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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
December 5, 2012
3:00-5:00 p.m., Lobby Atrium Meeting Room – USF Health Byrd Alzheimer’s Institute

1. Call to Order – Review of Agenda

2. Approval of Minutes from October 31, 2012 Meeting

3. Reports by Officers and Council Chairs
   a. Approval of Council Nominations – Ellis Blanton (5 minutes)
   b. Council and Committee Participation – Marzenna Wiranowska (10 minutes)
   c. General Education Project – Karla Davis-Salazar (5 minutes)
   d. Ad Hoc Committees – LMS, on-line, travel management (10 minutes)
   e. Other Councils – Chairs (5 minutes)

4. Old Business
   a. Budget Process Update – Phil Levy (5 minutes)
   b. Restructuring Proposals follow-up – Greg Teague
   c. Classroom Capture Update – Steve Permuth, Greg Teague (5 minutes)
   d. Outstanding Items (5 minutes)

5. New Business
   a. Proposed College of Physical Therapy – William Quillen (15 minutes)
   b. SACS Accreditation – Karla Davis-Salazar, Greg Teague (5 minutes)
   c. Tenure and Promotion Guidelines Initiative (10 minutes)

6. Report from USF System Faculty Council Vice President – Gregory Teague

7. Report from Provost Office (20 minutes)

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


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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
December 5, 2012


Absent: Merilyn Burke, Tom Mason

Provost’s Office: Dwayne Smith, Graham Tobin

Guests: John Cochran, Janet Moore, Gina Musolino, Kevin Murdoch, William Quillen, Laura Swisher

Faculty Senate President Gregory Teague called the meeting to order at 3:00 p.m. The Minutes from the October 31, 2012 meeting were approved with one abstention.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Approval of Council Nominations – Ellis Blanton

On behalf of the Committee on Committees (COC), Chair Blanton presented the following nominees for consideration of membership on Faculty Senate councils:

Council on Faculty Issues
Emanuel Donchin (CAS)

Undergraduate Council
James King (EDU)
Kathi Katz (NUR)

The nominations came to the Senate Executive Committee (SEC) from the COC with a motion to approve. The motion was seconded and unanimously approved.

b. Council and Committee Participation – Marzenna Wiranowska

Dr. Wiranowska, Chair of the Honors and Awards Council, introduced for discussion the issue of faculty attendance at councils. This issue came up during a recent lunch meeting with President Judy Genshaft and Provost Ralph Wilcox. Senior Vice Provost Dwayne Smith suggested that rules for faculty attendance at council meetings be evaluated. After discussing this issue with several other SEC members, Dr. Wiranowska felt it would be helpful, in consultation with the council chairs, to introduce attendance guidelines that would be appropriate for each council. These guidelines would be useful to the council
chairs for improving attendance at their meetings and ensuring that quorums are met. The floor was opened for discussion.

Issues that were brought up during the discussion included: (1) Occasionally, there is a conflict in a council meeting with a faculty member’s teaching schedule. It would be helpful if faculty knew in advance of applying for membership when that particular council meets to determine whether or not they can be available to attend meetings. (2) It needs to be clear whether or not substitutes are allowed.

COC Chair Blanton recommended that council meeting information could be posted on the Faculty Senate web site. The link to that information could be put on the council nomination form so that a potential member could peruse the site before making a decision about whether or not to apply for membership on a particular council. Also mentioned was the question of whether or not serving on councils counted toward university service. Dr. Permuth felt that this was a larger problem to be discussed at a later time. President Teague will mention at a Faculty Senate meeting that the SEC is thinking about providing additional information to faculty concerning council meeting times and member responsibilities so that potential nominees can more wisely seek membership on councils; the SEC will also think more carefully about the attendance question.

c. General Education Project – Karla Davis-Salazar

Dr. Salazar gave a brief synopsis of the General Education Project thus far. She then reported that since the last SEC meeting some of the Disciplinary Committees have been continuing their work either via conference call or face-to-face. Dr. Salazar distributed a DRAFT of Recommendations of Statewide Faculty Disciplinary Committees as of December 5, 2012 (pending the long review process). This draft includes the learning outcomes, as well as the 5 courses selected, for each of the committees. Dr. Salazar pointed out that not all of the issues have been resolved at this time; for example, the courses for Social Science and Humanities have not been finalized. A draft timeline of the General Education Project was also distributed. President Teague commented that he would like to have a more detailed discussion on the project at some point in the future.

d. Ad Hoc Committee Reports

1. LMS (Learning Management System) – Andrew Smith

The Canvas Transition Committee recently met and Mr. Smith reported the following items:

- Discussions are taking place involving Florida’s distance learning group that looks at state-wide contracts for course content software. The group is currently looking for a replacement for Safe Assignment (plagiarism-detection software), which is a Blackboard product. A six month pilot of Turn-It-In will likely be initiated in January.
• Training workshops are underway. Some workshops are being offered at the department or college level. There will be on-line registration for Canvas workshops, along with basic and advanced topic sessions.

• Mr. Dennis Walpole, IT Director, will have discussions with the people who are doing the on-line student evaluation of teaching to make sure those products work together.

• A lot of publicity will be going out to all students with information on what they need to know about the transition from Blackboard to Canvas. There is strong interest in having a USF-sponsored listserv so faculty can subscribe to it to ask questions and get tips on using Canvas from their fellow colleagues, as well as from IT representatives.

2. Student On-Line Evaluations – Gregory Teague

The administration of the pilot will go ahead as planned. Afterwards, attention will be focused on deriving from the pilot the maximum possible information to assist with full implementation in the spring and to provide guidance on who would use the information. One concern was that the chairs of CAS did not seem to know that the pilot process was happening which brought up the issue of responsibility of communication once again. Dr. Teague would like to talk more about this at the end of today’s meeting if there is time. Dr. Permuth added that some technical problems with alternate starting dates of classes are being addressed by Drs. Stephen RiCharde and Marvin Moore.

3. Travel Management Focus Group – Gregory Teague

Faculty names have been forwarded to the team and the project is underway. Vice President Philip Levy recommended that a general discussion of this project (to be called something other than travel agent) take place at the January Faculty Senate meeting.

OLD BUSINESS

a. Budget Process Update – Philip Levy

Dr. Levy recapped the last budget process meeting. Although there has been some concern with the nature of the communication being received, the actual structure of three subcommittees, and confidentiality, he had nothing further to report at this time.

b. Restructuring Proposals Follow-Up – Gregory Teague

SEC members were provided with draft reports created by President Teague of the two recent restructuring proposals. The drafts were provided for purposes of review and comment before they are sent to President Genshaft and Provost Wilcox. Any
suggestions to language should be forwarded to President Teague within the next couple of days.

c. **Classroom Capture Update** – Steve Permuth, Gregory Teague

President Teague pointed out that there were two tracks to the classroom capture business. Although he had thought that the technical issues had been settled last summer, it turned out that IT had questions about how to deploy resources. He has since had a conversation with Mr. Walpole, and they agreed upon a plan for proceeding in the short term. The initial purchase will involve acquisition of audio recording equipment; video recording equipment for a smaller number of classrooms will be purchased later through a separate fund.

The second track has to do with the intellectual property question, which was recently addressed by an ad hoc committee. Dr. Permuth agreed to look more formally into that question and offered the following comments: At one of the presentations given to the SEC last year by then College of Education Dean Colleen Kennedy, there were a number of legal issues from General Counsel which would be covered more fully later. A recent reiteration of the question was raised about what is happening with the legal issues, and the response was they would be dealt with later. Dr. Permuth pointed out that later is now. He would be glad to sit down and talk with members of the administration about the issues involving classroom capture and intellectual property rights and indicated that it is an issue that needs to be addressed. President Teague asked Vice President Levy and CTIR Chair Smith to work with Dr. Permuth in an ad hoc capacity in the development of a brief document outlining the issues and asking for the status of them. President Teague added that he would like to set aside time at a future meeting to continue this conversation after some of the preliminary work has been completed.

d. **Outstanding Items** – Gregory Teague

This topic was tabled until the next SEC meeting so the time can be used for other business at today’s meeting.

**NEW BUSINESS**

a. **Proposed College of Physical Therapy** – William Quillen

In accordance with USF System Policy 10-055 procedures, Dr. Quillen attended today’s meeting to present a proposal for the conversion of the current School of Physical Therapy & Rehabilitation Sciences, USF Health Morsani College of Medicine to USF Health College of Physical Therapy & Rehabilitation Sciences. After substantial dialogue and review, the conversion has been endorsed by both the USF Health Morsani College of Medicine Faculty Council and the Morsani College of Medicine Faculty Council. The constituents feel that this conversion is the next evolutionary step in the growth of the school and will propel the school into being one of the top physical therapy schools in the United States.
When asked by Parliamentarian Elizabeth Bird why become a college instead of staying a school, Dr. Quillen responded that in order to be innovative and transformative for the future of health care, the school needs to be able to direct its own autonomous course separate from the College of Medicine. Being a college will help in developing efforts and prestige, and allow the then-college to focus on its own agenda. The COM faculty had only clarification questions about the proposal; no objections were voiced. In addition, the physical therapy faculty have indicated 100 percent support for the move to college status.

There being no further discussion, President Teague stated that SEC was confident that the appropriate consultation process has taken place. The proposal will be forwarded to the Faculty Senate for its January meeting with the commentary that there were no objections from COM faculty or from outside sources. Parliamentarian Bird suggested to Dr. Quillen that when he presents the proposal in January that he focus on the consultative process, which is the main premise of the policy.

b. SACS Accreditation – Karla Davis-Salazar, Gregory Teague

President Teague prefaced the update by stating that the Senate is obliged to keep the issue of SACS accreditation alive even if there is very little to report. He added that there is a structure in place for developing the SACs report, a broad leadership group, and also a smaller core workgroup on which he serves as the faculty representative. What needs to be understood is the timeline, which includes having a draft of all of the materials assembled for review by the end of the spring term.

Dr. Janet Moore, Associate Dean of Undergraduate Studies, attended today’s meeting to provide input on the SACS accreditation process. She recommended that faculty should look at the timeline and identify and focus on those things in their areas that are important. Dr. Stephen RiCharde and his team are currently collecting faculty credentials and developing narratives to include in the final report due Spring 2014. Dr. Moore emphasized that when the electronic review of the off-site peer group is done, it will be important to make sure that the faculty credentials and narratives are linked correctly within the department websites. This will ensure that information is available to the peer reviewers. President Teague added that the credentials are needed for faculty teaching courses starting in the fall 2013; the credentials demonstrate that they are qualified to teach these courses.

Dr. Salazar commented that the topic for the QEP needs to be selected by the end of spring semester; this is good timing given the new strategic plan and the general education changes. Dr. Moore added that is desirable for the new QEP to build off the former QEP, so this will need to be considered. Dr. Salazar clarified that the Faculty Senate will be solicited for input on the general education process and on the QEP. In addition, Dr. Moore commented that the SACS Commission on Councils Annual Conference will be meeting the following week. A USF delegation will attend this
meeting in order to learn what is important to SACS now because their priorities change with time.

c. **Tenure and Promotion Guidelines Initiative**

This item was put on the agenda as an opportunity for any follow-up comments from the previous luncheon discussions, where it was decided that President Teague and Provost Wilcox will come back in January with a draft charge for a committee. The academic analytics presentation spoke of “rolling out” the use of those tools by including discussions within departments and colleges about what they are really about, what they value, and what priorities they put on things. It seemed possible that discussions of this sort might be relevant to the process of updating T&P guidelines and practices. Additional thoughts should be sent to President Teague for inclusion in the materials that he and Provost Wilcox are working on.

**REPORT FROM USF SYSTEM FACULTY COUNCIL VICE PRESIDENT GREGORY TEAGUE**

Dr. Teague reported that the discussion of the general education course issue has consumed faculty on the other USF campuses. Dr. Salazar plans to invite the USF System Faculty Council to a meeting of the General Education Council and vice versa.

The SFC felt that it should have been given earlier notification of the two restructuring proposals in order to provide feedback.

**REPORT FROM PROVOST OFFICE**

a. Senior Vice Provost Dwayne Smith reported on behalf of Provost Ralph Wilcox who was in England on university business. The main item he had for today’s meeting was that USF policy 0615 requiring background checks on all new USF employees will go into effect on January 1, 2013. He explained if someone is issued a contract letter before January 1, 2013, there will not be a paragraph included that a background check is required as a condition of employment. After January 1st, however, that paragraph will be included. The policy applies to faculty, administration and staff. Anyone with a temporary work status exceeding 60 days will be subjected to a Level 1 background check, which consists of a Florida name, and an employment history check, a check of the National Sex Offenders website and a local criminal record check. Referenced in the policy is a statement about adjudicated guidelines which Vice Provost Smith distributed a draft at today’s meeting. The guidelines are the same for all employees except for faculty. Anytime a flag is raised as a result of a background check on a faculty, the Provost’s office should be informed before any action is taken. At that point, it will be determined whether or not the dean should be informed.

b. Vice Provost Tobin reported that the Strategic Plan will go before the Board of Trustees (BOT) on December 13. The latest draft can still be revised until tomorrow, so feedback
is still welcomed. The matrix and report are on the web and he encouraged everyone to look at it.

c. Vice Provost Tobin reported that the annual accountability reports have been forwarded to the BOT and BOG, respectively. These reports document how USF performed over the past year. Reports will be posted on both web sites.

d. Legislative budget requests have been submitted. Last year, all four campuses were combined into one request. However, separate requests were submitted this year. Whatever part of the 16.24 million dollars USF receives will be used toward start-up for new faculty and instructors.

e. One candidate has been interviewed for the College of Education dean search with others scheduled. Everyone was encouraged to attend the interviews if possible.

f. Senior Vice Provost Smith provided a commentary from Academic Affairs regarding Skip Holtz, who was recently fired from the position of head football coach. The academic profile and football program improved considerably under the tutelage of Mr. Holtz.

OTHER

a. President Teague commented that there had been a short notice to make decisions about the purchase of technical equipment for classroom capture because priorities on which classes to capture would influence the type of equipment purchased. A decision was made to spend all the currently-available money on equipment to provide the basic classroom capture functions up through audio recording that will maximize the number of classrooms that could be used. There will be other funds available after December 1 to spend on video equipment.

b. USF has been listed in the top ten universities as having the least accessible faculty. It was also listed in *Newsweek* as being one of the easiest universities. Vice Provost Paul Dosal will be looking into how this data is derived.

c. Drs. Wiranowska and Salazar will work on putting information on all faculty awards in a central location. Hand-in-hand with that, on-campus displays concerning these awards will be updated. This will include the plaques at the Top of Palms restaurant at the Marshall Student Center.

d. Parliamentarian Elizabeth Bird announced that she is resigning from the Faculty Senate at the end of this semester. A new parliamentarian will need to be appointed.

There being no further business, the meeting was adjourned at 5:00 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. 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).

7. Develop a means of communication between faculty and Faculty Senate (09/05/12 SEC meeting).

8. Time dedicated at a SEC and a Senate meeting to discuss five-year enrollment plan (10/03/12 SEC meeting).

9. Continue discussion on the General Education Project (12/05/12 SEC meeting).

10. Continue discussion about classroom capture and intellectual property rights after preliminary work has been completed by ad hoc committee (Philip Levy, Andrew Smith, Steve Permuth) (12/05/12 SEC meeting).

11. Determining central location for information on all faculty awards – Marzenna Wiranowska and Karla Davis-Salazar (12/05/12 SEC meeting).

12. Updating faculty award information on campus – Marzenna Wiranowska and Karla Davis-Salazar (12/05/12 SEC meeting).