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FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
May 7, 2008

Present: Michael Barber, Gail Donaldson, Emanuel Donchin, Susan Greenbaum, Sang-Hie Lee, Gene Ness, Christine Probes, Sandhya Srinivasan, Paul Terry, Larry Thompson, Graham Tobin

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

Guests: Elizabeth Bird, Janet Moore

The meeting was called to order by Faculty Senate President Michael Barber at 3:05 p.m. The Minutes from the April 2, 2008, meeting were approved as presented.

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

Due to his absence from the April Faculty Senate meeting, Parliamentarian Tobin was presented a plaque at today's meeting in recognition of his contributions and service to the Faculty Senate for 2006-2008. Congratulations were expressed by members of the Senate Executive Committee (SEC).

The special meeting of the Faculty Senate called for May 21, 2008 was discussed. The timing of the meeting and the venue has been changed due to a number of events happening that afternoon that require appearances by President Genshaft. Therefore, the meeting has been scheduled for 1:00 – 4:00 p.m. at the Westside Conference Center of the Louis de la Parte Florida Mental Health Institute (FMHI). A message informing the Senators of the meeting will be sent out on Thursday morning.

The University of Florida and Florida International University budget reduction announcements have been publicized. SEC members were asked to review these before the May Senate meeting to have an idea of what USF's sister universities are proposing.

Senator Elizabeth Bird and Parliamentarian Tobin were thanked for attending Commencement ceremonies. There were five ceremonies (including the College of Medicine) and were very effective with large crowds. The topic of Commencement was brought up because the administration is looking for suggestions on how to encourage better faculty participation. Recommendations from the SEC included departments having a rotation of faculty representatives, providing reserve parking for faculty at the Sun Dome, and switching from a general ceremony to a departmental graduation. President Barber asked that any additional suggestions should be forwarded to Provost Wilcox.

In response to the resolution passed at the April Faculty Senate meeting to form a Faculty Senate Task Force to Review the Administrative Structure, the following Senators have volunteered to

serve: Kathleen Armstrong, Emanuel Donchin, Tom Massey, Gene Ness and Steve Tauber. Faculty Senate President Barber, along with three past presidents, will also serve on the task force: Elizabeth Bird, Susan Greenbaum and Nancy Tyson. Senior Vice Provost Dwayne Smith will be the liaison between President Genshaft and Senate President-Elect Larry Branch. President Genshaft will appoint administrators to the task force within the next few weeks.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox gave an update from the post-Legislative session. To aid in his discussion, he distributed a "Budget Overview" document and a spreadsheet titled "Distribution of 2008-09 Operating Budget by Operating Unit." Attached to the spreadsheet was the "Board of Governors State University System of Florida Actual and Potential General Revenue & Lottery Reductions, Fiscal Year 2007-2008." Highlights of his update included:

- Total budget reduction for 2007-2008 is 16.6 million dollars (breakdown is 12.2 million dollar reduction in Fall 2007; 4.4 million dollar reduction in Spring 2008).
- Adjusted recurring base for 2008-2009 general revenue budget is another reduction of 19 million dollars on top of the 16.6 million dollar reduction in 2007-2008. The result is 4.5 percent from 2007-2008 fiscal year, and 5.9 percent from the 2008-2009 fiscal year. Overall, from July 1, 2007 to July 1, 2008, the total base budget reduction will be 10.6 percent or 35.6 million dollars planning for as much as a 15 percent or 52 million dollar reduction. The difference will be set aside in reserve until after the November elections in anticipation of a mid-year budget reduction. President Genshaft will present the budget reduction proposal at the May 21st Faculty Senate meeting. If future reductions do not occur, those funds will be reinvested strategically, primarily to fill faculty positions that are currently vacant and have been allocated to the budget reduction.
- No programs will be eliminated.
- No layoffs of tenure or tenure-earning faculty will occur.
- RO funds will not be swept, but deficits need to be cleared up in the colleges before the 2006-2007 F&A funds are distributed.

Other items reported on by Provost Wilcox:

- It has been recommended that USF receive 50 million dollars for PECO with the breakdown as follows: ten million dollars for Tampa campus for utilities and infrastructure; fully funds the music building; 15 million dollars for USF Polytechnic (formerly USF Lakeland); 3 million dollars for the interdisciplinary science building, top priority with ground breaking to take place in the spring.
- Two levels of undergraduate tuition were approved: (1) a recommended 6 percent increase across the board for resident students generating approximately 3.6 million dollars in new tuition. (2) Differential tuition for new students on the Tampa campus enrolled as of Fall 2007 which is anticipated to generate approximately 1.7 million dollars.

- Colleges of Medicines across the state were given authority to raise out-of-state M.D. tuition as much as 15 percent.
- New funding for the medical school was approved in the amount of 1.7 million dollars.
- Seven proposals for Centers of Excellence were approved for funding; 2 of which were from USF. However, a new energy bill was sponsored that included 6 universities to be awarded 60 of the 90 million available dollars. If the governor does not veto this portion of the energy bill, USF will be out of the running.
- Capitol Improvement Trust Fund (CITF) which are fees students pay every semester they are enrolled. The funds go to Tallahassee where they are invested in a trust fund. The Legislature released approximately 40 million dollars in CITF to the Tampa campus for next year which will be used to enhance capitol facilities for student use. It will be used to expand the current recreation center to include a wellness and nutrition facility. Smaller amounts were released for each of the other campuses depending upon their enhancement requirements.

Facilities Planning has been approached about locating a placement in the new Marshall Center for the faculty awards display case belonging to the Faculty Senate which is currently located in the Campus View East scheduled for demolition. President Barber responded that the previous Provost had agreed to increase the number of display cases because there is no more space for additional plaques. However, due to the current, economic climate, that does not seem likely. Details will be provided as they become available.

REPORTS FROM OFFICERS AND COUNCIL CHAIRS

a. Procedures for Handling Disruption of Academic Process-Revisited (Larry Thompson)

These revised procedures included the SEC recommendations which Undergraduate Council Chair Thompson received several months ago. He pointed out that the handling of a disruption stops with a department chair and only goes to the dean if there is a need to do so. The procedures do include a variety of things that are administratively related. The document has been reviewed by a number of administrative offices, as well as General Counsel. Associate Dean of Undergraduate Studies Janet Moore was present to answer questions of the administrative staff. She explained that the disruption process procedures will be separated from the current policy which combines it with the policy on dishonesty. It will be added to the Undergraduate Catalog. In addition, Dr. Moore pointed out that this policy also deals with disruptions that occur on-line. A motion was made and seconded to approve the revised document. The motion was unanimously passed.

b. General Attendance Policy–Revisited (Larry Thompson)

Undergraduate Council Chair Thompson presented this revised draft document. Currently, a general attendance policy does not exist at USF, and this is an effort to create one. It would be added to the Undergraduate Catalog. Chair Thompson pointed out that because the Graduate Council did not want to take up the policy, his comments were

limited to undergraduates only. After a brief discussion, a motion was made and seconded to approve this draft policy. President Barber specified that by approving this document, it only addresses undergraduate and not graduate education. Dr. Moore commented that this draft will be reworked to separate what is policy from what is interpretation before it is put into the Undergraduate Catalog. The motion was unanimously passed.

c. USF Distance Education Guidelines-Draft (Sandhya Srinivasan)

As Chair of the Council on Technology for Instruction and Research (CTIR), Ms. Srinivasan presented these draft guidelines which are based on the Southern Association of Colleges and Schools (SACS) Best Practices for Electronically Offered Degree and Certificate Programs. The purpose of the document is to facilitate the design, development, implementation, and ongoing management of distance learning efforts at USF. Currently, there is no guiding document on the USF campus. Chair Srinivasan requested that this document be approved by the SEC and the Faculty Senate to move it forward to make it policy.

The floor was opened for discussion. Comments included: the question of tuition is not addressed and the cost of preparing distance education and where the tuition goes that is collected; the updating of the materials is necessary and a clear statement should be made as to who will do this task; security is an issue, that is, the student that is registered to take the course is actually doing the work; there should be a designated person or office to act as a conduit; there is a need for quality control.

A motion was made and seconded to send the draft guidelines to the Council on Educational Policy and Issues (CEPI) and the Committee on Faculty Issues (CFI) for review and a report to the SEC within a month. The motion was unanimously passed. It is anticipated that a draft will be presented to the Faculty Senate in the fall.

OLD BUSINESS

a. Commitment to Honor-Revisited

Associate Dean Moore explained that the Commitment to Honor was created by the students and approved by the Faculty Senate during the Fall Semester of 2007, but nothing further has been done with it. She attended today's meeting to ask for assistance from the Faculty Senate to educate the university community. The floor was opened for discussion. Dr. Moore clarified that the Commitment to Honor was written as a positive statement to deal with the importance of academic integrity in the university community. The statement will be promoted through student orientation. It is hoped that it will be posted in the new Marshall Center. Dr. Moore felt it would be much stronger if a group such as the Faculty Senate provided a statement. Past President Greenbaum recommended that the statement be sent to all Senators asking them to disseminate it within their colleges. A motion was made and seconded to have Associate Dean Moore present it at the first meeting of the Faculty Senate in the fall. The motion was unanimously passed.

NEW BUSINESS

a. 0-614 Post Retirement Employment Policy (Michael Barber)

President Barber and President-Elect Branch received this new policy from General Counsel with a request to review and forward any comments and suggestions to that office by June 13, 2008. A motion was made and seconded to forward this to CEPI for review and recommendations. The motion was unanimously passed.

b. Community Engagement as Scholarship Document (Paul Terry)

Committee on Faculty Issues (CFI) Chair Terry presented the recommendations from CFI that were the result of a meeting with Past President Greenbaum and Dr. Harold Keller. The recommendations included the creation of a task force to focus on the process of implementation of community engagement as a component of advancement for tenure and promotion with Dr. Greenbaum as chair. In addition, the task force is to develop a plan for reviewing and revising tenure and promotion procedures to be more in line with the goals of the USF Strategic Plan. Furthermore, it recommended that the task force be in place by the fall semester. Composition of the task force will be Senators, college representatives appointed by the deans, and administrators. Discussion was held. It was clarified that the SEC and the Faculty Senate previously gave endorsement for CFI to develop a process to get this started and these are its recommendations. A motion was made and seconded that these recommendations be adopted by the SEC and moved forward. The motion was unanimously passed.

Before adjourning the meeting, President Barber stated that the special meeting of the Faculty Senate on May 21st would not have a major agenda, but would be devoted entirely to discussion of the budget proposal.

There being no further business, the meeting was adjourned at 5:05 p.m.