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USF TAMPA FACULTY
SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
December 1, 2010

Present: Elizabeth Bird, Ellis Blanton, Larry Branch, Emanuel Donchin, Sang-Hie Lee, Michael LeVan, Philip Levy, Huntington Potter, Christine Probes, Arthur Shapiro, Drew Smith, Gregory Teague

Absent: Dale Johnson (alternate Sang-Hie Lee)

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

The meeting was called to order at 3:02 p.m. by President Huntington Potter. The Minutes from the November 3, 2010 meeting were approved as presented.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Approval of Senator Gregory McColm Appointment to FAC – Sang-Hie Lee

Secretary Lee explained that with the election of Senator Gregory Teague as Senate Vice President, two vacancies on the Faculty Advisory Council (FAC) were created because he was also a member of the FAC. However, this was not clearly indicated at the November Faculty Senate meeting, and Senator Gail Donaldson was elected to fill one vacancy with Senator Gregory McColm being seated as an alternate. The Senate Executive Committee (SEC) discussed the situation and agreed that Senator McColm would be seated as the alternate and another election will be held at the next Senate meeting.

b. Replacement Senator for College of Nursing – Sang-Hie Lee

Secretary Lee received written notification from Senator Susan Kennel of the College of Nursing that she is leaving the university at the end of this calendar year. In her message to Secretary Lee, Senator Kennel recommended (with the consent of the nominee) Dr. Jason Beckstead as her replacement. Parliamentarian Bird explained that if there was not another faculty member on the ballot from the College of Nursing, then Dr. Beckstead could be appointed to replace Senator Kennel. This being the case, President Potter made a motion that based upon the recommendation of Senator Kennel, Dr. Beckstead be appointed to finish out her term. The motion was seconded and unanimously passed.

c. Report from CEPI on Block Tuition – Emanuel Donchin

With the Legislature’s recent approval for universities to charge block tuition, Chair Donchin reported that CEPI has reviewed the proposal and feels it is not a budget issue
but an educational policy issue. It seems relative for CEPI to be involved in this and has invited Dr. Paul Dosal, Director of the Office of Student Success, to its January meeting.

d. **Undergraduate Catalog Policy Changes** – Michael LeVan

Chair LeVan reported that at its November 8 meeting, the Undergraduate Council reviewed and approved proposed changes to the following undergraduate grading policies: Readmission (former students returning), Drops/Withdrawals, Grade Forgiveness, Academic Renewal, Academic Probation and Academic Dismissal for Undergraduate Students, “M” Grade Policy, and “I” Grade. Summaries of the changes were presented to the SEC. He pointed out that these changes developed out of the Student Success Task Force. During the SEC discussion of the changes, it was recommended that a request be put in Banner that triggers a follow-up when an “I” grade is given. CEPI Chair Donchin will also ask CEPI to review the changes. Chair LeVan recommended that when CEPI holds its meeting to review these changes that Dr. Katharine Cole, Associate Dean of Undergraduate Studies, be invited to attend.

**NEW BUSINESS**

a. **National Organization of Athletics** – Laurence Branch

Past President Branch announced that the National Organization of Athletics Councils of the NCAA Athletics is holding an annual meeting for members of the faculty advisory committees to their own institutions. During Dr. Branch’s Presidency, the Faculty Senate appointed two faculty members to the USF Athletics Council a couple of years before. Mr. Doug Woolard, USF Athletics Director, will fund a trip for one of these faculty members to attend this meeting, and will ask Dr. Robert Sullins, Chair of the USF Athletics Council, to suggest a faculty member to go to the meeting. Past President Branch responded that the Faculty Senate would prefer that one of its two members be asked to attend.

b. **Review of Committees and Councils by FAC** – Philip Levy

Senator-at-Large Levy is chair of a FAC subcommittee that is looking at various committees and councils across campus to determine those committees and councils that reach beyond their own institutions. Most of these are Tampa-based which has an enormous relevance here. Dr. Levy explained that it matters because what is happening is not just defining what the FAC is going to do, but it defines what elements would become the system as opposed to which elements are on each campus. He wanted to open a discussion by asking SEC members to e-mail their concerns to him. President Potter asked Senator-at-Large Levy to send to Ms. Pipkins a list of the committees the FAC subcommittee is looking at to be sent out to the SEC. COC Chair Blanton brought up the issue of whether or not to include the Governmental Relations and the Commencement and Convocation Committees which were eliminated with the passage of the Bylaws in September. President Potter responded that a new committee can be created when deemed necessary.
OLD BUSINESS

a. Discussion of Document on Shared Governance and Academic Restructuring – Elizabeth Bird

Based upon the feedback Parliamentarian Bird received, the following revised “Policy and Procedures for Proposed Changes in Academic Units of the University of South Florida System” was presented:

Policy and Procedures for Proposed Changes in Academic Units of the University of South Florida System

Preamble:

According to the USF System’s established principles of Shared Governance, organizational restructuring of academic units within member Institutions of the USF System should shall be implemented only after open dialog and review among faculty and administration. In particular, any policy and procedure should shall ensure that the academic unit(s) most affected by a proposed major restructuring should shall be afforded the first opportunity to review and report their recommendations. Those recommendations shall then be reported to and reviewed by the Faculty Senate or equivalent representative body of that member Institution, which will assess the effectiveness of the procedures followed, review the implications for the entire Institution, and make a recommendation to the Institution’s administration. Simultaneously, the USF System Faculty Advisory Council (FAC) will review the implications for the entire system, and make a recommendation to the Executive Vice President for Academic Affairs. All stages of the review process should shall be completed expeditiously, within 90 days of the initial proposal.

Definitions:

Major organizational restructuring is defined as any creation, dissolution, merger, or separation of academic departments, schools, or colleges. Proposals for such restructuring must include a detailed written proposal, including at a minimum:

a. A description of the proposed changes.
b. A rationale for the changes.
c. A reasonable statement of the financial and budgetary implications of the changes.
d. An examination of the likely consequences of the changes at the College/School, Institution, and USF System levels, as well as any regional or societal implications.
e. A proposed clear and specific timeline for the implementation of the changes.
f. A brief description of the nature of preliminary consultations with the academic entities affected by the changes, including a summary of the responses. This will normally report on discussion at the level of the department, center, or institute, if the proposal largely affects such entities.
Procedures:

Each member institution of the USF System may will develop its own detailed processes for implementing proposed restructuring, within the parameters outlined above. However, in general the following procedures should shall be followed:

• The Faculty Council (or equivalent) of the most affected College(s) or School(s) will receive the proposal. In Institutions without a representative body at that level, the Faculty Senate will receive the proposal.

• The proposal will be discussed at the next meeting of the receiving body. Members of affected academic entities will be invited in advance to comment in writing. The body may vote to approve or to request further information and continue at a second meeting.

• If necessary, and in case of emergency action, the president of the Faculty Advisory Council, and/or the Provost and Executive Vice President of the University of South Florida System may call special meetings to expedite the process, including during summer months. The President of the body may call special meetings to expedite the process, including during the summer months.

• The restructuring proposal, together with any commentary or recommendation, will be forwarded simultaneously to the Faculty Senate of the affected member Institution (unless the Senate was the initial receiving body) and to the USF System Faculty Advisory Council (FAC). Each body will report to the Administration on a) the sufficiency of consultation, and b) the implications of the proposed changes at the Institution and System levels.

• The entire process, from receipt of the proposal to report to Administration, should shall take no more than 90 days.

It is mutually recognized that the administration holds ultimate authority and responsibility for determining the most appropriate academic structure and organization within the University, including Sec. 447.209, Florida Statute, while the Faculty Councils, Faculty Senates, and the FAC are bound to fulfill their responsibility as advisors on academic affairs to USF Administration.

This document included two items which were added: (1) item “d” added under Definitions, and (2) a request from Provost Wilcox to include what action would be taken in the case of an emergency. In addition, the change of “should” to “shall” was also made. Since receiving these suggestions, Parliamentarian Bird received an e-mail from Past President Branch suggesting adding to the bullet describing the emergency action, “the President of the institution’s Faculty Senate, or the President of the College’s Faculty Council…” Parliamentarian Bird commented that one of the things the FAC is trying to do in this document was to not be too specific about every possible little group that might be involved because each system is different. She suggested instead to have it
read “… the president of any affected faculty elected body” and/or the Provost…” Past President Branch accepted this friendly amendment.

Parliamentarian Bird explained that the action now is for the SEC accept the document as is, and she will take it back to the FAC, and the FAC would immediately request the Provost to begin the promulgation process (before the break). The sense of urgency is that there is likely to be budget cuts very soon causing restructuring and to wait by taking the document back to the Faculty Senate would delay the process by six to eight weeks. The revised document was discussed. A second recommendation for wording of the new bullet was “…the president of any affected faculty elected governance body…” This recommendation was discussed. After several other recommended wordings were offered, a motion was made and seconded to have that line read “any affected faculty governance body.” The motion unanimously passed. Parliamentarian Bird will take the revised document back to the FAC and recommend that it be moved forward.

REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT HUNTINGTON POTTER

No report was given by President Potter.

REPORT FROM SENIOR VICE PROVOST DWAYNE SMITH

On behalf of Provost Wilcox, Vice Provost Smith reported the following:

- On November 29, 2010, Academic Affairs held its annual Honors and Awards Ceremony which included recipients of the awards under the auspices of the Faculty Senate and its Honors and Awards Council. The event was well attended.

- At this time, there is nothing new to report regarding next year’s budget.

There being no further business, the meeting was adjourned at 4:35 p.m.
ADDENDUM
Outstanding Items
Senate Executive Committee

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


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

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

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

8. Feedback from Office of General Counsel on issue of privacy and SafeAssign – Michael LeVan (10/07/09 SEC Meeting)

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

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

11. Undergraduate Chair Michael LeVan to follow up on the creation of a committee consisting of faculty from SLIS, ISDS, and CSE for purposes of information sharing (10/06/10 SEC Meeting).

12. President Branch to provide Provost Wilcox with three to four names for consideration to serve on a committee to review the Market-Based Tuition Delivery Model (10/06/10 SEC Meeting).

13. President Potter to decide on whether Library Council will give presentation to Faculty Senate on Open Access Publishing Initiative (11/03/10 SEC Meeting).

14. Senator-at-Large Levy to send to Ms. Pipkins a list of the committees the FAC subcommittee is looking at to be sent out to the SEC (12/01/10 SEC Meeting).