1-1-2013

AY 2012/2013 FS meeting minutes: 2013-01-23

Faculty Senate

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FACULTY SENATE MEETING
January 23, 2013
3:00 – 5:00 p.m.
Chamber Room 4200 Marshall Student Center

1. Call to Order

2. Approval of November 14, 2012 Minutes

3. Reports by Officers and Council Chairs
   a. Council Nominations – Ellis Blanton (5 minutes) A*
   b. Election Documents – Schedule, Apportionment, Nomination Form – A
      Gail Donaldson
   c. General Education Initiative – Karla Davis-Salazar, Bob Sullins (5 minutes)
   d. Ad Hoc Committees – Andrew Smith, Wendy Nembhard (5 minutes)
   e. Recognition of Resigning Officer (5 minutes) A

4. Old Business
   a. Budget Process Update – John Long, Ralph Wilcox, Nick Trivunovich, Eric Eisenberg (10 minutes)
   b. Travel Management System Update – John Long (5 minutes)

5. New Business
   a. Proposal from USF Health School of Physical Therapy & Rehabilitative Sciences – William Quillen, Associate Dean, USF Health Morsani College of Medicine (15 minutes) A
   b. USF World - Karen Holbrook, System Senior Vice President for Global Affairs and International Research (25 minutes)
   c. Tenure & Promotion Policy Committee – Ralph Wilcox, Gregory Teague (10 minutes)

6. Report from USF System President Judy Genshaft (10 minutes)

7. Report from Provost and Executive Vice President Ralph Wilcox (10 minutes)

8. Report from USF United Faculty of Florida President Paul Terry (5 minutes)

9. Report from Faculty Senate President and USF System Faculty Council Gregory Teague (5 minutes)

10. Other Business from the floor (5 minutes)

11. Adjourn - Next scheduled meeting – February 20, 2013

*A = Action Item
Faculty Senate President Gregory Teague called the meeting to order at 3:00 p.m. After welcoming everyone back to a new semester, he pointed out that the agenda was very tight and asked that everyone stay within the scheduled time. Due to the fact that Mr. Nick Trivunovich was to attend another meeting, President Teague asked that item #3 (Reports by Officers and Council Chairs) be switched with item #4 (Old Business) in order to accommodate his schedule.

APPROVAL OF THE MINUTES

A motion was made and seconded to approve the Minutes from the November 14, 2012 as written. There being no discussion, corrections, or abstentions, the motion unanimously passed.

OLD BUSINESS

a. Budget Re-Engineering Process Update – Nick Trivunovich, Eric Eisenberg

Dr. Eisenberg explained that there was a short-term need to achieve some efficiencies and initiate budget savings this year in order for the university to get through the current budget issues. The broader, longer-term goal is to migrate the budget process from something that is historical to one that is transparent and strategic. The three committees created last fall are working together to accomplish both the long-term and short-term goals.

The first step in the process is determining how funds flow now. The Requirements Committee, chaired by Dr. Dianne Morrison-Beedy, is to identify the way in which revenues and budgeting flow across the institution as transparently as possible. Mr. Trivunovich is chair of the Efficiencies Committee, and that committee looks at how business processes can be improved to gain efficiencies as well as cost savings. The task of the Programming Committee, chaired by Dr. Eisenberg, is to come up with a repeatable process for doing strategic budgeting going forward with principles about how decisions will be made about allocations. He pointed out that his committee is not tasked with evaluating academic programs and units to see if they are worthy of investment.

Mr. Trivunovich asked the Senators to forward ideas for central cost savings to him. In order to accomplish an implementation date of July 1 for the 2013/2014 budget, all recommendations would need to be finalized by February 1, 2014 in order to inform the budget process for 2014/2015. The Efficiencies Committee is looking at April 30 for providing recommendations. However, some may be implemented by July 1 while others may take longer. The Requirements Committee is also looking at completion by April 30.

A web site is being built so that the work of all three committees can be transparent to the whole community. Mr. William Shkuti from Ohio State University is working with the
committees as a consultant. Dr. Eisenberg commented that none of these committees are decision-making committees, but will make recommendations to President Genshaft and her staff for final decisions on implementation.

b. **Travel Management System Update** – John Long

Mr. Long clarified that there will not be a travel agent, but a centralized travel process that leverages technology to create efficiencies. Several presentations occurred to hear the companies pitch their programs. An ITN (Invitation To Negotiate) has been issued.

This process will save money by establishing business rules. There will be flexibility within those rules, but if everything becomes an exception, there will not be any savings. For this reason, faculty will be able to have some say in parameters within which to work. Mr. Long will return with an update and parameters for business rules once the group meets. He added that not all parameters will be accepted, but will return with a reasonable plan and a collaborative process.

President Teague added that because these last two items might be of particular interest or concern among faculty, he asked that, as delegates representing their colleges, Senators carry information about these items back to their colleagues.

**REPORTS BY OFFICERS AND COUNCIL CHAIRS**

a. **Council Nominations** – Ellis Blanton

On behalf of the Committee on Committees (COC), Chair Blanton presented two faculty for membership on Faculty Senate Councils – Dr. Branko Miladinovic (Research Council) and Dr. Richard Plank (Undergraduate Council). These nominees are replacements for faculty who have had to resign from their respective councils. The COC has reviewed the nominations, and they came to the Faculty Senate with a motion to approve. There was no opposition, no discussion, no abstentions, and the motion unanimously passed.

b. **Election Documents – Schedule, Apportionment, Nomination Form** – Gail Donaldson

Secretary Donaldson reviewed the schedule noting that nominations will be requested starting next week in the colleges which have vacancies. The deadline will be February 13 for those nominations. She asked Senators to encourage their colleagues to nominate as some colleges do not have all of their vacancies filled. After the general elections are complete, nominations will be taken for all officer positions except for President.

Changes in the apportionment for 2013-2014 were College of Education representation was reduced from 5 to 4; College of Medicine went from 14 to 13, and the College of Public Health increased from 2 to 3.
The election schedule, apportionment and nomination form came to the Faculty Senate from the Senate Executive Committee (SEC) with a motion to approve. There was no discussion, no objections or abstentions and the motion unanimously passed.

c. General Education Initiative – Karla Davis-Salazar, Bob Sullins

Dr. Davis-Salazar reported that the state-wide faculty committees concluded their work in December. All recommendations have been made to the state-wide steering committee on both learning outcomes and courses to be included in the core areas. After review of those recommendations, the steering committee sent out a draft document of initial recommendations to provosts at all universities to review and respond. A request to faculty for feedback on the changes to general education was sent out. All responses will be compiled and forwarded to Provost Ralph Wilcox before moving on to the next stage of review. The e-mail will be resent which contains a link to the document for review. The timeline for the review process has been extended to September.

d. Ad Hoc Committee Reports

1. On-Line Student Evaluations – Wendy Nembhard

The ad hoc committee has met two times to discuss the pilot study conducted last fall. Nine hundred sections participated. Drs. Stephen RiCharde and Michael Moore are currently reviewing the data. The committee decided to address implementation and not the actual items until after the results of the data are known. A full report will be given once the implementation has taken place later this spring.

2. Canvas Transition Group – Andrew Smith

Mr. Smith reported on the highlights of the December meeting of this group:
- USF will be using the Turn-It In plagiarism software.
- Canvas updates are done on Sunday mornings to avoid any downtime.
- COPH has moved all of its classes to Canvas this semester.
- Further discussion will be taking place about the integration of eXplorance Blue and Canvas.
- The committee recommended that there be a USF listserv set up that will allow faculty to subscribe to receive tips and share knowledge about Canvas.
- A Canvas walk-in clinic has been set up in Library 112J, available Monday through Friday, 10 a.m. to 3 p.m. Faculty and students can use the clinic.
- Two groups are doing training: (1) ATLE (atle@usf.edu/canvas) has a list of resources and workshops. (2) IT is offering workshops in CIS and the library and schedules can be found at canvas.epg@usf.edu.
President Teague added that for the purposes of providing feedback on the General Education Project, a Canvas course has been set up. If anyone is not able to access the site, they should contact Dr. Karla Davis-Salazar at karladavis@usf.edu.

e. Recognition of Resigning Officer – Gregory Teague

1. Parliamentarian Elizabeth Bird sent her regrets to the Faculty Senate. She has had to resign due to transitioning to full-time administrator status. It was the unanimous feeling of the Senate Executive Committee (SEC) that her service be recognized. At this time, President Teague read the following resolution:

Whereas Elizabeth Bird has served with extraordinary distinction in a wide range of faculty governance activities and positions over a period of fifteen years, at the level of department, college, USF institution, and USF System;

Whereas this service has included terms as President of the USF Faculty Senate, USF System Faculty Council, and Trustee of the University, roles in which she steadfastly strengthened faculty participation in advancing the University’s excellence in teaching and scholarship;

Whereas she has led or otherwise made essential contributions to development of documents and processes fundamental to the definition and strengthening of shared governance at this University;

Whereas the Faculty Senate and its leadership will truly miss her wise counsel;

Now therefore be it resolved by the Faculty Senate of the University of South Florida that S. Elizabeth Bird is officially recognized for her extraordinary service on behalf of the faculty and of shared governance at this institution, and further that this body extends to her its best wishes for success in all of her future endeavors.

A motion was made and seconded to approve the resolution. The motion unanimously passed.

2. Appointment of New Parliamentarian – Gregory Teague

President Teague has accepted the offer from Mr. Andrew Smith to serve as Parliamentarian for the remainder of this academic year.

NEW BUSINESS

a. Proposal from USF Health School of Physical Therapy & Rehabilitative Sciences – William Quillen, Associate Dean, USF Health Morsani College of Medicine

Before turning the floor over to Dean Quillen, President Teague reminded the Senators that their responsibility under Policy 10-055 is: (1) to give primary attention to the
sufficiency of consultation on the matter of a proposed restructuring of an academic unit, and (2) to consider the likelihood that what is proposed is actually going to bring benefit to the university. He then gave background information on the proposed College of Physical Therapy and Rehabilitative Sciences (PTRS). Three months ago it appeared likely that the time was right for the School of PTRS to become a college, and the 90-day clock started. However, it now appears that the transition to college status will not happen at this time after all. Nonetheless, it is the wish of both the faculty and the administration of Morsani College of Medicine that the Faculty Senate complete this part of the review process as specified under the policy, and President Teague commented that he has received written communication from the administration to that effect. The administration will then be in a position to take such actions as become appropriate in the future.

Dean Quillen reiterated the remarks he made to USF System Faculty Council President Christopher Davis at its meeting last Friday. At this point in time, per Dr. Klasko, what is being sought is for the USF Tampa Faculty Senate to fulfill its responsibilities and to bring that information back to Dr. Klasko. The intent is not, at this time, to advance the proposal any further in the process. The proposal was endorsed by a large majority of the Morsani College of Medicine faculty, USF Health deans, and unanimously approved by the USF System Faculty Council. Dean Quillen asked for careful consideration and deliberation by the Faculty Senate in fulfilling its responsibilities, acknowledging that decisions about structure and organization are those that are preserved for presidents and provosts.

President Teague introduced the following motion:

Whereas, concerning the proposal put forward by the School for Physical Therapy and Rehabilitation Sciences, the Faculty Senate finds that the process of development of the proposal has included sufficient consultation for what is proposed at this stage, and that it appears likely that proceeding as proposed would yield the benefits described for the University of South Florida.

Therefore, be it resolved that the Faculty Senate recommends to the administration that the proposed steps be taken, with consideration of issues identified in debate and reflected in the report.

The motion was seconded. The floor was opened for discussion, questions, and elaborations.

**Question:** Will this new title affect the relationships between the PTRS faculty and faculty with rehabilitative medicine and nursing?

**Quillen:** The retitling of the school’s name was adopted as “Rehabilitative Sciences” to reflect its growing research portfolio several years. A proposal for a Ph.D. in Rehabilitative Sciences is in the process of going forward. It will be an all-encompassing effort.
**Question:** When is it anticipated that this change will occur?

**Quillen:** There is information regarding this that he has not been privy to. Input now from the Faculty Senate takes care of the preliminary steps, so that when the timing is right things will be ready to go. It was clarified that the proposal will not have to come back to the Faculty Senate, so it takes care of this step and positions the school such that it is ready to go without that extended waiting period or process.

**Question:** At what point is there a tipping point of change where there needs to be another review? This idea of approval and waiting does at least ask that question, not as a stumbling block, but as something to think about.

**Teague:** This resolution needs to be tracked, and if it appears to be going beyond what seems to be a reasonable shelf life perhaps the question needs to be revisited. However, for now there is no clear sense that this needs to happen next week or next month.

**Question:** Is there another document that speaks to the process beyond our role of the Faculty Senate? That is, after it leaves the Faculty Senate is there something else in a policy that governs the reorganization of units?

**Provost Wilcox:** It is stated in the Florida Statutes that affords the authority, and responsibility, to the management of the institution to determine the appropriate academic structure. Beyond the USF policy, the next step would be behavior consistent with Florida Statutes.

**Comment:** Theoretically, the proposal could sit on the shelf for an indefinite time. If that is the case, the issue should be discussed in terms of amending the policy by the Faculty Senate.

President Teague added that the question of time that a proposal is shelved will be considered separately which will probably be individually determined dependent upon the entity suggested. Vice President Philip Levy highlighted that the Senate has two responsibilities in this discussion: (1) enact its policies, and (2) maintain and refine its policies in order to keep them alive.

There was a call to question. The motion to approve the resolution was unanimously passed.

**b. USF World – Karen Holbrook, System Senior Vice President for Global Affairs**

Dr. Holbrook attended today’s meeting and presented information about what World is, defined it, how it works for students and faculty, and how it works in the community. The slide presentation is available at [http://global.usf.edu/about.php](http://global.usf.edu/about.php).
c. **Tenure and Promotion Policy Committee** – Ralph Wilcox, Gregory Teague

President Teague explained that there was a charge given to the leadership of the Faculty Senate from Provost Ralph Wilcox to develop an ad hoc committee to address revisions in the Tenure and Promotion (T&P) Guidelines. Provost Wilcox added that the USF T&P Guidelines have not been visited in a substantive fashion since 1998. Therefore, it seems appropriate to ensure that these guidelines are in alignment with and consistent with the mission and the goals and vision of USF today. The responsible rests on the shoulders of the faculty, which prompted the Provost to work with the SEC on a collaboratively developed charge to be placed with an ad hoc Faculty Senate committee with appropriate ex-officio representation from the leadership of the university.

President Teague commented that the charge specifies convening a small committee with broad representation of the university that will gather information through focus groups from several perspectives; documents, both internal and external; and guidance from peer institutions that seem to be doing well the kinds of things USF would like to do. He added that for some of the people who volunteered when he did not describe what the committee would be about, he might not call upon them to participate. Some of the people who did not volunteer, it would be appreciated if they would answer his call if asked to join. A committee is needed where everyone wears several hats in order to make this happen.

President Teague clarified that the Provost has asked that the T&P structure be re-examined, that there be a policy that as such would have more weight than simply guidelines, but that there also be accompanied revised guidelines reflecting the importance of the kinds of achievements the university wishes to promote. The charge requires that the ad hoc committee comes back with a policy that could begin the promulgation process to be submitted to the Provost for review by the end of the fall semester. If it a preliminary draft is not available this spring, then a draft policy would be presented to the Faculty Senate first thing in the fall.

The Provost added that what is anticipated is a broad and inclusive process with appropriate levels of consultation with the United Faculty of Florida, Faculty Senate, colleges, departments, and faculty at all ranks and broad disciplinary representation. He clarified that the policy would be promulgated to the Board of Trustees for approval. In addition, the Provost emphasized that this policy would focus on the interests and mission of USF Tampa only, and it is not a USF System wide T&P policy.

In response to a question asked what the difference is between policy and guidelines, President Teague responded that when these things change there is some flexibility about which set of rules apply. For example, if someone is half-way through the T&P process and the rules change, the old rules would normally be used, although the applicant would also normally have some choice. Second, with regards to policy versus guidelines, his intuitive understanding is a policy tends to be spare, clear, lean, and refers to guidelines. USF does not have a policy that contains many of the kinds of elements that the Senate is being asked to consider for a policy. The policy promulgation process needs to be started
as soon as possible. The university guidelines will need to be modified as well, which could happen on a longer timeline. Changes can be made at the top level, although these would be small, so as to remain general. The implication, however, is that the practice of the process of T&P is improved, adjusted, and updated by ensuring, not just that the document be changed, but that the right conversations in the right places take place.

Provost Wilcox added that the existing T&P policies have been deemed insufficient to meet the rigors of USF’s regional crediting agency, but it is clearly guidelines, procedures, and practices that are going to be most helpful to guiding faculty as they move along the path to professional and career development, and ensuring consistency. It was clarified that a policy is the overarching ideal of what USF conceives for T&P. Guidelines are how to get reach those ideals. The Provost iterated that he wants the ad hoc committee to take every opportunity to deliberate in thoughtful fashion, to examine what like or aspirational universities are doing, and, where appropriate, to recommend adoption of best practices.

REPORT FROM USF SYSTEM PRESIDENT JUDYGENSHAFT

President Genshaft reported on the following items:

Board of Governor (BOG)

All of the State university presidents have come together to talk to the Legislature about an issue called “Aim Higher.” They proposed that the $300 million cut from the SUS’s budget last year be returned to them, plus an additional $118 million (that would make up for a 15 percent tuition increase). If this is done, they would not ask for tuition to be raised. The key is that it is rare to see all university presidents come together on an initiative.

There have been five new members appointed to USF’s BOG, none of whom are from Tampa Bay. When Gus Stavros’ term ended, USF lost its representation. There is one more appointment for the BOG. USF has two BOT appointments available. Mr. Stan Levy, a USF graduate from the College of Business, has been appointed.

Legislature/BOG

There are key items being looked at:

1. The General Education portfolio being put forth.
2. New items in terms of student tracking including: when the students graduate, where are they getting jobs in Florida, what are their wages, and are they getting jobs in their discipline. An initiative that the President has recommended is that USF grant its students a one-year free alumni membership in order to keep in touch with the students.
3. Performance-based funding could come back to USF in the form of the $118 million being requested under the “Aim Higher” initiative. The $15 million performance-based funding grant was given to four universities (FIA, UWF, UCF, and UF). USF missed
receiving a part of this funding grant by 1 point due to a lack of student tracking in terms of where they are working.

4. In the area of distance learning, USF has been ranked 25th in the country and #1 in the State of Florida.

A dashboard will be created for all universities which the BOG will use to look at ten items. The President pointed out that the BOG, this time around, is very data-oriented.

There is a new cell phone application called “Eye Witness USF” which allows a person to report something happening that might need to be looked into. It is not 911, but the information goes into a central call area which is continuously monitored. The text is 67283. It is available for students, staff, and faculty as a way to bring more awareness to things occurring in the community.

**REPORT FROM PROVOST AND EXECUTIVE VICE PRESIDENT RALPH WILCOX**

There will be five emphasis areas of regional accreditation that the agency will be focusing on:
1. Faculty credentialing
2. QEP (Quality Enhancement Plan)
3. T & P
4. Distance learning particularly with regard to outcomes assessment, authentication, and quality assurance
5. Economic health of the institution

Feedback is needed on the General Education Project. The initial signal coming out of Tallahassee is that Legislative staff are being receptive to a couple of concerns; in particular, being expressed by representatives in the State University System in the Florida State College System: (1) the reduction from 36 to 30 hours and (2) the implementation time.

The Provost announced there are three things that he will be pushing to get accomplished:

1. Whether odd-credit classes that USF delivers are consistent with the level of credit offered at other institutions, e.g., 4-hour courses at USF vs. seemingly equivalent 3-hour courses elsewhere. There is a credibility issue if other institutions are offering the same course for fewer hours. In addition, this practice may result in student class schedules that do not fit into a standard class period and push the students them out of taking courses in the next series. Last, it is leading to a higher proportion of USF students graduating with excess hours. This will become an issue when students will have to pay out-of-state tuition for every hour beyond 110% (or 132 hours of a 120 hour degree program).

2. The excessive array of General Education classes that USF is currently offering. It does not make for quality assurance across that array of curriculum delivery and causes USF to deliver those courses in less than efficient ways.
3. Recommendations or proposed amendments would be welcome on policy #10-055 to address the issue about timing following action by the Faculty Senate.

The Spring 2013 Student Success Conference is scheduled to be held on Wednesday, April 3rd. USF will be hosting all four of the 2012 U.S. Professors of the Year delivered in workshop fashion: “Secrets to Success in Enhancing Student Learning in Higher Education.”

REPORT FROM USF UNITED FACULTY OF FLORIDA PRESIDENT PAUL TERRY

At the request of UFF President Terry, Dr. Robert Welker, UFF USF System Chief Negotiator, reported the following:

A survey of the 1,700 in-unit employees was conducted to find out what they are interested in. There were 3 collective bargaining meetings during 2012. A handout was distributed showing the items on the table. There was a complete rewrite of the collective bargaining agreement on promotion. UFF is currently working on a complete rewrite of tenure. Dr. Welker pointed out that UFF is only looking at process and not criteria which is being left up to the universities. It is hoped to have tenure done by February so the Faculty Senate can have the benefit of proposals that are going on the table when it is working on its proposal.

Due to time constraints, President Teague did not give a report nor were there Issues from the Floor.

The meeting was adjourned at 5:12 p.m.