1-1-2010

AY 2009/2010 SEC meeting minutes: 10 Jul 07

Faculty Senate

Follow this and additional works at: http://scholarcommons.usf.edu/fs_pubs

Scholar Commons Citation
Faculty Senate, "AY 2009/2010 SEC meeting minutes: 10 Jul 07" (2010). Faculty Senate Publications. Paper 277.
http://scholarcommons.usf.edu/fs_pubs/277

This Agenda/Minutes is brought to you for free and open access by the Faculty Senate at Scholar Commons. It has been accepted for inclusion in Faculty Senate Publications by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.
USF TAMPA
FACULTY SENATE EXECUTIVE COMMITTEE
MEETING MINUTES
July 7, 2010

Present: Elizabeth Bird, Ellis Blanton, Larry Branch, Kenneth Cissna, Dale Johnson, Sang-Hie Lee, Steve Permuth, Huntington Potter, Christine Probes, David Shapiro, Drew Smith

Absent: Michael Barber, Emanuel Donchin, Michael LeVan, Arthur Shapiro, James Strange, Paul Terry

Provost’s Office: Paul Dosal, Dwayne Smith, Graham Tobin, Linda Whiteford

The meeting was called to order at 3:06 p.m. The Minutes from the June 2, 2010 meeting were approved as corrected.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Faculty Senate Nominations – Sang-Hie Lee

Secretary Lee announced that Senator Rosalie Baum retired on June 30 creating a one-year vacancy on the Senate in the College of Arts and Sciences (CAS). As third runner-up in the annual election, Professor Mozella Mitchell has agreed to serve for this one-year term. As second runner-up in the annual election, Professor Gary Daughdrill (CAS) has agreed to serve the one-year vacancy created by the resignation of Senator Kenneth Cissna who will be on a full-year sabbatical beginning Fall Semester 2010. Due to the transition to a separate regional Senate structure of the USF Polytechnic campus, Secretary Paul Terry will be leaving the USF Tampa Faculty Senate creating a one-year term in the College of Education. Professor Linda Evans has agreed to serve for one year. With these vacancies filled, the USF Tampa Faculty Senate will have its full compliment of Senators to start the Fall Semester.

b. Honors and Awards Council Revised Guidelines – Sang-Hie Lee

As Chair of the Honors and Awards Council (HAC), Secretary Lee presented revised guidelines, checklists, and evaluation rubrics for the faculty awards under the auspices of the Faculty Senate. At today’s meeting the SEC discussed the following aspects of the guidelines and checklist for the Theodore and Venette Askounes Ashford Distinguished Scholar Award:
b. Evidence of significance to the field:

(1) Reviews, expository articles, editorials, etc.;
(2) Letters of endorsement by acknowledged authorities as to the nominee's local as well as national and international status; and Documentation of the impact on the global scholarship, demonstrated by number of citations, number of dissertation/books sold, and other narratives that describe broader impacts.
(3) Major exhibitions and/or commissions;

The SEC members felt there was overlap in using the terms “global” and “international.” It was recommended that the word “global” be removed from the section of the guidelines as indicated above.

On the checklist, the SEC recommended that the 10-page limit on the curriculum vitae, along with the words “and evidence of global” be deleted as follows:

Curriculum Vitae—Limit 10 pages

Comprehensive curriculum vitae including the following criteria:
Originality: the analysis, synthesis, and/or interpretation of an idea expressed in the form of books, monographs, research papers, poems, paintings, sculptures, compositions, performances, etc.;

Evidence of significance to the field: Limit 10 pages
___ Reviews, expository articles, editorials, etc.;
___ Letters of endorsement by acknowledged authorities as to the nominee's local as well as national and international status and evidence of global impacts;
___ Major exhibitions and/or commissions;
___ Special awards;
___ Memberships in distinguished societies/groups; and
___ Quality of journals (ISI impact factors, Google scholar, etc.)

Secretary Lee will make these changes and present them to the full Faculty Senate at its September meeting.

c. Notification of Branch Faculty Serving on Tampa Faculty Senate Committee and Councils – Ellis Blanton

Committee on Committees (COC) Chair Blanton informed the SEC that there are some branch faculty whose terms on committees and councils will not end until after this year. Given that all campuses will be separately accredited in the near future, COC Chair Blanton asked for guidance on how to handle these appointments. Discussion was held and it was decided to not replace branch faculty whose terms end now and are on “branch” positions, and allow branch faculty with time left to serve if they want. The
SEC also recommended that COC Chair Blanton work with the committee and council chairs to reconsider their charges.

d. **Appropriateness of Presentations at Faculty Senate Meetings** – Steve Permuth

Vice President Permuth opened the discussion by asking at what point does the Faculty Senate take time to discuss issues among itself? On what basis does the Faculty Senate allow presentations? Is the role of the Senate to welcome all of these presentations but at the same time minimize the opportunity to discuss its own issues? What are the issues on which the Faculty Senate needs to be informed? What are the issues on which the Faculty Senate needs to deliberate? He asked that the SEC consider that the Faculty Senate hold two meetings a month: one on issues; one on reports. Vice President-elect Huntington Potter recommended cutting down on presentation time, but if there is an item to be discussed, time should be allocated. Senator-at-Large-elect David Shapiro recommended that an “information section only” be included with the handouts on issues that do not need action by the Senate. President Branch would like to try the recommendation made by Senator-at-Large Shapiro.

b. **Review of Bylaws and Constitution**

The following revisions (indicated in red) to the Constitution were presented and approved by the SEC at today’s meeting:

> Throughout the Constitution references to “the Constitution” or “Faculty Senate” or “Faculty Senator” or “Senate Executive Committee” refers to “University of South Florida Tampa Constitution,” “University of South Florida Tampa Faculty Senate” or “University of South Florida Tampa Faculty Senator” or “University of South Florida Tampa Senate Executive Committee.”

**ARTICLE I. General Faculty**

A. **Definition**

The general faculty of the University of South Florida Tampa shall consist of all full-time faculty members with the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Instructor Librarian, Assistant Librarian, Associate Librarian, or Librarian. Full time is defined as 100 percent for 9 months or at least 75 percent for 12 months; temporary reductions in percent of effort due to insufficient funding are not germaine.

**ARTICLE II. Faculty Senate**

B. **Membership**

The Faculty Senate shall be composed of sixty elected members apportioned among and representing the academic units of the University of South Florida Tampa, and such ex officio members as described in the Bylaws. The Tampa
Faculty Senate, by a two-thirds vote, may increase the number of senators up to 100 at any time.

D. **Elections**

1. **Eligibility for election to Faculty Senate.** All members of the general faculty are eligible for election to the Faculty Senate unless otherwise indicated in the *Bylaws*. However, lecturers, instructors, assistant professors, instructor librarians, and assistant librarians must have three years of full-time service at USF before they are eligible to serve on the Faculty Senate.

4. **Terms.** The term of each Tampa Faculty Senate seat shall be three years, beginning the first day of the fall semester following the annual election. A person may seek re-election for a second three-year term after which a period of one year must elapse before a member of the faculty may be re-elected to the Tampa Faculty Senate. By tradition, newly elected senators are invited to participate as non-voting members in Tampa Faculty Senate meetings immediately following their election.

**ARTICLE III. Jurisdiction and Process**

The Tampa Faculty Senate shall serve as the main channel of communication between the general faculty and the central administration of the University of South Florida Tampa, including the President of the University of South Florida, the Provost, and the Vice President for Health.

The President of the Tampa Faculty Senate shall forward each resolution adopted by the Tampa Faculty Senate to the University President. If the resolution entails matters outside the basic jurisdiction of the Tampa Faculty Senate, the University President shall provide written acknowledgement of its receipt to the President of the Tampa Faculty Senate within 30 calendar days. No further action is formally required.

The following revisions (indicated in red) to the Bylaws were presented and approved by the SEC at today’s meeting:

**ARTICLE I. Membership and Duties**

D. **Officers of the Tampa Faculty Senate**

The Tampa Faculty Senate shall have officers to set the tone and direction of the Tampa Faculty Senate and ensure its effective functioning. Only elected members of the Tampa Faculty Senate are eligible for election as officers of the Tampa Faculty Senate. Elections for officers of the Tampa Faculty Senate shall be held in the Spring semester of each year under the supervision of the Secretary of the Tampa Faculty Senate. The term of
office shall begin August 1st, following the annual election. The term of office shall be one year, with the exception of the President, who shall serve a term of two years. The President shall have his/her term as a Tampa Faculty Senator automatically extended to include the full term as President and the full term as Immediate Past President.

With the exception of the President, all Tampa Faculty Senate Officers may run for a second, consecutive, term (for a total of two years). They may choose to run again after one full year has elapsed. The President may not run for a second, consecutive term; however, s/he may choose to run again after two full years have elapsed. In order to run for office, all officer candidates, including the President, must be elected Senators for the term in which they will take office. Thus, Senators who have completed a three-year Senate term in the Spring election semester are not eligible to run for office unless they have been re-elected for the coming Fall; a former President serving as ex-officio Past President is not eligible to run for office unless s/he has been re-elected for the coming Fall.

As is the custom of the Tampa Faculty Senate, newly elected senators are encouraged to attend and participate in the business of the Tampa Faculty Senate as soon as their elections have been certified, with the exception that they should refrain from voting for the new officers may not vote.

These officers are the following:

1. President. The duties and functions of the Tampa Faculty Senate President are to:
   a. preside at Tampa Faculty Senate meetings;
   b. serve as Chair of the Tampa Senate Executive Committee;
   c. represent the Tampa Faculty Senate on any matter within the Tampa Faculty Senate’s jurisdiction or as requested by the Board of Trustees or University President;
   d. serve as liaison between the Tampa Faculty Senate and the President of the USF System/President of USF Tampa, Provost, and Senior Vice President for Health;
   e. serve as a voting member of the Advisory Council of Faculty Senates;
   d. serve as a voting member of the USF System Faculty Advisory Council;
   e. supervise the staff of the Tampa Faculty Senate; and
   f. perform such other duties as may be directed by the Tampa Faculty Senate.

2. Vice President. The duties and functions of the Tampa Faculty Senate Vice President are to:
   a. act as President when the President is absent or otherwise unable to act;
   b. serve as Chair of the Resolution Implementation Committee;
   c. serve as a voting member of the Advisory Council of Faculty Senates;
   c. serve as a voting member of the USF System Faculty Advisory Council; and
   d. perform other duties as may be directed by the Tampa Faculty Senate.
ARTICLE II. Meetings of the Tampa Faculty Senate

C. Quorum

Fifty percent of the membership of the Tampa Faculty Senate (including both the elected members and the ex-officio members) shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude unfilled vacancies. During the summer term, the number required for a quorum shall be based upon the number of Tampa Faculty Senators who have a university appointment during the summer. The Sergeant-at-Arms shall be responsible for keeping records necessary for such determination.

ARTICLE III. Committees and Councils

A. Tampa Faculty Senate Committees

Tampa Faculty Senate Committees are standing bodies of the Tampa Faculty Senate. Members of Tampa Faculty Senate Committees shall be chosen exclusively from the membership of the Tampa Faculty Senate.

These revisions will be incorporated into the appropriate documents. The SEC will be asked to vet the documents one more time before they are forwarded to the Faculty Senate for its review.

REPORT FROM SENIOR VICE PROVOST DWAYNE SMITH

Reporting on behalf of Provost Wilcox, Senior Vice Provost Smith had two items for the SEC:

1. Restructuring has taken place in the Provost’s Office. Effective August 7, Associate Provost Tapas Das will return to his faculty position in Engineering. Associate Vice President for Enrollment Planning and Management will be leaving USF in September. Dr. Paul Dosal, Director of Student Success, will be taking over the combined positions.

2. Budget issues are vague. Although USF did take a reduction in recurring funding, tuition will be increased to the maximum allowed (15 percent). The Board of Governors has told universities to start planning for a 1 percent quarterly holdback of state funds in anticipation of declining tax revenues which could amount to an additional 4 percent recurring budget reduction in the coming year. There is a possibility that the Legislature will go back into session. Less cash will be paid out to colleges to buttress USF from further budget cuts.

REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT
LAURENCE BRANCH
President Branch informed the SEC that Provost Wilcox has allowed the renewal of the Memorandum of Understanding (MOU) Concerning Principles, Guidelines, and Procedures for Major Organizational Restructuring of Academic Units at the University of South Florida to lapse. Acting upon a request from the SEC, President Branch will ask Provost Wilcox to explain to the SEC and the Faculty Senate at the respective September meetings why the MOU was allowed to expire.

There being no further business, the meeting was adjourned at 5:25 p.m.
ADDENDUM
Outstanding Items
Senate Executive Committee Meeting

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

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

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


7. Discussion of recent revisions to Bylaws and Constitution – Michael Barnett (06/03/09 SEC meeting; 07/01/09 SEC Meeting; 09/09/09 SEC Meeting; 10/07/09 SEC Meeting; 11/04/09 SEC Meeting; 01/13/10 SEC Meeting; 02/10/10 SEC Meeting; 03/17/10 SEC Meeting; 05/05/10 SEC Meeting; 06/02/10 SEC Meeting)

8. Request of Provost Office for credentials of faculty teaching summer school – Steve Permuth (06/03/09 SEC Meeting).

9. Request of Provost Office for quantification of summer school class sizes – Steve Permuth (06/03/09 SEC Meeting).

10. Feedback from Graduate and Undergraduate Councils on mechanism for dialogue between faculty, students and administration on changing the type of course offerings available – James Strange and Michael Le Van (06/03/09 SEC Meeting).

11. Feedback on approval for existing courses that are changed into on-line courses – James Strange and Michael Le Van (06/03/09 SEC Meeting).

12. Change in policy review process – invite either a member of Office of the General Counsel or Vice President Kathleen Moore to a meeting (06/03/09 SEC Meeting).

13. Status of funding for Publications Council – Ralph Wilcox (07/01/09 SEC Meeting)

14. Decision regarding display case (07/01/09 SEC Meeting)

15. Feedback from Office of General Counsel on issue of privacy and SafeAssign – Michael LeVan (10/07/09 SEC Meeting)
16. Request to President Genshaft that Steve Permuth be added as a member of group discussing the USF System – Larry Branch (10/07/09 SEC Meeting)

17. Request for Provost to report on the areas in which USF is excelling/lagging with regards to doctoral degree productivity and competing for students (11/04/09 SEC Meeting).

18. Feedback from CFI on draft definition of faculty statement – Paul Terry (11/04/09 SEC Meeting)

19. Timeline from General Counsel Steve Prevaux for revision of Post-Retirement Policy #0-614 – Emanuel Donchin (12/02/09 SEC Meeting)

20. Creation of ad hoc committee to prepare a Faculty Senate response to Article 13, Layoff and Recall – Laurence Branch (12/02/09 SEC Meeting)

21. Names of 10 Senators sent to Provost Wilcox for consideration of membership on ad hoc committee on Promotion and Tenure – Laurence Branch (12/02/09 SEC Meeting)

22. Strategic Performance Update Report to Faculty Senate – Graham Tobin (12/02/09 SEC Meeting)

23. Secretary Terry to inform Vice Presidential nominee Michael Gibbons of SEC decision regarding his nomination (04/14/10 SEC Meeting).

24. SEC to provide feedback on USF System Strategic Plan to Steve Permuth; Permuth to follow-up with President Branch on system issues and faculty system issues (05/05/10 SEC Meeting)

25. SEC to provide feedback on appropriate presentation topics at Senate meeting to Steve Permuth for discussion at June 2, 2010 meeting (05/05/10 SEC Meeting; 06/02/10 SEC Meeting; 07/07/10 SEC Meeting)

26. Final review of Bylaws and Constitution (06/02/10, 07/07/10 SEC Meetings)

27. Decision on who will serve on USF Faculty Council (06/02/10)

28. Provost Wilcox will be asked to explain to the SEC and Faculty Senate at their September meetings why the MOU on restructuring was allowed to elapse (07/07/10 SEC Meeting).