AY 2013/2014 SEC meeting minutes: 03 Oct 12

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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
October 3, 2012
3:00-5:00 p.m., Student Services Building, Room 5012

1. Call to Order – Introductions & Review of Agenda

2. Approval of Minutes from September 5, 2012 Meeting

3. Reports by Officers and Council Chairs
   a. Recommendations from Committee on Committees – Ellis Blanton (5 minutes)
   b. Nominations for Senate vacancies - Gail Donaldson (5 minutes)
   c. Honorary Degree Recommendation – Marzenna Wiranowska (10 minutes)

4. Old Business
   a. Proposed Kosove Awards – Marzenna Wiranowska (15 minutes)
   b. Updates: USF Strategic & Budget Planning Processes – Graham Tobin and Ralph Wilcox (15 minutes)
   c. Status of Outstanding Items – Gregory Teague

5. New Business
   a. Proposed Conversion of Patel School to a College – Kalanithy Vairavamoorthy and Carl Herndl (25 minutes)
   b. Legislatively Mandated General Education Revisions – Bob Sullins and Karla Davis-Salazar (15 minutes)

6. Report from USF System Faculty Council Vice President – Gregory Teague (5 minutes)

7. Report from Provost Ralph Wilcox (10 minutes)

8. Report and Announcements from Faculty Senate President Gregory Teague (10 minutes)

9. Next scheduled meeting – October 31, 2012

10. Adjourn
USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
October 3, 2012

Present: Ellis Blanton, Lisa Brown, Kenneth Buckle, Karla Davis-Salazar, Gail Donaldson, Philip Levy, Steve Permuth, Thomas Pluckhahn, Arthur Shapiro, Andrew Smith, Gregory Teague, Marzenna Wiranowska

Absent: Elizabeth Bird, Randy Borum, Marilyn Burke, Tom Mason

Provost’s Office: Paul Dosal, Kofi Glover, Dwayne Smith, Graham Tobin, Ralph Wilcox

Guest: Carl Herndl, Bob Sullins, Paul Terry, Kalanithy Vairavamoorthy, Ali Yalcin

Faculty Senate President Gregory Teague called the meeting to order at 3:02 p.m. He accepted a motion with a second to approve the Minutes from the September 5, 2012 meeting as presented. Before conducting business, introductions were made.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Recommendations from Committee on Committees – Ellis Blanton

Committee on Committees (COC) Chair Blanton reported that the COC is currently reviewing nominations to fill vacancies on Faculty Senate councils and will have their reviews completed by Friday, October 5th. He alerted the Senate Executive Committee (SEC) that they will be receiving an e-mail message with a request to vote on the final slate of nominees so it can be presented to the Faculty Senate at its October meeting.

b. Nominations for Senate Vacancies – Gail Donaldson

Secretary Donaldson explained that there were eleven vacancies to be filled on the Faculty Senate. These are seats that were not filled at the last regular election (Spring 2012) or were vacated for other reasons since that time. After a call for nominations, the following eight were received: CAS – Emanuel Donchin, Patrizia LaTrecchia, Cynthia Patterson; CBCS – David Chiriboga; COM – Sheila Connery, Michael Schoenberg, Charurut Somboonwit; and NUR – Versie Johnson-Mallard. According to the Bylaws and Constitution, these vacancies will be filled for one year terms, by approval of the SEC. A motion was made and seconded to approve these nominations for one-year appointments to be effective with the October Faculty Senate meeting. The motion unanimously passed with no discussion. Secretary Donaldson will coordinate with Ms. Pipkins about notification. She also asked Senator-at-Large Permuth that they be added to any new-Senator orientation activities that are still to occur.
c. **Honorary Degree Recommendation** – Marzenna Wiranowska

On behalf of the Honors and Awards Council (HAC) Chair Wiranowska presented the council’s recommendation of Dr. Jerry Atwood for an Honorary Doctor of Science. Dr. Atwood was nominated by Dr. Randy Larsen from the Department of Chemistry, School of Natural Sciences and Mathematics. The nomination came to the SEC from the HAC with a motion to approve. There was no discussion of the nominee. The motion unanimously passed. HAC Chair Wiranowska will present Dr. Atwood’s recommendation to the Faculty Senate at its October meeting.

d. **Reports from Council Chairs**

The following council chairs reported on the activities of their respective groups:

1. **Honors and Awards Council** (Marzenna Wiranowska)
   - Review and recommendation of honorary degree.
   - Review, with revisions, of proposed Kosove Awards.

2. **Research Council** (Lisa Brown)
   - Approved budget of $500,000 for internal awards, which represents a 50% reduction from last year. To align with the reduced budget, the council will reduce the numbers of awards in each category, but will maintain all of the categories.
   - Met with IRB to discuss making the research application process easier.

3. **Senator-at-Large Steve Permuth**
   - The new Senator orientation was very successful. The new Senators met with Provost Wilcox and found that meeting to be so useful that they have requested to meet with Senior Vice Provost Dwayne Smith.
   - Council on Faculty Issues will meet on Friday, October 12 and will discuss the assignments to the three committees that will deal with 1) student evaluations, 2) the conversion from Blackboard to Canvas and 3) review of the Tenure and Promotion guidelines.

4. **Undergraduate Council** (Thomas Pluckhahn)
   - Council has approved a number of new courses and programs.

5. **General Education Council** (Karla Davis-Salazar)
   - In response to the general education changes, the council voted to pause the recertification process until the end of spring 2013.

6. **Graduate Council** (Kenneth Buckle)
   - Review of the IT program inherited from the Lakeland campus has been tabled awaiting the final determination of where it will be housed on the Tampa campus.
7. **Council on Technology for Instruction and Research** (Andrew Smith)
   - CTIR will hold its regular meetings the second Thursday of the month from 1-3 p.m.
   - Kevin Yee, Director of the USF Academy of Teaching and Learning Excellence, will be added to the council as an ex-officio, non-voting member.
   - Future discussions will take place on classroom lecture capture, Canvas transition, and student evaluation of teaching.

**OLD BUSINESS**

a. **Proposed Kosove Awards** – Marzenna Wiranowska

HAC Chair Wiranowska presented the newest revisions to the proposed Kosove awards. The revised version came to the SEC from the HAC with a motion to approve. The floor was opened for discussion and the following recommendations were made:

- Correction to the checklist so that it reads “statement” of teaching philosophy, not “statements” (for both awards).
- First page, Item #1: Move “with minimum of 5 years of service” to appear after “… appointment at USF …” (for both awards).
- Add “University of South Florida” to rubrics (for both awards).
- Solicitation should be early enough in the year so recipients can be honored at fall awards banquet.
- Section on timing of the nomination submissions needs to be revisited so a faculty member cannot apply for both the Jerome Krivanek Teacher Award and the Kosove within the same academic year.

The SEC recommended the documents be returned to the Council to work out the details of timing. With this, the SEC unanimously voted to accept the revised documents for the proposed Kosove awards. President Teague indicated that the documents did not need to come back to the SEC once the corrections have been made. The proposed Kosove awards will be presented by HAC Chair Wiranowska to the Faculty Senate at its October meeting.

b. **Updates: USF Strategic and Budget Planning Processes** (Graham Tobin and Ralph Wilcox)

Vice Provost Tobin announced that the Strategic Plan is reaching the final step before going to the Board of Governors (BOG). Feedback from the university community is being sought, either by e-mail or by attending one of the following Town Hall meetings: October 10, 2012, 3:00-5:00 p.m., COPH 1023A, Auditorium, and October 16, 2012, 9:00-11:00 a.m., BSN115, Auditorium. Dr. Tobin would also be willing to attend the October 17 Faculty Senate meeting.
c. **Status of Outstanding Items** – Gregory Teague

In reviewing the SEC Outstanding Items, President Teague announced that the following items have been completed and would be deleted from the list:

**Item #6.** Senator Ellis Blanton appointed as 2012-13 COC Chair – letter of appointment to be sent (09/05/12 SEC meeting).

**Item #8.** Names to be provided to Senior Vice Provost Dwayne Smith for a committee to work on the roll-out package for 9-month faculty converted to be paid over 12 months (09/05/12 SEC meeting).

Three items call for immediate action. One is a future discussion with the issue on classroom capture, and President Teague will follow-up with Mr. Andrew Smith, CTIR chair, on the outcome of the council’s discussions of the issue. Creating ad hoc committees is underway. All other items are still pending.

**NEW BUSINESS**

a. **Proposed Conversion of Patel School to a College** – Kalanithy Vairavamoorthy and Carl Herndl

Dr. Kalanithy Vairavamoorthy, Director of the Patel Center for Global Solutions, and Dr. Carl Herndl, faculty member in the Dept. of English and the Patel Center, attended today’s meeting to present plans to create a new academic unit focusing on global urban sustainability, the Patel College of Global Sustainability (PCGS). They also wished to obtain feedback from SEC members that could help them strengthen the proposal document that will be used during the faculty consultation process. The vision of the proposed college is to enhance USF’s global sustainability agenda and make a difference in the lives of people around the world. The mission of the proposed college is to create a hub of global sustainability experts whose activities and interactions will motivate innovative research, teaching and practical application related to the many challenges of sustainable development. In this regard, the PCGS addresses and supports the implementation of the 2013-2018 USF Strategic Plan’s commitment to “design and build sustainable communities through the generation, dissemination and translation of new knowledge across all academic and health related disciplines.” The interdisciplinary vision of the new college would facilitate collaboration among engineering, natural sciences, humanities, social sciences, business and health in ways that are extremely rare, or non-existent, in other institutions. Dr. Vairavamoorthy pointed out that global sustainability an emerging movement nationally and internationally. USF has the necessary ingredients to become a frontrunner in this movement, including the faculty talent, strong support from the administration, strong connections with international organizations, and a visionary benefactor. The floor was opened for discussion.
Senator-at-Large Steve Permuth asked that education be included in the academic areas encompassed by the new college, along with the areas of engineering, natural and social sciences, public health and humanities. In addition, consideration should be given to some sense of collaboration with the Honors College, as well as faculty on the other campuses.

The planning process for the proposed PCGS has been underway since Fall 2011 with meetings that have included the president, the provost, college deans and the PSCS faculty advisory board which includes representatives from all colleges. The next step, after discussion and input from the SEC, will be for the proposal to go to the Faculty Senate in October to inform the Senate that, by the November meeting, there will be a recommendation for the conversion of the Patel School to a college. Everyone was encouraged to share this information with faculty and provide feedback via e-mail to Drs. Vairavamoorthy and Herndl. President Teague clarified that an update version of the proposed plan would be brought back to the SEC at its October 31st meeting, and circulated in advance of the November Faculty Senate meeting.

b. Legislatively Mandated General Education Revisions – Bob Sullins and Karla Davis-Salazar

Dr. Bob Sullins, Dean of Undergraduate Studies, reported that as of the 2014-15 academic year, general education course requirements will be reduced from 36 to 30 hours with general education courses limited to five courses in each of five disciplinary areas. He explained that Florida state colleges and universities are to work together to define the five courses that are to be offered by, and accepted by, those institutions. Each student will be required to take one course from each area to satisfy the first 15 hours of the general education requirement.

Statewide committees will be formed to determine the 5 courses to be offered in each area. USF has representation on four of the five committees. Provost Wilcox added that a plan needs to be developed. Minutes from the committee meetings will be posted. Website information will be sent to the SEC. Final approval of committee nominations will be out within the next few days. Committee meetings are open and will be telecommunicated. Dr. Sullins commented that the process is scheduled to begin October 26th and to be completed by December, 2012. This could be an opportunity to distinguish USF from the other universities by offering curricula components that focus on global sustainability, undergraduate research, and interdisciplinary programs.

REPORTS FROM THE PROVOST OFFICE

a. Vice Provost Paul Dosal

Dr. Dosal reported that USF is in the process of creating a five-year enrollment plan by the end of the year which would include: maintaining Tampa enrollment at 40,000 (30,000 undergraduate, 10,000 graduate), changing the composition of the student body by building up graduate II level and undergraduate components, growing the size of the
freshman class while maintaining a high academic profile, and filling the gap created by rising graduation rates. Dr. Dosal stated that he would welcome the opportunity to come back and give the SEC a full update on the enrollment plan. Vice President Philip Levy added that time should be allocated for discussion of this issue at the SEC Faculty Senate meetings. Provost Wilcox also recognized Dr. Dosal’s work.

b. **Provost Ralph Wilcox**

1. **Budget planning.** The Provost announced that the critical point to bring planning groups and products together was fast approaching, and it is time to bring faculty and other constituents into the budget planning at USF. He distributed a handout called Budget Re-engineering at USF (October 3, 2012-Update) which addressed such questions as “What are we doing? Why are we doing it? What will guide our actions?” and “What is our timeline?” Several committees have been formed:

   - The first committee will be focused on setting requirements. It will shoulder the tremendous burden of digging down into the budgets of each unit and assessing resource levels by comparison of like universities. Dr. Dianne Morrison-Breedy is chairing this committee.

   - The second committee will examine ways to increase efficiencies at the university. It is chaired by Mr. Nick Trivunovich.

   - The third is a programming committee which will operationalize the rules developed by the first committee and implement them across the university. Dr. Eric Eisenberg is the chair of this committee.

As members of the first committee, Drs. Levy and Tobin reported that the committee’s charge is to conceptualize and think about the consequences of actions. The emphasis is on return on investment (ROI). Substantive work has yet taken place.

In subsequent discussion, the Provost and various members of the SEC agreed that USF needs to be fiscally responsible, but should also be cautious and deliberate as the committees move forward with their work. President Teague commented that there should be a way to engage the Senators in conversations with these committees. The Provost responded that one way would be monthly reports from the faculty on these committees, as well as maintaining a web site on which the agendas and minutes for all committee meetings are posted.

2. **Travel services.** As part of an effort to contain costs, the Tampa campus is considering a new policy in which all travel would be booked through a single travel agent. The Carlson-Wagonlit agency will be interviewed first. This information was provided to the Provost from Mike Abernethy, Director of Purchasing Services.
REPORT FROM USF SYSTEM FACULTY COUNCIL VICE PRESIDENT – Gregory Teague

President Teague’s SFC report consisted of the following:

- The SFC is putting together names for the three budget planning committees.
- The SFC is working with Dr. Stephen RiCharde on the timetable and recruiting of faculty to assist in the transition to the on-line student evaluation system.
- Names are being assembled for the committee to review the tenure and promotion guidelines.
- The next meeting of the SFC is October 18th on the Sarasota-Manatee campus.

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

ADDENDUM

Outstanding Items
Senate Executive Committee

1. Mr. Nick Trivunovich, Vice President for Business and Finance, to report back on his findings on the number of allocation of green parking spaces relative to where employees park (02/09/11 SEC meeting).

2. CTIR Chair Andrew Smith to work with the SEC and Faculty Senate Office to initiate the use of Scholar Commons for archiving Senate documents (06/01/11 SEC meeting). USF has chosen a content management program; CTIR Chair Smith will contact the University Webmaster about where the Faculty Senate stands in the process (06/06/12 SEC meeting). CTIR Chair Smith reported that the timeline for archiving Faculty Senate documents is January, 2013 (07/11/12 SEC meeting).

3. President Potter to appoint a task for of 2-3 faculty, plus Senate webmaster, to look at ways the Faculty Senate web site could be improved (06/01/11 SEC meeting).

4. Future discussion topic on how to ensure and wire-in a comfort level on how successors to Provost Wilcox will view classroom capture (07/11/12 SEC meeting). President Teague will seek clarification on any reservations may have (09/05/12 SEC meeting).

5. Reframing of follow-up Senate Item #3 - to establish a budget ad hoc committee to look at self-insurance plans; present to Senate for approval (09/05/12 SEC meeting).

6. Create an ad hoc committee to address two issues regarding the on-line course evaluation process: (1) content and (2) implementation. Committee charge: How to, or to what extent, to scale-up for spring (09/05/12 SEC meeting).

7. Names to be provided to Senior Vice Provost Dwayne Smith for an ad hoc committee to review the process of several honors and awards programs, including DUP guidelines,
T&P guidelines, and establishing clearer criteria for being named Professor Emeritus (09/05/12 SEC meeting).

8. Develop a means of communication between faculty and Faculty Senate (09/05/12 SEC meeting).

9. Updated version of the proposed Patel College of Global Sustainability to be brought back to the SEC at its October 31st meeting (10/03/12 SEC meeting).

10. Time dedicated at a SEC and a Senate meeting to discuss five-year enrollment plan (10/03/12 SEC meeting).