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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
September 5, 2012
3:00-5:00 p.m., Student Services Building, Room 5012

1. Call to Order – Introductions, Review of Agenda

2. Approval of Minutes from July 11, 2012 Meeting

3. Reports by Officers and Council Chairs

4. Old Business

5. New Business
   a. Appointment of Chair for Committee on Committees – Gregory Teague
      (5 minutes)
   b. Pilot Results of New On-Line Student Evaluation of Instruction –
      Stephen RiCharde (35 minutes)
   c. Proposals for Restructuring – Preliminary Discussion
      Gregory Teague (10 minutes)

6. Report from USF System Faculty Council Vice President – Gregory Teague (10 minutes)

7. Report from Provost Ralph Wilcox (30 minutes)

8. Report and Announcements from Faculty Senate President Gregory Teague
   (10 minutes)

9. Next scheduled meeting – October 3, 2012

10. Adjourn
USF TAMPA FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
September 5, 2012

Present: Ellis Blanton, Lisa Brown, Kenneth Buckle, Karla Davis-Salazar, Gail Donaldson, Philip Levy, Steve Permuth, Thomas Pluckhahn, Arthur Shapiro, Andrew Smith, Gregory Teague, Marzenna Wiranowska

Absent: Elizabeth Bird, Randy Borum, Marilyn Burke, Tom Mason

Provost’s Office: Paul Dosal, Dwayne Smith, Ralph Wilcox

Guest: John Cochran, John Daily, Stephen RiCharde, Marvin Moore, Paul Terry

Faculty Senate President Gregory Teague called the meeting to order at 3:05 p.m. The Minutes from the July 11, 2012 meeting were approved as presented. Before conducting business, introductions were made.

President Teague reviewed today’s agenda: (1) Each council officer will be asked to give an oral report of their council activities. (2) Outstanding Items for both the Senate Executive Committee (SEC) and Faculty Senate will be reviewed under Old Business. (3) The last fifteen minutes of the meeting will be reserved for remarks from the President.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

The following council chairs and officers reported on the activities of their respective groups:

Honors and Awards Council (Marzenna Wiranowska)
Senator-at-Large Steve Permuth
Undergraduate Council (Thomas Pluckhahn)
General Education (Karla Davis-Salazar)
Vice President Philip Levy
Graduate Council (Kenneth Buckle)
Research Council (Lisa Brown)
Council on Technology for Instruction and Research (Andrew Smith)
Committee on Committees (Ellis Blanton)

OLD BUSINESS

1) A review of the SEC Outstanding Items resulted in the deletion of the following because they are either moot or have been addressed:

   Item 2. President Potter recommended that department chairs be notified of funds available for publications (03/09/11 SEC meeting).
Item 5. Discussion of the creation of a new Department of anesthesiology, College of Medicine, will be presented at the July 11 SEC Meeting (05/02/12 SEC Meeting). Due to economics, this topic has been deferred (07/11/12 SEC Meeting).

Item 6. Creation of an ad hoc committee to consider the situation of possible layoffs and provide advice and counsel to the College of Medicine Faculty Council. Vice Provost Graham Tobin will check into whether or not the Board of Governors should be included in the process (05/02/12 SEC Meeting).

Item 7. SEC lunch dates with President Genshaft, Provost Wilcox and the Provost’s Leadership Team will be forwarded to members (07/11/12 SEC Meeting).

The following Faculty Senate Outstanding Items were deleted:

Item 2. Proposed language from CEPI for USF Policy 4.0108-Tuition Waivers to be forwarded to the administration for consideration (FS Mtg., 11-17-10).

Item 4. Creation of Welcoming Committee, suggested by Senator Steve Permuth, for USF Polytechnic faculty transitioning to USF Tampa campus (FS Mtg. 04-18-12).

Item 3, regarding the creation of a subcommittee to look into self-insurance plans, was discussed. It was agreed that the item will be kept open, but reworded to read that a budget ad hoc committee will be established. President Teague will take this to the Senate as a reframed item.

NEW BUSINESS

a. Appointment of Chair for Committee on Committees – Gregory Teague

At the recommendation of President Teague and agreement from Senator Ellis Blanton, a motion was made and seconded that Senator Blanton be appointed as Chair of the Committee on Committees for 2012-2013. The motion was unanimously approved.

b. Pilot Results of New On-Line Student Evaluation of Instruction – Stephen RiCharde and Marvin Moore

The university has purchased a new instrument, eXplorance Blue, that supports online-based student evaluations of teaching. This instrument has several potential advantages, including support for local hosting, flexible scheduling, customization of questions and reports, the ability to handle team-taught courses, and cost effectiveness. Student comments can be handled within the online system, eliminating the need to have comments typed as done with the current paper system. Whereas the current paper evaluation system costs roughly $144k per semester, costs associated with the online system should be less than $90k per semester. A pilot test of the instrument was
conducted by the Office of Institutional Effectiveness during the 2012 summer session. Thirteen volunteer instructors/courses were included in the pilot. The pilot test used the same 8 evaluation questions used in the existing paper system; however, these questions could be tailored at the college level and possibly to the department level in the future. Response rate was a key issue examined during the pilot test. It was found that response rates for the pilot online system were similar to those historically obtained with the existing paper system (typically in the range of 60-70%). Faculty feedback was positive; no feedback request was made of students. It is anticipated that the on-line process will be fully in place by spring semester 2013. Dr. RiCharde commented that where to go from here with the process rests solely with the faculty; however, the Provost indicated that full implementation would need to occur by the Spring 2013 semester. The floor was opened for discussion.

SEC members expressed concern over how much time and control faculty would have and the proposed implementation timeline. It was suggested that the timeline allow for voluntary, college-by-college participation in the online evaluation system during the Fall 2012 semester, with full implementation occurring across all colleges during the Spring 2013 semester. The conversion from paper to online procedures was noted to be a separate issue from consideration of content (i.e., whether the current 8 questions would be revised or replaced with other questions). It was agreed that a new ad hoc committee would be created to address the issues of content and implementation. Dr. Paul Dosal charged the ad hoc committee with guiding implementation of the pilot test, determining what if any modified content to include, and ensuring that the system can be scaled up by spring semester.

c. Proposals for Restructuring – Preliminary Discussions – Gregory Teague

1. School of Public Policy and Urban Affairs – John Cochran

   Dr. Cochran, Associate Dean for Faculty Affairs, College of Arts and Sciences, presented a proposal for the creation of a new School of Public Policy and Urban Affairs (SPPUA). This was done in accordance to USF’s System Policy 10-555 supporting the Principle of Shared Governance through an open dialogue and review among stakeholders within USF’s academic community. The SEC was satisfied to see that feedback from the appropriate groups was being received, and that faculty affected by the new school have been involved in the process. Dr. Cochran will present a compilation of feedback to the faculty governance groups and report back to the SEC in November. The full proposal is available at http://web.usf.edu/FacultySenate/meetings.html (under September 5 meeting).

2. Patel School of Global Sustainability – Gregory Teague

   President Teague informed the SEC that the Patel School of Global Sustainability is considering becoming a college, and it would like to move forward with proposing this conversion. The planning strategy is that phase I of their proposal will be presented to the SEC and the full Senate in October. The proposal would
be about gaining approval for becoming a college before the details are worked out. Provost Wilcox asked President Teague that the proposal not be forwarded to the Faculty Senate until he has been assured that all parties involved have been given the opportunity to provide input.

REPORT FROM USF SYSTEM FACULTY COUNCIL VICE PRESIDENT – Gregory Teague

As Vice President of the USF System Faculty Council (SFC), Dr. Teague reported the following items that were covered at the September SFC meeting:

• Discussion about the honorary degree becoming a System entity. A representative from the St. Petersburg campus will be in touch with Dr. Wiranowska, Chair of the Honors and Awards Council to address this issue.

• SFC comments on the draft USF System Policy on Criminal Background Checks were distributed to the SEC for information purposes.

• A draft Constitution of the SFC was distributed to the SEC.

• Information on the transition from Blackboard to Canvas was distributed to the SEC. The same information will be presented to the Faculty Senate.

• Dr. Bob Sullins, Dean of Undergraduate Studies, will attend the October SEC meeting to talk about changes to the State-level general education requirements. President Teague commented that he could forward general information emails from the Chair of the Advisory Council of Faculty Senates (ACFS) if SEC members were interested.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox reported that budget rebasing will soon be taking place, and the Faculty Senate leadership (president and vice president) will be actively engaged in this process in the months to come.

As a result of the statewide budget cuts, President Judy Genshaft has instituted a hiring and spending freeze effectively immediately for the Tampa campus. However, this freeze does not affect faculty hiring plans already approved for the coming year.

SEC members were invited to the Board of Trustees meeting to be held on Thursday, September 6th from 8:30 a.m. – 12 noon on the 7th floor of the Interdisplinary Science Building.

REPORT FROM SENIOR VICE PROVOST DWAYNE SMITH

Senior Vice Provost Smith’s report consisted of the following items:
• A system has been rolled out that allows 9-month faculty to be paid over 12 months. Thus far, 86 faculty have signed up for this option. Dr. Smith asked President Teague for the name of a faculty member to serve on an ad hoc committee to work on the roll-out package.

• The Senate will be asked to review the process of several honors and awards programs, including DUP guidelines, as well as establishing clearer criteria for being named Professor Emeritus. Tenure and promotion (T&P) guidelines will also be part of this review. The T&P guidelines have not been updated for more than 10 years; however, a faculty committee was charged with recommending changes to the system about two years ago. Those recommendations have just been completed and need to be reviewed for possible implementation. President Teague has been asked for names for an ad hoc committee to perform this task.

REPORT FROM VICE PROVOST PAUL DOSAL

Vice Provost Dosal distributed copies of USF e-profiles for the USF Tampa campus and USF System (total university). Among the highlights: 1% higher headcount on the Tampa campus, largest Honors class in USF’s history, increased SAT scores. Documents are available for review at http://web.usf.edu/FacultySenate/meetings.html (September 5 meeting).

REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE GREGORY TEAGUE

President Teague’s remarks consisted of the following items:

• Due to President Genshaft’s University Address scheduled at 2:00 p.m. on Wednesday, September 19, the Faculty Senate meeting will start at 3:15 p.m. A reception to welcome new Senators will be held immediately following the meeting. Details will be provided.

• SEC members will be asked to take a more active role to determine how best to present items to the Faculty Senate. They were asked to advise him about the way he conducts his job, and to provide feedback on which faculty to recommend service on ad hoc committees.

• Items for the September 19th Faculty Senate meeting include: the student evaluation system and the conversion of Blackboard to Canvas. October agenda items are: Public Policy on Urban Affairs, changes in benefits to be presented by Human Resources, SACS accreditation process, and the review of the T&P process.

• President Teague will emphasize communication between the SEC and the Faculty Senate and faculty within colleges. The Faculty Senate needs to have better ways to get issues out to the faculty such as asking senators to make a point of communicating with colleagues within their college.

• The strategic plan addresses strengths and weaknesses, but threats are not addressed. President Teague would like to see a “think tank” created which would allow people to
engage in protected, constructive discussions about serious threats. He would like to work with Provost Wilcox on such an endeavor. Along these same lines, old reports could be reviewed to determine how threats that were previously identified played out over time. Provost Wilcox responded that faculty engagement in the shaping of the future of USF is strongly encouraged, and that faculty should step forward when asked.

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

1. Mr. Nick Trivunovich, Vice President for Business and Finance, to report back on his findings on the number of allocation of green parking spaces relative to where employees park (02/09/11 SEC meeting).

2. CTIR Chair Andrew Smith to work with the SEC and Faculty Senate Office to initiate the use of Scholar Commons for archiving Senate documents (06/01/11 SEC meeting). USF has chosen a content management program; CTIR Chair Smith will contact the University Webmaster about where the Faculty Senate stands in the process (06/06/12 SEC meeting). CTIR Chair Smith reported that the timeline for archiving Faculty Senate documents is January, 2013 (07/11/12 SEC meeting).

3. President Potter to appoint a task for of 2-3 faculty, plus Senate webmaster, to look at ways the Faculty Senate web site could be improved (06/01/11 SEC meeting).

4. Future discussion topic on how to ensure and wire-in a comfort level on how successors to Provost Wilcox will view classroom capture (07/11/12 SEC meeting). President Teague will seek clarification on any reservations may have (09/05/12 SEC meeting).

5. Reframing of follow-up Senate Item #3 - to establish a budget ad hoc committee to look at self-insurance plans; present to Senate for approval (09/05/12 SEC meeting).

6. Senator Ellis Blanton appointed as 2012-13 COC Chair – letter of appointment to be sent (09/05/12 SEC meeting).

7. Create an ad hoc committee to address two issues regarding the on-line course evaluation process: (1) content and (2) implementation. Committee charge: How to, or to what extent, to scale-up for spring (09/05/12 SEC meeting).

8. Names to be provided to Senior Vice Provost Dwayne Smith for committee to work on roll-out package for 9 month faculty converted to be paid over 12 months (09/05/12 SEC meeting).

9. Names to be provided to Senior Vice Provost Dwayne Smith for an ad hoc committee to review the process of several honors and awards programs, including DUP guidelines, T&P guidelines, and establishing clearer criteria for being named Professor Emeritus (09/05/12 SEC meeting).

10. Develop a means of communication between faculty and Faculty Senate.