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FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
April 2, 2008

Present: Michael Barber, Laurence Branch, Jennifer Cainas, Gail Donaldson, Emanuel Donchin, Susan Greenbaum, Dale Johnson, Sang-Hie Lee, Gene Ness, Philip Shenefelt, Sandhya Srinivasan, Paul Terry, Larry Thompson, Graham Tobin

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

The meeting was called to order by Faculty Senate President Michael Barber at 3:03 p.m. The Minutes from the March 2, 2008, meeting were approved as corrected.

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

President Barber announced that Senators and officers whose terms are ending this year will be recognized at the April 16 Faculty Senate meeting.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox reported the following:

- USF's College of Education, College of Nursing, School of Physical Therapy, and the Department of Psychology programs were recently recognized by US News & World Report "America's Best Graduate Schools 2009."
- At its March 20, 2008 meeting, the USF Board of Trustees approved a blueprint for the future of the USF System titled "Path to Mission Differentiation."
- USF will continue to plan for a 15 percent base budget reduction from July 1, 2007 to July 1, 2008. This amounts to \$52 million across the USF system. To date, USF's budget has been reduced 5.4 percent, or \$19 million, in the current year.
- The Florida House of Representatives is recommending an additional 5.8 percent reduction; the Florida Senate's recommendation is a 6.3 percent reduction.
- It is anticipated that the budget will be finalized within the next three weeks with major decisions impacting Academic Affairs to be announced before the end of this semester, but not until the Legislature has approved the higher education budget.
- Some initiatives to achieve budget cuts on the Tampa campus are: budget reductions in the fall semester, recovering vacant faculty/staff lines, and academic realignment. Deans are meeting regularly to achieve an additional 3 percent base budget reduction.
- USF is looking toward consolidation rather than elimination of degree programs, so cost savings will need to come from operational or administrative overhead.
- A 6 percent tuition increase is on the table; a 4 percent increase is guaranteed.
- "Campus Conversations" are scheduled on the following dates:

Monday April 14, 5:00-6:30 p.m., in the USF Preview Room (ADM 185), for Mathematics, Sciences and Engineering;

Tuesday April 15, 5:00-6:30 p.m., in the USF Preview Room (ADM 185), for the Arts, Humanities, Behavioral and Social Sciences; and

Thursday April 17, 5:30-7:00 p.m., in the USF Preview Room (ADM 185), for Professional Colleges, Schools and Programs.

Faculty are invited to attend to express their views, thoughts, and ideas on emerging matters relative to budget reductions, strategic and academic realignments at the university.

Further information on the above items, as well as other points of interest, were included in his April 1, 2008 communiqué to the university

- The Budget Planning Workgroup is preparing to re-set academic budgets for 2008-2009 which will align with USF's strategic plan.
- PECO Update: The original amount allocated was \$16 million, but has reverted to \$3 million. This causes a set-back of another year before construction can begin on what is the most needed building on the Tampa campus – the interdisciplinary science building.
- The state-wide board will be meeting on campus next week to make recommendations on which universities to award Centers of Excellence. Two of the five proposals submitted by USF are very well positioned by being in the first tier. Moffitt Cancer Center also has one ranked in the second tier.
- Two programs were overlooked in his letter that went out the previous night that were not ranked by U.S. News and World Report: the Doctor of Audiology Program ranked 24th in the nation and the School of Social Work ranked 71st in the nation.

Provost Wilcox added his comments about starting conversations between USF Health and Academic Affairs. He pointed out that he encourages such conversations to occur. Sergeant-at-Arms Ness reiterated that there should be more integration with USF Health and the rest of the university. Particularly, it is critical that promotion and tenure decisions be made by the Provost at the final level. This would create a system of checks and balances. Provost Wilcox responded that a steering committee is in the process of being created for the Task Force on Faculty Roles, Responsibilities and Rewards (TFFRRR). There will be USF Health representatives on this steering committee that will have the opportunity to make recommendations on such issues as tenure and promotion to be forwarded to the Provost.

Vice President Laurence Branch had the following comments:

- Asked for confirmation that the Florida Senate budget recommendations were not to move forward with the planning of the medical schools for Central Florida and Florida International University. The Provost confirmed that the Senate is not recommending funding for either the existing medical schools or the new medical schools.

- Reminded the Provost of an earlier pledge made to the SEC that he would post as quickly as possible the dollar implications of savings for various revenues.
- Expressed his frustration over the lack of the shared governance opportunity on the USF Health side. He felt that when realignment is done it would be appropriate to reconsider whether there needs to be parallel ties between USF Health and Academic Affairs.
- The TFFRRR, as it has been constituted to report to the Provost, misses an opportunity whereby he would like everyone to reconsider the basic proposal and establish it as a function of the Faculty Senate which represents all components and have it report to the President on faculty roles and responsibilities so that it take the larger view and bring these issues together. The Faculty Senate is the only vehicle that has representatives from both USF Health and Academic Affairs. Therefore, the Committee on Faculty Issues might be an appropriate place to convene the entire group of deans, chairs, faculty and Senators participating on this kind of initiative on faculty roles and responsibilities and report to the President.

Associate Vice President Linda Whiteford announced that President Genshaft has signed the American College and University Presidents Climate Commitment moving USF toward a greater recognition of the need for sustainability. Along with the President’s willingness to sign the commitment, the administration will ask Student Government, and the Faculty and Staff Senates to sign a similar commitment so that all units on campus would be represented to make a more comprehensive move toward sustainability.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

- a. Nominations from Committee on Committees (Philip Shenefelt)
On behalf of the Committee on Committees (COC), Chair Shenefelt presented the following nominations for review:

COMMITTEE ON COMMITTEES RECOMMENDATIONS FOR UNIVERSITY-WIDE COMMITTEES AND COUNCILS

Spring Semester 2008

April 2, 2008

Faculty Senate Standing Committees and Councils

Commencement and Convocation Committee

Mark Dummeldinger (BUS)

Committee on Faculty Issues

Cass Fisher (CAS)

Council on Educational Policy and Issues

Robin Ersing (CAS)

Council on Technology for Instruction and Research

Sondra Fogel (CAS)
Jennifer Lister (CAS)
Ilene Frank (LIB)
Andrew Smith (LIB)
Michael Timpson (VPA)
Rui Cheng (SAR)
Phyllis Jones (SAR)

Faculty Committee on Student Admissions

Kelli Burns (CAS)

General Education Council

Michael Gibbons (CAS)
Michael Bowen (BUS)
Ilene Frank (LIB) (split vote)
Scot Boeringer (LKLND)

Governmental Relations Committee

Kenneth Killebrew (CAS)

Library Council

Stephanie Maatta (CAS)
Christine Probes (CAS)

Research Council

Yangxin Huang (COPH)

Undergraduate Council

Ken Christiansen (ENG)
Joanne Larsen (LKLND)
Garnet Butchart (CAS)

Nominations for Presidential Committees and Councils

Athletics Council (need 2 from any college)

Anna Marie Ippolito
William Quillen

Committee on Black Affairs (need 2 from any college)

Georgette King (split vote)
Brenda Townsend
Eric Duke (split vote)

Committee on Issues of Sexual Orientation and Gender Identity

J. Lynn McBrien

Women Status Committee (need 2 from any college)

Sue Bartlett (split vote)

Marie Byrd-Blake (split vote)

Martha Brown

- Council on Technology for Instruction and Research: The Library nominee received a split vote from the COC (half in favor; half against); therefore, approval was requested from the SEC as to whether or not to forward the nomination. A motion was made and seconded to recommend Ilene Frank for membership on the CTIR to represent the Library. The motion was unanimously passed.
- Committee on Black Affairs: There was a split vote between Georgette King, Assistant in Research in Pediatrics, and a Ph.D. Candidate in Anthropology, and Eric Duke who is an Assistant Professor in the Department of Africana Studies. Discussion was held with a motion made and seconded that Professor Duke be recommended to fill the vacancy. The motion was unanimously passed.
- Woman Status Committee: There was a split vote between Sue Bartlett, Instructor in the College of Arts and Sciences and an Advisor for Economic Majors, and Marie Byrd-Blake, Assistant Professor in the College of Education-Sarasota Campus. Discussion was held. A motion was made and seconded to recommend Professor Byrd-Blake to fill the vacancy on this committee. The motion was unanimously passed.

At this time, COC Chair Shenefelt entertained a motion for the approval of all nominations for the University-Wide Committees and Councils. The motion was unanimously passed and the nominations will be presented to the Faculty Senate at its April 16, 2008 meeting.

b. Update from Committee on Faculty Issues - Distribution of Annual Assessment Survey for the President (Paul Terry)

Committee on Faculty Issues (CFI) Chair Terry reported the following regarding the annual assessment of President Genshaft:

All Faculty Senators attending the April meeting will receive a hard copy of the assessment and a blank, recordable CD in a brown envelope. They will be asked to utilize the CD to type comments and feedback.

Sergeant-at-Arms Ness will ask each Senator to sign that they have received their packet. Each packet will contain a cover letter from Faculty Senate President Barber along with a set of instructions.

All candidates will be asked to either return a hard copy of the survey in the envelope provided to Ms. Ann Pipkins, or fill it out on-line and return to Ms. Pipkins by electronic mail.

The deadline for submission of the survey to the Faculty Senate Office is Friday, May 2, 2008.

CFI members will work on content validity of the instrument before moving forward to assessing other administrators. At some future date, a determination needs to be made as to how often to do these assessments.

c. Report from Council on Technology for Instruction and Research (Sandhya Srinivasan)

CTIR Chair Srinivasan presented the following issues for discussion:

Course Retention Period: Due to a shortage of server space, Academic Computing is contemplating to erase Blackboard (Bb) course websites that are older than 2-3 years from the time it has been taught. Currently courses as far back as 5 years are held in archive and this can no longer continue. CTIR was approached for input; members suggested that 2-3 year window is acceptable so long as it does not negatively impact any departments and special program schedules. Instructors will be asked to make archive of their Blackboard course website for personal back up. Course Statistics will be available for one semester.

SEC Discussion: SEC members agreed that a 3 year period for holding course sites on the server for immediate faculty access is acceptable however, they would like for Academic Computing to make a copy of all courses and hold it in their custody for a minimum 7 (IRS suggestions) or maximum of 10 years (SACS accreditation is once in 10 years). It was reiterated that the faculty will be advised to keep a copy for their own records. One of their concerns is that a faculty member may leave the university and a need may arise to view the course site thereafter. Academic Computing should have a record of it at least for the time periods specified above (7 or 10 years).

Printing Class Rolls: Office of Registrar has approached the Blackboard Advisory Committee to inform them that the 2 and 3 print rosters will be discontinued due to cost issues. In addition, several members of the Bb Advisory committee and CTIR (when it was addressed therein) suggested discontinuing the printing of the first set of rosters. Academic Computing would need to work out a mechanism for instructors to identify students who missed the first class attendance which happens to be the main purpose of the first roster. Coding this mechanism in place can take towards the end of the year. Once this is in place, then CTIR recommends that the printing of first set of rosters be discontinued.

SEC Discussion: SEC members were in agreement to discontinuing the 2 and 3 print rosters. Once the mechanism was in place for instructors to electronically report first class absentees via Blackboard then they had no issues with discontinuing the first printed roster as well.

CTIR Chair Srinivasan will take these comments back to the Blackboard Advisory Committee and CTIR.

OLD BUSINESS

- a. Finalized Resolution Regarding St. Petersburg Faculty Serving on Tampa Senate (Dale Johnson)

At the February SEC meeting, the following proposed amendment to The Constitution of the Faculty of the University of South Florida regarding the use of the wording “regional campuses” was approved. The following proposal will be submitted to the full Senate at its April 16th meeting:

Proposed Amendment to
*The Constitution of the Faculty
of the University of South Florida*

Submitted to the Faculty Senate
April 16th, 2008

Article II. A. Membership

Existing Language: “The Faculty Senate shall be composed of sixty elected members apportioned among and representing the academic colleges and the regional campuses of the University of South Florida in accordance with the apportionment criteria contained in section B of Article II and such ex officio members as stated in this section.”

Revised to read: The Faculty Senate shall be composed of sixty elected members apportioned among and representing the academic colleges and the regional campuses of the University of South Florida in accordance with the apportionment criteria contained in section B of Article II and such ex officio members as stated in this section. For the purpose of this document, the term "regional campus" refers to a member campus of the USF system which is

(a) A separately administered campus geographically located away from Tampa,

(b) Wherein the Tampa campus is responsible for the accreditation (including SACS and professional) and academic quality of that campus, including program approval, faculty recruitment and evaluation.

Any entity governed by its own Academic Senate, and reporting directly to the President of USF, will not be considered a "regional campus" within the context of this document. "

Rationale:

A separately accredited campus (e.g. USF St. Petersburg) is required by their regional accreditors to have their own academic governance. Therefore, a separately accredited campus should not have representatives on the USF Faculty Senate. The above amendment will make that distinction by defining “regional campus” for the purposes of USF Faculty Senate membership.

A motion was made and seconded to approve this amendment and present it to the Faculty Senate. Discussion was held. The four seats that are currently assigned to the St. Petersburg campus will be reapportioned to the remaining colleges. It was iterated that the same process will need to be done for Sarasota and Lakeland campuses when they become separately accredited. There was a call to question. The motion was unanimously passed. Senator Donchin will present the proposed amendment at the April 16 Faculty Senate meeting.

NEW BUSINESS

a. Summer SEC Meetings are scheduled for the following dates

President Barber announced that the scheduled summer SEC meetings are: May 7, 2008, June 4, 2008, and July 2, 2008. All meetings will be held in SVC 5012 from 3:00-5:00 p.m.

b. Other

A discussion was held as to whether or not a past president can concurrently serve as vice president. It was noted that the Bylaws do not state that a past president cannot run for another office. Parliamentarian Tobin read the following excerpt of the Bylaws of the Constitution of the Faculty: “The Executive Committee is comprised of President of the Faculty Senate, Vice President, and immediate Past President of the Faculty Senate. No member of the Senate Executive Committee (SEC) may hold or represent two offices on the SEC.” It was agreed that if the situation arises, the issue will be put before the full Senate for discussion and call for a vote.

c. Certification of Officer Elections (Dale Johnson)

Secretary Johnson raised the issue that due to the slate of candidates running for officer, there was no one to oversee the electoral process. A motion was made and seconded to ask Senator-at-Large James Strange to certify and announce the results of the officer election. The motion was unanimously passed.

d. Task Force on Faculty Roles, Responsibilities and Rewards (TFFRRR) (Larry Branch)

Vice President Branch recommended that President Barber send a communication out to the Faculty Senators soliciting for volunteers to serve on this task force. It was also

recommended that Senators from the College of Medicine, Sarasota and Lakeland campuses be encouraged to serve. This task force affords an opportunity to build bridges between USF Health, Tampa, and regional campuses by being a positive proactive force with all campuses involved.

AGENDA FOR FACULTY SENATE MEETING, APRIL 16, 2008

The following suggestions regarding the upcoming Senate meeting were made:

- Reschedule the meeting on April 16, 2008 to April 23, 2008 due to the fact that budget information will not be received until the second or third week of April.
- If rescheduled, distribute the assessment of the university president at the April 23, 2008 meeting.

Discussion was held. It was decided to keep the April 16, 2008 meeting in place. If budget information is received after the April meeting, all Senators will be notified by e-mail that there will be a special meeting in May to discuss the outcome of the budget and realignment/restructuring issues.

There being no further business, the meeting was adjourned at 5:17 p.m.