AY 2008/2009 SEC meeting minutes: 09 Apr 08

Faculty Senate

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FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
April 8, 2009

Present: Michael Barber, Elizabeth Bird, Ellis Blanton, Laurence Branch, Kenneth Cissna, Grandon Gill, Susan Greenbaum, Michael LeVan, Steve Permuth, Christine Probes, Arthur Shapiro, Paul Terry

Provost Office: Tapas Das, Dwayne Smith, Graham Tobin, Linda Whiteford, Ralph Wilcox

Guest: David Armitage

CALL TO ORDER AND APPROVAL OF MINUTES

The meeting was called to order at 3:03 p.m. by President Branch. The Minutes from the meeting of March 4, 2009, were approved as presented.

REPORTS BY OFFICERS AND COMMITTEE CHAIRS

a. Senate Nominations – Laurence Branch

On behalf of Secretary Barnett, President Branch presented a nomination from Dr. Susan Kennel of the College of Nursing for Senate membership. Dr. Kennel’s nomination will be effective immediately until the next general elections held in the spring. A motion was made and seconded to approve Dr. Kennel for the College of Nursing Faculty Senate seat. The motion was unanimously passed.

Due to the departure last fall of a Senator from the College of Medicine, Past President Michael Barber will solicit candidates to fill that vacancy.

b. Proposed USF Policy #0-502 – Appropriate Use of Information Technology Resources – Grandon Gill

As Chair of the Council on Technology for Instruction and Research (CTIR), Grandon Gill highlighted elements of the policy. The purpose of the proposed policy is to establish guidelines for the appropriate and responsible use of information technology resources. Of most interest is the use of the system for non-university activities. Chair Gill felt the policy was sensible and made a motion that the Senate Executive Committee (SEC) approve it and forward the policy to the full Senate. The motion was seconded and the floor opened for discussion. Due to the fact that members of CTIR have not seen the policy, it was recommended that Chair Gill present it to the Council for comments. Any comments will be sent to the SEC for review before the policy is presented to the Faculty Senate at its April 22nd meeting. President Branch clarified that pending
concurrent approval from CTIR, the SEC would approve and recommend that the Faculty Senate approve the policy.

REPORT FROM PROVOST RALPH WILCOX

To aid in his report on budget items from Tallahassee, Provost Wilcox distributed copies of an e-mail from Dr. Tim Jones, Chief Financial Officer for the Board of Governors, containing the House and Senate proposed appropriation bills, an executive summary of the SUS and Board General Office, and a summary of PECO appropriations. Comments from the Provost on the budget consisted of the following:

• The Legislature is not inclined to address the economic downturn, but to provide a short-term fix by backfilling the half billion dollar loss with a $165 million in federal stimulus funds.

• There is some interest in levying taxes through gambling and a tobacco tax.

• The House is proposing a 3.5 to 4 percent base budget reduction which will affect USF more over the next year or two until funding is increased.

• The most critical time for USF will be 2011-2012 when a 25 percent reduction is anticipated. Creative ways of generating revenue will need to be a high priority. Conversations will be initiated in the fall, with faculty and all stakeholders actively involved.

• Currently, there are three components to the budget: 30 percent from E&G, 10 percent from lottery funds, and 60 percent from tuition which is the only growing stream at this time. The Provost commented that as USF becomes more dependent upon tuition, it cannot let its enrollment fall; that is, no growth at the undergraduate level, but more growth at the graduate level. There is a need for balance between retaining/hiring faculty and advisors and rewarding staff.

• USF has been asked to slash PECO allocations. The House approved the BOG recommendations of March 21, 2009. The Senate approved more funds to USF Polytechnic which were drawn out of USF Tampa’s utilities/facilities. PECO allocations are not final and are still on the table.

Provost Wilcox ended his report by stating that although USF is facing hard economic times, he is committed to not letting it fall to paralysis and will continue to hire faculty. Clearly identified priorities are needed to stay focused and disciplined.

Senior Vice Provost Smith announced that Dr. Janet Moore, Associate Dean of Undergraduate Studies, requested of the SEC to provide the appropriate group to address the revamping of the student evaluation system. Dr. Paul Terry, Chair of Committee on Faculty Issues (CFI) stated that the CFI had an Ad Hoc Committee on Faculty Evaluations, particularly moving toward totally online course evaluations. Dr. Terry stated that Dr. Cass Fisher had chaired an Ad Hoc
Committee of the CFI. Dr. Fisher has compiled a list of other universities that use online course evaluations and has completed a preliminary draft report. Dr. Terry stated he would have Dr. Fisher contact Senior Vice Provost Smith and provide copies of the documents compiled by the CFI Ad Hoc Committee.

OLD BUSINESS

a. Administrative Assessments

President Branch reported that CFI has completed the first faculty-wide assessment of administrators with 158 responses submitted. These responses are in the process of being formatted and will be available in the near future.

b. Outstanding Items from Past SEC Meetings

At this time, a few minutes were taken to review the status of Outstanding Items listed on the Addendum of the SEC minutes.

1. **Formal procedures for creating a logo.** Past President Barber reported that the Senate has a logo, but there is a problem with getting someone to draw it to meet the specifications set forth by the Marshall Center. It was recommended that he contact Dr. Michael Hoad of Communications and Marketing to review the logo to ensure it does not violate any State rules and regulations.

2. **E-mail to be forwarded to SEC from President Branch regarding student evaluations of faculty available on-line.** Ms. Pipkins was asked to review the September 3, 2008, minutes from that meeting to determine the source of this item.

3. **Vice President Permuth will continue to pursue getting members for the Resolution Implementation Committee (RIC).**

4. **Report of follow-up of Provost Office with complaints regarding on-line travel process.** Provost Wilcox reported that he has met with Mr. Nick Trivunovich, University Controller, and has suggested to him that the university should look at a common sense, web-based, front-end process. In addition, the Provost announced that by the end of April, all backlog travel will be completed, and the module will be updated.

Please see revised Addendum for other updates.

c. **Discussion of BOT Response to Faculty Liaison Appointments to its Workgroups**

Although the Faculty Senate passed a resolution that would make it responsible to solicit for faculty to serve on the BOT workgroups, it was not supported by the USF BOT Executive Committee. Therefore, at the direction of the BOT Executive Committee,
Provost Wilcox sent a message to interested parties on April 7, 2009, soliciting for recommendations for faculty liaisons to serve on BOT workgroups. Interested parties included the President of the Faculty Senate, the President of the USF St. Petersburg Faculty Senate, the Chairs’ Council, and the USF college deans. The Provost will provide the university president with a slate of faculty names (including those with administrative appointments). From this slate, the university president will present a list of qualified faculty to the USF BOT Executive Committee. Appointments will be for 2 years with the possibility of a second term. Recommendations should be forwarded to Provost Wilcox by May 8, 2009.

Past President Greenbaum commented that the Health Sciences and Research Workgroup started out as the Health, Research and Engagement Workgroup and wanted to know how the name was changed. Provost Wilcox replied that the url (http://www.research.usf.edu/vpfr/ubotwg/home.htm) for that workgroup could be reviewed and the liaison contacted. It was also an appropriate question to be brought up at the next workgroup meeting.

NEW BUSINESS

a. Construction Noise Complaint

President Branch and Vice President Permuth received a request from Senator Steve Tauber to have the Faculty Senate intervene to stop the scheduling of building repairs during class time. He felt that this issue should be considered under the umbrella of shared governance. The message was circulated to the entire SEC for discussion. At today’s meeting, the Provost announced that the university has purchased a new scheduling software package for construction projects which should improve the situation.

b. System Academic Officer

President Branch introduced the issue of what role the Faculty Senate should have to provide impetus for clarification on the reporting responsibilities as USF evolves into a system. One of the issues is does the system need a chief academic officer? Is there one person, for example, a vice president for Academic Affairs, to whom the other components report to on a dotted-line responsibility? Although there was not time for a detailed discussion, President Branch wanted to raise the issue for an initial discussion. Member-at-Large Bird suggested that the issue be given to one of the standing committees to address. Another suggestion was made to create an ad-hoc committee. Provost Wilcox commented that it could be an opportunity to reach out to the USF St. Petersburg Faculty Senate. President Branch added that he would discuss the issues with the chairs of the Intercampus Faculty Councils.

There being no further business, the meeting was adjourned at 5:05 p.m.
ADDENDUM
Outstanding Items
Senate Executive Committee Meeting
April 8, 2009

1. Committee on Faculty Issues, along with CEPI Chair Donchin, to re-examine Emeritus policy (09/03/08 SEC meeting).

2. Formal procedures for creating a logo – Michael Barber (09/03/08 SEC meeting).

3. E-mail to be forwarded to SEC from President Branch regarding student evaluations of faculty available on-line (09/03/08 SEC meeting) – Ann Pipkins

4. Role of adjuncts at a research university to be pursued by CEPI (10/01/08 SEC meeting).

5. Status of graduate teaching awards from Graduate Council – James Strange (10/01/08 SEC meeting).

6. Future discussion of the structure and ownership of the committees that report to the Faculty Senate – Michael Barnett (01/07/09 SEC meeting). Issue on hold while new Constitution is being developed.

7. Report from Provost Wilcox on regional campus accountability (02/04/09 SEC meeting).

8. Selection of members for Resolution Implementation Committee – Steve Permut (04/08/09 SEC meeting).
ADDENDUM
Completed Items

1. Role of Faculty Senate in the selection of search committee members for position of Senior Vice President and Provost.


3. Discussion of BOT response regarding faculty liaison appointments to its workgroups