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SENATE EXECUTIVE COMMITTEE
September 5, 2001

MINUTES

Present: Marion Becker, Jana Futch, Liz Larkin, Sara Mandell, Mary Kimble, Cheryl McCoy, Gary Mitchum, Gregory Paveza, Sandra Reynolds, John Richmond, Jeff Ryan, Nancy Jane Tyson

President's Office: Josue Cruz

Provost's Office: David Stamps, Phil Smith, Elizabeth Bird

Guests: Ram Pendyala, Robert Sullins

President Paveza called the meeting to order at 3:03 p.m. Since this was the first meeting of a new academic year, he asked everyone to introduce themselves as well as to indicate whether or not they are a chair of a council, and which one, or an elected officer.

The Minutes from April 4, 2001, were approved as submitted.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (Gregory Paveza)

President Paveza presented a memorandum to President Genshaft which he wrote with the following three requests pertaining to the USF Board of Trustees (BOT): (1) That as part of their operational guidelines they make provision for the appointment of the President of the Faculty Senate or the President's designee as a Permanent Observer to the Board of Trustees with speaking Privileges. (2) That at minimum the President or another member of the Senate Executive Committee, as chosen by the Senate Executive Committee, be appointed to what has been labeled the "Vision Committee" of the Board. That if additional faculty appointments are included on the committee beyond the President, that those appointments be made by the Senate according to its by-laws and rules. (3) Appointment of faculty to all of the standing committees which the Board may establish, with the appointment of those faculty being in accordance with the Constitution, By-laws and Rules of the Faculty Senate. In his memorandum, President Paveza also included a rationale for each request.
He feels that it is critical that the Faculty Senate be seen as the representative body of the faculty at large, and the voice of the academic community. Therefore, he specifically stated the requests around those issues. Under New Business at today's meeting, President Paveza will ask for ratification of this memorandum by the Senate Executive Committee (SEC).

The remainder of President Paveza's report consisted of the following announcements:

President Genshaft, Provost Stamps and President Paveza have agreed to a series of monthly meetings between the three of them along with the two faculty liaisons. These meetings will be a chance for President Paveza to sit down in a small, intimate setting to discuss issues that the faculty see as critical, and to move the issues along on a direct level with both the President and the Provost.

President Genshaft has suggested that a series of monthly luncheons be initiated with the Provost, President Paveza and eight faculty from around the colleges. President Paveza concurred with her suggestion. He in turn suggested, with everyone in agreement, that the initial invites should go to members of the Faculty Senate. These luncheons will take place on campus. President Paveza is hoping to keep the luncheons, in terms of representation from the faculty, diversified so that there is no overloading of individuals coming from one particular area.

In addition, President Genshaft has agreed to a series of times when she will attend the Faculty Senate meetings. Currently, she is planning to be there at the September, November, and the first and last meetings of the spring semester.

The BOT met for the first time on August 17, 2001, for a very brief organizational meeting. The next meeting of the BOT will be on September 6 and 7. President Paveza will be out of town, so Graduate Council Chair John Richmond has agreed to attend these two BOT meetings as an observer to represent the Faculty Senate. Past President Nancy Jane Tyson will also attend the Friday meeting.

**PROVOST'S REPORT (David Stamps)**

Provost Stamps began his report by stating that he feels the biggest problem at universities is one of communications. Therefore, he is going to try to increase the communication between the Provost's Office and faculty. His faculty assistant, Elizabeth Bird, will work with him to have a column in the "Forum" as a way of communicating with faculty to let them know as much as possible about what is happening throughout the university, but particularly in terms of Academic Affairs. The Provost pointed out that faculty need to be prepared beforehand as much as possible. He knows that this will not be a perfect remedy, but it will certainly increase the amount of communication. In addition, a web site containing a chat room will be set up for faculty to send questions to the Provost.

Due to the fact that they will have something to do with the budget for next year Provost Stamps shared current enrollment figures with the SEC. At Drop/Add this year, enrollment figures were released. At the lower level, USF is running 14.4 percent above the plan; at the upper level it is 2.1 percent above the plan. At graduate 1 (lower graduate level), the enrollment is 13.8 percent above plan; graduate 2 (students who have moved to the dissertation level) is 5.7 percent below
the plan. From the Student Credit Hour (SCH) standpoint in terms of total university, USF is at 8.2 percent above where it was last year. This is important because there is a very good possibility that the Board of Education will allow those universities who exceed their plan to keep the tuition that is generated.

A major issue which is being pursued by President Genshaft with the BOT is equity in enrollment funding. The Provost stated that USF is number 8 out of 10 universities in terms of the level of funding. The issue is that if one university is funded at one level, then it should be across the board.

The Provost announced that in the Board of Education budget there is a request for a 5 percent tuition increase this year. This will help as long as there is not a 5 percent budget cut. One positive thing that could come out of the reorganization is that universities will no longer be state agencies. If USF is no longer a state agency, then it will not fall under the governor's overall 25 percent budget cut, particularly in terms of personnel.

Future issues which the Provost would like to discuss with the SEC include the DROP program and how it will affect the university in 2003 as this is when a large number of faculty will be leaving; an update on the status of starting a professional college, and SACS accreditation.

The Provost announced that last year Academic Affairs was 1.4 million dollars in the hole from tuition waivers. He explained that last year Academic Affairs guaranteed that it would fund tuition waivers for all students, although faculty on grants and contracts have been asked these past three years to put in for tuition waivers. This year due to budget cuts, the money was not available and Academic Affairs had to find the money from every possible source. In the past, students were able to get tuition waivers for whatever jobs they had on campus. Tuition waivers were never designed for students who take positions that do not have anything to do with their graduate training. Tuition waivers have always been aligned with jobs that had something to do with their graduate training. The Provost indicated that the main problem has to do with contracts and grants. The state provides the university with enough money in terms of tuition waivers for students who are on E and G funds, but not for contracts and grants students. Provost Stamps has asked both the Graduate Student and Undergraduate Student Associations to work with Academic Affairs and to organize throughout the State University System to have all the graduate students go forward and ask that they only be charged for in-state tuition. In addition, the Provost will also work with the Deans to get tuition paid for graduate students.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Committee on Committees (Cheryl McCoy)

Chair McCoy announced that a solicitation for committee and council nominations has been sent out on the USF News Listserv and in the Forum. The deadline for receipt of nominations is Friday September 14, 2001.

b. Undergraduate Council (Sandra Reynolds)

Chair Reynolds presented a memorandum that summarizes the Undergraduate
Council Meeting Minutes of April 30, 2001 and the effect of the proposed changes on the Undergraduate Catalog. Before proceeding, Chair Reynolds asked Past Undergraduate Council Chair Ram Pendyala to clarify the election of the current chair. He explained that at the last meeting of the Undergraduate Council, Professor Mark Wilson agreed to serve as Chair for the 01-02 AY if his request to transfer to the St. Petersburg campus did not go through. However, over the summer his request did go through leaving the Undergraduate Council without a chair. At that point, Sandra Reynolds stepped forward and volunteered to serve as chair for next year. Professor Pendyala then posted an e-mail vote with the response resulting in a unanimous vote for Professor Reynolds.

At this time, President Paveza asked that council chairs not post their meeting minutes to web sites until after they have been approved by their respective councils.

Next, Undergraduate Chair Reynolds presented the recommended changes to the Liberal Arts requirements which are reflected in the amended Undergraduate Council Meeting Minutes of April 30, 2001. The first item recommended is to "insert clarifying language into catalogues and advising manuals to indicate that Exit Literature and Writing courses must meet Gordon Rule standards." Discussion was held as to whether or not exit courses should meet the Gordon Rule 6,000 word minimum. Professor Pendyala interjected that the Undergraduate Council members felt that this was another major opportunity to give the students when they are graduating seniors another training and exercise in developing good writing skills. As the seniors are, indeed, getting through with rather poor writing skills, the Council felt that the Exit Literature and Writing courses should have at least the same component as what they are getting at the lower level Gordon Rule. Also, in the original faculty approved liberal arts document, the wording is very clear that they wanted the literature and writing course to have the Gordon Rule standards as a minimum requirement of writing. Therefore, the Undergraduate Council was reconfirming that document. At this time, a motion was made to recommend to the Faculty Senate that clarifying language be inserted into the catalog concerning Exit Literature and Writing courses in terms of their meeting the Gordon Rule requirements. The motion was unanimously passed. This issue will be forwarded to the Faculty Senate with a recommendation from the SEC that it be approved.

The second issue presented by Chair Reynolds is that the Undergraduate Council also is recommending to the Faculty Senate that second baccalaureate degree seekers be exempt from the Liberal Arts exit requirements. Chair Reynolds pointed out that there are a couple of reasons for this recommendation. all, a second baccalaureate degree seeker can earn a second bachelor's First of degree with just a minimum of 60 hours. Within that context members of the Undergraduate Council felt that the extra hours were burdensome and would put off graduation. In addition, the major issue is that students who already have an undergraduate degree from USF, have met their Liberal Arts requirement, so they do not have to repeat them. However, transfer students who already have a baccalaureate degree have to take another semester of courses in order to complete their exit requirements. Dean Sullins explained that this issue is the result of regular appeals from second baccalaureate degree students for exception to the exit requirements and the difficulty of trying to finish a second baccalaureate in what they believe a reasonable time. Senator-at-Large Mandell recommended that rather than change
the current requirements, then the exceptions should be dropped. The motion under consideration by the SEC was the Undergraduate Council recommendation that students seeking a second baccalaureate degree from USF be allowed to drop the Exit requirements. The motion unanimously failed. This will go before the Faculty Senate with a recommendation of the SEC that it does not recommend approval of this particular item.

The final item pertained to the number of Exit Requirement courses. Chair Reynolds explained that over the past several years, some schools (Education and Engineering at this time) have been allowed to decrease their Exit Requirements from 3 courses to 2. This is in keeping with the state requirements for licensure and/or certification for the professions. This raised the question by the Undergraduate Council whether this was fair to everybody else. The outcome was a recommendation from a member of the Undergraduate Council to do away with the Exit Requirements all together. Chair Reynolds further explained that the original rationale was the idea that there is very little heard from faculty and advisors other than that the basic thrust of the Exit courses is not being met because the reality is there are not that many being given. Students, therefore, sign up for courses that are of very little interest to them but are available. In light of the cutback in the requirements for Education and Engineering, it seemed as though it would be equitable for the Exit Requirements to be consistent across the board. Chair Reynolds indicated that the recommendation to drop all Exit Requirements was defeated and the recommendation was made to go from 3 to 2 courses which was presented at today's SEC meeting.

Discussion was then held regarding this recommendation. Professor Pendyala clarified that over the last two to three years these schools have had increasing demands from their accrediting agencies coupled with the mandated reduction in credit hours. For example, Engineering programs had to go from 139 hours down to 128 and all of those hours had to come out of the Engineering curriculum which in turn put them in serious trouble with their accrediting board. The same happened with the College of Education. Professor Pendyala assured the SEC that the Undergraduate Council in making those exceptions did so with much deliberation and quite a bit of reluctance but they felt that the programs provided creditable evidence.

Graduate Council Chair John Richmond stated that maybe the Undergraduate Council needs to revisit the whole question. He thinks that this particular recommendation from the Undergraduate Council can be embraced as a way of helping our colleagues in the short term with a recommendation to our colleagues who look after the undergraduate mission that maybe this should be thought about in a more comprehensive way. Chair Richmond continued that he thinks at this time that this recommendation makes a reasonable request perhaps with a proviso.

Undergraduate Chair Reynolds added that the other large question is whether or not these Exit courses are accomplishing what they should. Considering people's experiences, the answer generally seems to be no.

Past President Tyson stated that the wrong message would be sent if the requirement was lowered and that it would be very difficult to then re-visit the issue from the standpoint of having lowered the requirement. She added that as a member of her department's faculty evaluation committee, she reviewed the
evaluations of the students who take the Exit courses. Many of the students said that they did not want to take this course, but once they got into it the course turned out to be one of their favorites.

Parliamentarian Liz Larkin asked if there is a specific number of credit hours in all of the programs? Professor Pendyala clarified that because there are logistical issues with students being able to take the courses which generally interest them and might enrich their educational experience at USF, the Undergraduate Council thought that perhaps this three credits of flexibility might offer the departments an opportunity to channel their students as to which course to take.

Vice President Marion Becker stated that this recommendation should not be approved with the idea that it will be revisited. Professor Pendyala added that this was never a student issue, but more of a programmatic problem. President Paveza reminded everyone that another issue is that of the schools meeting the requirements of their accrediting agencies and not putting their students at jeopardy in terms of having to pay additional tuition in order to meet the Exit requirements. He added that is why some colleges have asked for, and been granted the exceptions, in terms of the Exit requirement issue. This has been brought forward as an equity issue, but he is not sure that he disagrees with the idea that maybe this needs to be revisited on a broader plane with all issues being taken into consideration. In the meantime, exceptions continue to be dealt with when they are brought forward.

Dean Sullins pointed out that USF cannot legally have a degree designed that requires more credits than are approved by the Board of Regents. This will not change. In Education, Engineering and Nursing it appears that the program cannot be designed to meet other external requirements and have 9 hours of Exit courses and meet limitations which for most degrees is 120. Most of the degree programs have plenty of room for electives so the Exit courses do not create this issue for other majors. As pointed out by Professor Ryan, Chair of the Instructional Technology and Distance Learning Council, department after department is having increasing difficulty identifying full time, regular faculty to teach exit courses when the pressure is to reduce the teaching loads of those faculty to have them more involved in graduate teaching and research. Dean Sullins added that if the requirement was reduced to 2 courses, there is a possibility that it might reduce the pressure in such a way that a better job could be done.

A motion was made by the SEC regarding the Undergraduate Council's recommendation that USF's Exit requirements be reduced from 3 to 2, one in Literature and Writing and one in Major Works/Issues. The motion unanimously failed.

SEC The Undergraduate Council Housekeeping Issues will be on the October agenda.

OLD BUSINESS

Eligibility of Temporary Faculty for Committees

President Paveza pointed out that this issue falls under Bylaws Changes which is addressed under New Business.
NEW BUSINESS

a. Ratification of Senate President's Letter to President Genshaft concerning Board of Trustees Representation.

   President Paveza explained that he wrote this memorandum prior to discussion with the SEC based upon when the BOT met, and his concern that these issues needed to be before President Genshaft before the subcommittees started meeting. Past President Tyson moved that the SEC ratify the Senate President's memorandum to President Genshaft. The motion was seconded and unanimously passed.

b. Bylaws Changes

   President Paveza presented the following Bylaws changes to the SEC at this point for informational purposes:

   i. New College and Senate Apportionment

      Reapportionment issues regarding New College and the College of Marine Science need to be addressed. USF lost New College which had apportioned Senators, and the College of Marine Science was given a seat from the College of Arts and Sciences. President Paveza will ask the Bylaws Committee to look at issues related to apportionment, to meet with the Senate Secretary and to make recommendations.

   ii. Voting Rights and Status of ROTC Faculty

      The whole issue of voting rights for special groups, including the eligibility of temporary and research faculty to serve on committees, will be referred to the Bylaws Committee.

   iii. Change of Parliamentary Authority

      President Paveza will ask the Bylaws Committee to consider reviewing the Senate's parliamentary authority. Currently, the Senate uses Robert's Rules of Order as the parliamentary authority, and the Standard Code of Parliamentary Procedures (or Sturgis) will be considered as a replacement.

   iv. Provision for Video and Teleconference Meetings

      Under Robert's Rules of Order and Sturgis, since there is no statement in the Senate's Bylaws, video and teleconference meetings are not permitted. The only acceptable meetings are in-person meetings. Both Robert's Rules and Sturgis indicate that it requires a Bylaws change to permit video and teleconference meetings. President Paveza will request that the Bylaws Committee take a look at developing a provision that will permit video and teleconference participation in committee.

c. Agenda for September Faculty Senate Meeting

   The following items will be on the agenda for the September 26th Faculty Senate meeting:
A memorandum from Provost Stamps requesting that the Senate review the revised diversity and equal opportunity policy before it is enacted into policy at the university level, a new proposed policy 10-048, USF Policy on Course Notes and Recording, the current status of the Education Excellence Initiative, and charge for the new Parking and Transportation Services Advisory Committee.

There being no further business, the meeting was adjourned at 4:58 p.m.