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**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
March 5, 2008**

Present: Michael Barber, Laurence Branch, Emanuel Donchin, Susan Greenbaum, Dale Johnson, Sang-Hie Lee, Gene Ness, Christine Probes, Philip Shenefelt, Sandhya Srinivasan, James Strange, Paul Terry, Larry Thompson, Graham Tobin, John Ward

Provost's Office: Tapas Das, Dwayne Smith, Ralph Wilcox, Linda Whiteford

The meeting was called to order by Faculty Senate President Michael Barber at 3:07 p.m. The Minutes from the February 6, 2008, meeting were approved as presented.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox reported on the following items:

State Senate Joint Resolution 2308

The State Senate a proposed constitutional amendment to reinstate an elected education commissioner and replace the Board of Governors with a newly appointed coordinating body, "Board of Governors," and restructured Board of Trustees. If the amendment passes in the House of Representatives, it will be put on the ballot in November to be voted on by the public.

Budget Update

- No confirmation from the Legislature at this time on the SUS budget reduction projections.
- Copies of "Budget and Enrollment Reduction Planning" were distributed which contained four items reviewed by the Provost: The Budget, Budget Reduction Principles, Budget Reduction Strategies, and Enrollment Reduction Plan.
- PECO funds have been cut by \$168 million across the state. One-third of the budget has been cut from infrastructure allocation impacting the planned construction of the music building, general sciences building, and the Lakeland campus.
- An Academic Affairs Budget Planning Workgroup comprised of three deans, three chairs, and three faculty members will be established and chaired by Dr. Dale Johnson. The charge of the workgroup will be to address three long-term goals: (1) resetting the base budgets of academic units, colleges, and other allied academic units; (2) establish budget rules and responsible budget/fiscal management, and (3) develop and design a transparent, sustainable shared budget planning process for the future.

Proposal to establish a Task Force on Faculty Roles, Responsibilities, and Rewards at USF

This proposal was distributed for feedback and discussion purposes. The charge is to identify a small advisory steering committee to meet with Senior Vice Provost Dwayne Smith with a process for considering the structure and scope of such a task force, a timeline, and expected deliverables to the Provost Office by the end of the next academic year.

Discussion was held. Committee on Faculty Issues Chair Paul Terry made the following recommendations regarding the proposed task force: that it be system-wide with two faculty members from each campus, and a Senator from each of the five campuses is appointed, including St. Petersburg. In addition, because some of the responsibilities of the task force could be referred to committees, he recommended that the chairs of the Council on Educational Policy and Issues, Research Council, Council on Technology for Instruction and Research, Committee on Faculty Issues, and the Governmental Relations Committee be appointed to serve.

In response to the question from Sergeant-At-Arms Ness on whether anyone was looking into increasing revenue instead of decreasing expenses, Provost Wilcox replied that current, state-wide there is advocacy for a sales tax which will allocate a portion to education. Locally, USF is researching potential new streams for revenue such as increasing student fees, tuition, and an increased distance learning fee.

It was agreed that the Faculty Senate has an obligation to faculty and should be involved in discussing any of the topics listed in the duties of this proposed task force. President Barber would also like to discuss this topic with the intercampus faculty councils to find out if this could be an activity that could be broadened to system-wide rather than campus-specific.

REPORTS BY OFFICERS AND COUNCIL CHAIRS:

a. Faculty Handbook: (Laurence Branch)

- Vice President Branch stated that a draft of the handbook is expected to be completed by the end of this semester.
- He commended the Academic Affairs Budget Priorities Advisory Task Force for their outstanding efforts and participation. He will follow up with President Genshaft on implementing a budget task force on each campus. Provost Wilcox was asked to consider having such a discussion with the regional campuses.

b. Election Results (Dale Johnson)

Secretary Johnson announced that the College of Arts and Sciences (CAS) was the only college that required an election to be held this year. There were nine nominations for seven vacancies. Out of 457 eligible voters, 85 voted using the on-line process; nine completed paper ballots. The new CAS Senators for 2008/2009 are: Elizabeth Bird, Lisa Rapp-Paglicci, Sidney Pierce, James Garey, Kenneth N. Cissna, Rosalie Baum, and Sarath Witanachchi. Faculty automatically seated will be: Michael Barnett, College of

Business Administration; Gregory Teague, Louis de la Parte FMHI; Kendra L. Daly, College of Marine Science; Orhan Arslan, Beata Casanas, Ardeshir Hakam, College of Medicine; William D. Armitage, Lakeland Campus; Susan Fernandez and Ella Schmidt, St. Petersburg Campus.

Colleges with vacancies are: School of Architecture, College of Education, Louis de la Parte FMHI, and College of Medicine.

Although the new Senators officially start their term in August, they will be invited to attend the March Faculty Senate meeting.

c. Officer Elections 2008/2009 (Dale Johnson)

It is time to solicit nominations for Senate officers. All positions are open this year: President, Vice President, Secretary, Sergeant-at-Arms, Senator-at-Large and Committee on Committees. Except for the office of President which is a two-year term, all offices are one year beginning August, 2008. The Parliamentarian, appointed by the Faculty Senate President, also serves a one-year term. A solicitation for nominations will be sent out by the end of this week via e-mail to all Senators, including new appointees. The requirement of a 50-word statement outlining qualifications and goals will be enforced. Nominations will also be taken from the floor at the March Faculty Senate meeting. Question was asked as to whether or not campaign speeches will be made at this meeting; decision regarding will be made at a later date. Deadline for submission of nominations is Friday, March 21, 2008. If there is a need for an election, paper ballots will be mailed out on Monday, March 24, 2008. Announcement of incoming officers will be made at the April 16th Faculty Senate meeting.

Secretary Johnson queried the Provost as to whether or not the Tampa campus has received a definite charge that St. Petersburg faculty will not be serving on the Tampa Faculty Senate. Discussion was held that doing so violates SACS accreditation for that campus. CEPI Chair Donchin will forward to Secretary Johnson an e-mail from St. Petersburg administration clarifying this issue.

c. Review of Proposed Policy/Procedures from Undergraduate Council (Larry Thompson)

These two policies were forwarded from the General Counsel Office for review by the Undergraduate Council. They are still in draft form. Undergraduate Council Chair Thompson presented these two policies to the SEC for input.

1. Procedures for Handling Emergencies and Disruption of Academic Process

Discussion was held on the handling of emergencies as to who notifies the disruptive student that they are unwelcome to return to class. Several SEC members felt that instructional disruption issues are the department's responsibility and there should be structural procedures for the department chair to follow. Faculty Senate President Barber asked Undergraduate Council Chair

Thompson to seek clarification from the Office of Student Rights and Responsibilities.

2. Proposed General Attendance Policy

Chair Thompson pointed out that this policy is approximately twenty-five years old, has never been updated, and does not address some of the common attendance issues. The Undergraduate Council has modified it to ensure that the faculty member is responsible for making the decision whether or not a student should drop a class due to absences. President Barber asked that the SEC send to Chair Thompson comments for incorporation or further discussion. Chair Thompson stated that assistance from any of the other committees or councils would be welcome.

OLD BUSINESS

a. Annual Faculty Assessment-USF President and Proposed Guidelines (Paul Terry)

Committee on Faculty Issues (CFI) Chair Terry reported that this document was revised in February 2008 to be titled Annual Faculty Assessment. In addition, CFI members discussed the document and recommends that it should be utilized as follows:

- An alpha-test will be administered for this year only for the President.
- It was determined not to administer the alpha-test for the Vice President of Health at this point in time. A timeline has been discussed and it is anticipated this be performed as a pilot.
- A packet will be personally hand distributed to all Faculty Senate members by Sergeant-at-Arms Ness at the April 16 meeting. A cover letter from the Faculty Senate President will be enclosed explaining the purpose of the Assessment Review. Senators with an excused absence will be mailed a packet. Everyone will have the option of either filling out the assessment on a DVD or hard copy. Return envelopes will be addressed to Ann Pipkins, c/o the Faculty Senate Office. Senators will also be asked to provide feedback on content, as well as the rating system. Requested return date will be May 1, 2008.
- Upon completion of this step, the assessment will be forwarded to the President of the Faculty Senate.
- The criteria are: Vision and Goals, Campus Culture, Role in Government, Alumni and University Foundation, Government Community Relations, Finance and Facilities, AAU Status, and Ranking Priorities.
- This will not be an electronic communication and will be handled in-house.

CFI Chair Terry stated for the record that this is not an evaluation, but rather an assessment or possibly Annual Faculty Review. He provided further clarification relating to the title of assessment versus review. "No one can evaluate an employee, but their own superior. A superior can obtain data through a review or assessment." Furthermore,

General Counsel has reviewed the instrument and advised this be titled Annual Faculty Review.

Discussion was held. It was agreed that Senators with an excused absence would be mailed a packet. In addition, this document will not be distributed to persons who are not members of the Senate. The packages will be hand delivered by the Sergeant-at-Arms at the April 16 Faculty Senate meeting to only Senators. The packet will include a cover letter from President Barber, the assessment (hard copy as well as on DVD), instructions for completing the assessment, and an annual report from President Genshaft.

b. A+ Grading System

President Barber explained that Student Government asked that the SEC reconsider their request to initiate the A+ grading system. A motion was made and seconded that the SEC not support the Student Government A+ grading system. After a brief discussion, there was a call to question. The motion unanimously passed not to support the request.

NEW BUSINESS

a. Survey of College Deans: (Dwayne Smith)

Senior Vice Provost Smith distributed a draft copy of the “Academic Affairs Evaluation of Deans for 2007-2008.” The final copy will be submitted in electronic form providing a set of instructions. Responses will go to an office outside of the Provost Office where results will be compiled and submitted to the Provost. Some elements of the evaluation will include consideration of performance-based criteria relating to annual goals, research, scholarly and creative productivity; fund-raising; community engagement; shared governance, and contributions to boarder university goals. The SEC was asked to review and provide feedback as soon as possible to enable completion by end of summer semester.

CFI Chair Terry recommended that it be called “Dean’s Annual Assessment” so that the information can be used as a professional development tool. In addition, SEC members suggested that the deans should be asked to provide a synopsis of their activities. There was overall agreement that an assessment of deans should be done.

b. Report from Ad Hoc Postdoctoral Workgroup - Information Purposes Only

The report was provided for information purposes only. Any comments should be sent to President Barber.

c. Postdoctoral Handbook – Information Purposes Only

The “Guide for Postdoctoral Fellows” was distributed for information/comments. Discussion resulted in the recommendation that the order of circulation for this document is that it goes first to the Research Council and then to the deans who should distribute it

to department chairs. In addition, it was pointed out that there were no faculty from Arts & Sciences on the postdoctoral workgroup. President Barber will forward these and any other comments to the Provost.

d. Senate Joint Resolution (SJR) 2308

Due to the fact that Past President Susan Greenbaum was not available for a conference call regarding this resolution, Vice President Branch was contacted and agreed to take the call. He gave the SEC a synopsis of the bill stating that it dissolves the Board of Trustees and the Board of Governors, and has a Governor-appointed Commissioner of Education who sits on the Cabinet. This Cabinet is tasked to decide all the educational issues for the State.

Three handouts regarding this resolution were distributed at today's meeting: a letter from Chancellor Mark B. Rosenberg, responding to the Governor; Legislation Bill, SJR 2308; and the advisory committee comprised of Presidents of all of the Faculty Senates from the eleven public universities, asking for this bill not to be passed.

Discussion was held. It was pointed out that SJR 2308 is an Amendment Resolution that would require it to be put on a ballot in the fall and voted on by the public in order to change the Constitution. Past President Greenbaum recommended that the Tampa Faculty Senate sign on to the statement that the other Faculty Senates has adopted. The SEC agreed that this would be appropriate. Past President Greenbaum will provide to the SEC members information on the statement via e-mail before it is considered by the full Faculty Senate.

OTHER

CFI Terry and Graduate Council Chair Strange would like the Task Force on Faculty Roles, Responsibilities and Rewards be a system-wide task force by including faculty members or Senators from each campus. However, due to a lack of quorum discussion could not be held.

The meeting adjourned at 5:16 p.m.