue of St. Petersburg Campus continuing to have representation on the Faculty Senate. A motion was made by Vice President Branch to establish an ad hoc committee to discuss the issue with St. Petersburg and to find out what their goals are in representing their campus on the Faculty Senate. Secretary Johnson read the Constitution for guidance. After reviewing the issues, Senator Branch respectfully withdrew his motion.

A motion was made and seconded to refer the issue of eliminating St. Petersburg from the Faculty Senate Election Apportionment to the Council on Educational Policy and Issues (CEPI) for further investigation. The motion also included that Secretary Johnson be included with recommendations being brought back to the SEC. President Barber called for discussion. Hearing none, he called for a vote and the motion passed unanimously. It was agreed that this discussion will continue at the next meeting.

After a general discussion, unless the SEC hears substantial reasons why they cannot, it was decided to proceed with the changes of the apportionment presented at today's meeting which would eliminate St. Petersburg and disseminate its votes among the colleges according to the apportionment formula. It was also agreed to ask CEPI to further investigate if there are any issues preventing the change in an effort to alleviate any unforeseen problems. A motion was made and seconded to proceed with the changes to the Apportionment. The motion was unanimously passed. Secretary Johnson stated for the record that he would move in that direction and recalculate the apportionment. CEPI Chair Donchin will present the council's recommendations at the February SEC meeting. It was pointed out that there will also need to be a blanket change to the committee and council charges to delete St. Petersburg members.

Senate Election Schedule: Secretary Johnson asked for review of the Election Schedule and noted a change to the nomination form which includes a request for a short biographical sketch, including websites, for Senators and officers. It was agreed that the St. Petersburg campus will also be eliminated from the nomination form.

Member-At-Large: In light of the fact that Linda Whiteford held two offices (Senator and Member-At-Large), a discussion was held regarding adherence to the regulations of the Bylaws of the SEC for a replacement. The Bylaws state that an announcement has to be made to the Senate requesting this vacancy to be filled. It was agreed to hold an election for a new Member-at-Large at the January Senate meeting.

b. Committee on Committees

The Chair of the Committee on Committees was not present at today's meeting.

c. Revised Attendance Policy (Larry Thompson)

The Undergraduate Council was asked to review the current General Attendance Policy in the USF 2007-2008 Undergraduate Catalog. A request was made to add a section addressing the policy on excused absences for documented medical, hospital, or emergency care. The SEC recommended that the language under the General Attendance section should be expanded to read like the one for Religious Days. In addition, it was recommended that the sections on Jury Duty and Religious Days should be switched. A motion was made and seconded to refer this back to the Undergraduate Council with the SEC recommendations for further clarification. The motion was unanimously passed.

## **OLD BUSINESS**

a. Update on Institutional Evaluations

President Barber updated SEC members on the outcome of his meeting with the General Council regarding the institutional evaluations. Some suggestions received from the General Council and the SEC included: acquire position descriptions; request a summary from the individuals of their achievements and responsibilities; delete the

question pertaining to a no vote of confidence; and rename the survey the “Faculty Senate Annual Survey.” Committee on Faculty Issues (CFI) Chair Paul Terry proposed that the survey first be conducted as a pilot study using the Faculty Senate membership before sending it out to the faculty at-large. CFI Chair Terry also requested that the SEC allow him to present the survey to CFI for review and bring back suggestions, recommendations, and a strategy to the February SEC meeting. For the record, President Barber clarified the consensus that no one present was in objection to including the University President, Vice President of Health, and the Executive Vice President of Business.

b. Discussion of the Relationship between the Faculty Senate and United Faculty of Florida

As a result of the discussions and action taken by the Faculty Senate regarding the revised Code of Conduct for Financial Affairs (CoCFA), United Faculty of Florida (UFF) President Sherman Dorn attended today’s meeting to agree that the Faculty Senate has the right to discuss, make recommendations, and express its views on all decisions of the university, but not to engage in collective bargaining. He distributed information containing examples of mandatory and permissive subjects of bargaining as a guideline for future reference.

c. Proposed Change to USF Policy on Emeritus Status

The SEC received a request from Vice Provost Smith to consider the following proposed change to the USF Policy on Emeritus Status to begin the process during the last semester of full employment: “Although later applications will be considered, the process should begin during the faculty member’s final semester of full employment and be submitted to the Provost’s Office no later than one month before the end of that semester.” This clarification will be inserted under the “Process,” #2, of the policy. A motion was made and seconded to approve this proposed change. The motion was unanimously passed.

**NEW BUSINESS**

a. Tenure and Promotion Guideline Reform

President Barber asked for strategic suggestions on how to begin the tenure and promotion (T&P) Guideline Reform. All members agreed to initiate a review. A two-part motion was made and seconded that (1) CEPI would look at the whole T&P process, and (2) CFI would work on a proposal to add engagement to the guidelines. Further, the two groups would work in tandem and present recommendations to the SEC at a future meeting. There was a call for question. A vote was taken and the motion was unanimously passed.

**AGENDA FOR FACULTY SENATE MEETING, JANUARY 23, 2008**

Suggested agenda items included:

- Inviting Vice President for Advancement Jeffrey Robison to discuss the proposed budget cuts and strategies to raise funds.
- Inviting Vice President for Research and Innovation Karen Holbrook to give an update on research activities.
- Request from President Genshaft that she spend additional time addressing the fiscal situation during her report.

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