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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
January 9, 2013
3:00-5:00 p.m., Student Services Building, Room 5012

1. Call to Order – Review of Agenda

2. Approval of Minutes from December 5, 2012 Meeting

3. Reports by Officers and Council Chairs (30 minutes)
   a. Election Documents: Apportionment and Schedule - Gail Donaldson
   b. Out-of-Cycle Faculty Council Nominations – Ellis Blanton
   c. Honors and Awards Update (Marzenna Wiranowska)
   d. Brief Reports from Other Councils (Chairs) and Initiatives (various)

4. Old Business (10 minutes)
   a. Budget Process Update – Dwayne Smith, Graham Tobin, Gregory Teague
   b. Review of Outstanding Items – Gregory Teague

5. New Business
   a. Tenure & Promotion Guidelines Initiative (25 minutes)
   b. Faculty Senate Agenda – Discussion (5 minutes)

6. Report from Provost’s Office (20 minutes)

7. Report from Faculty Senate President and USF System Faculty Council Vice President – Gregory Teague (15 minutes)

8. Other

Faculty Senate President Gregory Teague called the meeting to order at 3:00 p.m. The agenda was accepted as printed. The Minutes from the December 5, 2012, meeting were unanimously approved as written.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Election Documents: Apportionment and Schedule – Gail Donaldson

Before giving her report, Secretary Donaldson announced that she will not be at the February 20th Faculty Senate meeting but will have someone else give a report on her behalf.

The main changes in the 2013/2014 apportionment were an increase for the College of Public Health from 2 to 3 Senators. Libraries would go down to 1, but the issue is that there are currently 2 Librarians whose terms do not end until 2015. President Teague added that by the time this apportionment goes into effect there may be two other colleges that are not on the list – College of Global Sustainability (CGS) and the College of Physical Therapy and Rehabilitative Sciences (CPTRS). CGS has been approved and has only 2 faculty with the possibility of hiring 6 more, but they may not be in place by September. Secretary Donaldson, in general, would make the case that the Senate should stand by the practice that every college has 1 representative, but it would be difficult for CGS to participate if it only has 2 faculty. This would mean refiguring the apportionment to incorporate the additional people. Secretary Donaldson commented that if the Senate Executive Committee (SEC) could agree to the process by which the numbers are determined then that could be done. It was decided that 1 seat would be added for CGS, and leave the 2 Library representatives until one of the terms ends.

President Teague added that the CPTRS could become official almost immediately, so the SEC needs to ascertain what could be true by the time the next academic year begins. Secretary Donaldson stated that if that occurs, a one-year seat could be allocated for 2013/2014 and the college could be fully allocated for the following year. Secretary
Donaldson will take this information, reconfigure the apportionment, and send it to President Teague before it is forwarded to the full Senate.

b. **Out-of-Cycle Faculty Council Nominations** – Ellis Blanton

The Committee on Committees (COC) will begin its spring process to fill vacancies on Faculty Senate councils within the next couple of weeks. During the Christmas break two council members had to resign. The following nominations to replace them were received: Research Council – Branko Miladinovic (COM) and Undergraduate Council – Richard Plank (COB). The nominations came from the COC with a motion to accept. COC Chair Blanton pointed out that these nominees will begin work immediately. The motion was seconded and the nominations were unanimously approved. The nominations will be presented at the January Faculty Senate.

c. **Honors and Awards Council** – Marzenna Wiranowska

Dr. Wiranowska announced that the Honors and Awards Council (HAC) has received 2 Honorary Degree nominations and 6 nominations for the Kosove Teaching and Service Awards. The HAC will be meeting to review these two categories on January 30, 2013. The recommendations from this meeting will be presented to the SEC at its January 6th meeting. The remaining awards under the auspices of the Faculty Senate will be reviewed in March.

Dr. Wiranowska had three issues to bring before the SEC today for discussion and feedback: (1) The College of Medicine (COM) has requested the addition of Doctor of Medicine be added to the list of honorary degrees. (2) Should faculty members be allowed to self-nominate for awards? (3) Should members of the HAC be allowed to self-nominate for awards? If the latter occurs, it creates a problem when it comes to reviewing the nominations.

Dr. Wiranowska and President Teague have met to discuss the COM request and wanted to receive feedback from the SEC. The issue has arisen because the COM has nominated an individual be granted a Doctor of Medicine, but it is not on the list of honorary degrees that the HAC administers.

Before discussion was held, President Teague provided some background. There had been consideration of the COM conferring an Honorary Doctor of Medicine as had reportedly been done in the past without review by the Faculty Senate. In President Teague’s mind this was not appropriate, because honorary degrees are approved by the faculty, and there is COM representation on the USF Faculty Senate. His principal concern was to preserve the notion that: (1) that we are the USF Tampa campus, and (2) that those awards proceed through the Faculty Senate.

Because the charge for the HAC specifies that it may develop its own procedures for conducting business, it was deemed feasible and appropriate to adjust the due date for nominations, thus accommodating this and several other nominations, and to take the
necessary action to add the degree category to the list, although the charge of the HAC already does include a stipulation that other degrees may be awarded as appropriate. Accordingly, there is now a letter of support from the COM for including the Doctor of Medicine on the list of honorary degrees.

HAC Chair Wiranowska added that the honorary degree has been channeled through the usual process. The original deadline for receipt of nominations was extended from December 7 to December 21, 2012 to acknowledge nominations during which several others were received. January 11, 2013 is the deadline for receipt of supporting documentation for all nominations. Everything is going well using the existing rules. When the HAC meets on January 30, Dr. Wiranowska will present the letter she received from Dr. Stephen Specter (who is representing Dr. Stephen Klasko) requesting the addition of the new honorary degree title to its current list. Dr. Wiranowska asked for comments and support from the SEC at today’s meeting to share with the HAC.

President Teague speculated that this did not necessarily call for action by the SEC or the Faculty Senate at this time, since it is within the charge of the HAC to do this. Instead of a vote by the SEC, feedback was being requested that Dr. Wiranowska to present to the HAC at its January 30 meeting. It was clarified that one issue was the letter from Dr. Klasko requesting that the title of Honorary Degree of Medicine be added to the existing list. A second issue was the actual granting of the award. The question was asked what the process was for adding a new title to the list. Dr. Wiranowska responded that suggestions for new titles come from faculty to the HAC. President Teague commented that the HAC would need to propose a modification to the charge which then the SEC would vote on which is different from laying down this plan at the moment. However, a modified charge, along with a proposal for an honorary degree, would complete the package.

Dr. Permuth felt that this issue should have come directly to the SEC. His concern was that it does not happen again. Therefore, Dr. Permuth wanted the SEC to go on record to say it voted as an exception to what it would normally do but endorsed the process. He added that the SEC has a responsibility to vote on a policy matter such as this. If the SEC says “yes,” it is an exception to the rule, understanding by approval that the HAC will return to the SEC with a permanent suggestion for future enterprises. Dr. Permuth proposed this as a motion. He clarified that this was an exception, the SEC believes in it, and that the HAC will return in the future to the SEC with a solution. The motion was seconded and the floor opened for discussion.

HAC Chair Wiranowska commented that she would be pleased with this exceptional motion, because this is something she can either share with the council members, or present something more substantial from the SEC such as its vote. Adding this new honorary degree to the list of awards will prevent this from happening again.

President Teague said he would provide feedback to President Genshaft to indicate that this particular nomination is now following the normal process and that this would be the preferred procedure in the future, which would ensure continuation of the goodwill of the faculty around this general issue.
Secretary Donaldson was not clear as to what the SEC was allowing by exception. Dr. Permuth restated the motion as follows:

The SEC is allowing, by exception, consideration of granting an Honorary Doctor of Medicine to the candidate in accordance with all other policies. The process should go through normal channels that will be developed through the works of the Honors and Awards Council.

President Teague commented that the concern is over diversion of these honorary degrees through the COM and not through the Faculty Senate, which does not purport with the norm for honorary degrees. That is the main message that needs to be conveyed. Dr. Permuth added that is the reason the SEC needs to take a stand, and Dr. Wiranowska can go back to the HAC with the statement that the SEC has taken a stand in support of moving ahead. In addition, the other message he would like to convey is to not keep doing this.

President Teague clarified that at its January 30th meeting, the HAC should vote to add the Doctor of Medicine to its list of honorary degrees and bring the proposed change back to the SEC at its February 6th meeting to vote. There was a call to question. The motion was restated by Dr. Permuth as follows:

The SEC will grant an exception to allow the conferring of a doctoral degree in medicine to an individual supported through the normative process. Hence, all procedures should go through the Honors and Awards Council with rules established through and by that council. He added that the sense of it is, make an exception now, no more exceptions coming, responsibility for all doctoral works go through the Honors and Awards Council.

President Teague offered the following friendly amendment:

The SEC endorses the plan devised by the Honors and Awards Council to proceed on the current application for Honorary Doctor of Medicine and reaffirms the premise that honorary degrees are awarded through the Faculty Senate.

Dr. Permuth accepted this friendly amendment. A vote was taken on the motion as amended and unanimously passed.

CTIR Chair Andrew Smith made the motion that the SEC approve at this meeting the addition of the new title of Honorary Doctor of Medicine to the existing degrees offered by the Faculty Senate. This would simplify the action for the council by not having to return to the SEC with a request to do so. The motion was seconded and unanimously passed.

Due to time constraints, President Teague proposed that on the issue of internal self-nominations that there be a careful examination of the Research Council procedures, and that the HAC consider the matter and develop a proposal on how it wants to handle that
issue. Feedback should be shared with Dr. Wiranowska either by e-mail or telephone before the January 30 HAC meeting.

d.  **Brief Reports from Other Council Chairs and Initiatives (various)**

1.  **Council on Technology for Instruction and Research (CTIR) – Andrew Smith**

   CTIR has not met since the last SEC meeting; therefore, there was nothing new to report.

2.  **Council on Educational Policy and Issues (CEPI) – Tom Mason**

   CEPI is meeting on Thursday, January 17, at 9 a.m., in COPH 1108 to discuss the comparison between both paper and pencil student evaluations, past evaluations, and on-line evaluations. Everyone was invited to attend.

3.  **General Education Project – Karla Davis-Salazar**

   Disciplinary committees have completed their work. Recommendations have been submitted to the steering committee, and a document has been created which is available on their web site (http://www.fldoe.org/articulation/hb7135geo.asp). Timeline for the review process has been revised with a September deadline. The Provost and the various state-wide institutions are reviewing the document, and it will soon go to the faculty.

4.  **Council on Faculty Issues (CFI) – Steve Permuth**

   There will be three issues from CFI for discussion at the next SEC meeting.

5.  **Faculty Council on Student Admissions (FCSA) – Ellis Blanton**

   The FCSA has not met for approximately one-and a half years and, subsequently, does not have a chair. Upon investigating, COC Chair Blanton’s first thought was “why does this council exist?” After meeting with Dr. Paul Dosal, Vice Provost for Student Success, it was agreed to call a meeting of the council and all of the stakeholders to ask what this council should be doing, if anything, and discuss the future of the council. At the first meeting, an interim chair will be elected for the remainder of this year, with a new chair being elected for next year if the council continues to exist. The first order of duty is for the council as a whole, possibly including the stakeholders, to review the charge to determine if there is some value to the council, and to define it in a new charge. The charge would go through the normal process, first to the COC and then to the SEC for review and consideration. COC Blanton thanked Dr. Dosal for agreeing to host a meeting in his conference room and inviting the stakeholders.

   When operational, the FCSA reviewed freshmen appeals for applications that were rejected. In the interim, appeals have been going to Dr. Bob Sullins, Undergraduate Studies Dean. Dr. Dosal commented that there is great value in having such a council. COC Chair Blanton will report back to the SEC with an update on the status of the council.
6. Initiative – Gregory Teague

Parliamentarian Elizabeth Bird has resigned from the Faculty Senate due to moving to fulltime administrator status. President Teague felt that the Faculty Senate, as a body, needs to honor her extraordinary service over the years to faculty governance. He would like to have a resolution from the SEC to propose to the Faculty Senate at its January meeting. A motion was made and seconded that such a resolution be made to honor Senator Bird’s contributions. The motion unanimously passed.

CTIR Chair Andrew Smith volunteered to fill in as Parliamentarian. President Teague has accepted Mr. Smith’s offer, and he will serve as Parliamentarian for the remainder of the year.

OLD BUSINESS

a. Budget Process Update – Dwayne Smith, Graham Tobin, Gregory Teague

Senior Vice Provost Smith reported that all three committees are meeting with the consultant. He will report as things develop.

b. Outstanding Items – Gregory Teague

The following items were deleted from the list:

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). This issue will be revisited when there are changes to the parking system.

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). An ad hoc committee has been created and will wait for this group to confer.

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). Any of the material that deals with budget issues is being folded into the current budget plan; therefore, the Senate does not need a particular approach to it.

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). The DUP issue has
been handled by the DUPs themselves. It is not under the prevue of the Senate. Nominees are still needed to consider Professor Emeritus.

9. Continue discussion on the General Education Project (12/05/12 SEC meeting). This is an on-going item and does not need to be kept on the list.

The following two items will be integrated. In addition, Dr. Davis-Salazar’s name will be changed to Dr. Lisa Brown.

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).

NEW BUSINESS

a. Tenure and Promotion Guidelines Initiative

A draft charge to the USF Faculty Senate Ad Hoc Committee on Review and Revision of the Tenure and Promotion Guidelines – January 2013 was distributed to the SEC for consideration at today’s meeting. There are three main changes that are implied or made explicit: (1) Clearly reframing T&P guidelines to orient to perspectives in the current university context, i.e., the Strategic Plan, changes in the manner in which universities have to operate, and changes in the way teaching and scholarship are conducted over time. At minimum, the language related to issues of community engagement, global, involvement in teaching and research and interdisciplinary activity, needs to provide incentives or at least remove barriers to being able to do those things that universities now need to be able to do. (2) Having a policy and not just guidelines. (3) Thinking about how T&P has been evaluated in the areas of teaching, research, and service and whether or not these are the appropriate functional categories. A very fast timeline has been proposed with some negotiation on making it as late as possible within the semester without coming up to the very end. The Provost would like a proposed policy draft for potential promulgation by the end of the semester. The floor was opened for discussion.

Although the SEC felt this was a good idea and would be valuable to have the Senate and the administration to work on together, the main cause for concern was that the timeline is not realistic. Dr. Permuth asked if it would be a central set of guidelines for everyone. Does it mean that everyone can approve them or that everyone is restricted by them? How can the Senate meet on a document for which a committee has not yet been appointed? Dr. Permuth stated that he does not see any way for this to be done in a timely manner and have a product for promulgation passed by the Senate in April. Senior Vice Provost Smith commented that a policy does exist, and he was not clear whether or not there are to be substantial revisions to the existing policy or is a new policy would simply be a general statement of principles.
President Teague clarified that the Provost has asked, firmly, that there be a product by the end of this semester. The Provost wants the existing guidelines to be a policy. In terms of practicality, President Teague added that two meetings of the Senate are needed to pursue this. He added that a very detailed, preliminary view could be accomplished at the March meeting with a more final version at the April meeting with instructions to complete the wrap-up by the end of the year. President Teague raised the question of what could be accomplished that gets something on the books this semester that is a product that will be useful and valid. He proposed that he would like a way to begin the work in good faith, sketch out a plan for how to proceed, and have some reality testing along the way.

CTIR Chair Smith commented what could be done by April is to identify what the new USF policy must address, but not specifically how it is going to address it based upon looking at what the existing document has already addressed, as well as what other universities address in their tenure and promotion policies. The list could also include some options such as strengths, pros and cons, and limitations. This would be a first draft of the foundational plan. Senior Vice Provost Dwayne Smith asked President Teague to inform the USF System Faculty Council that this is occurring and any policy should contain reference to the documents that no longer exist.

President Teague summarized the discussion: make a list, timeline not reasonable, not clear what the product would be, and a draft policy developed for everyone to review, comment, rebuild, and be ready in the fall. He will continue talking with the Provost and will convey to him the feedback from the SEC and try to negotiate an agreement with a more realistic set of expectations. President Teague suggests that a small group would be able to develop enough mutual trust to work on preliminary sketches, either as a draft or a skeleton this spring. He added that staffing will be provided by the Provost’s office. President Teague will have another conversation with the Provost and keep the SEC posted.

**REPORT FROM PROVOST’S OFFICE**

a. Vice Provost Graham Tobin reported that the Strategic Plan went before the Board of Trustees in December and was approved. It is being finalized (language checked, etc.) and will be on the web page later this week. The matrix will be posted within the next couple of weeks. He commented that if USF stays within this approved Strategic Plan, it will be stronger for it.

b. Vice Provost Paul Dosal distributed USF e-profiles for the first day at USF Tampa. Overall, the enrollment numbers look good; the campus is in a healthy situation.

c. All four award recipients of the Carnegie Institute Professor of the Year have been invited to USF for a conference on teaching. It is tentatively scheduled for Wednesday, April 3, 2013, at 2:00 p.m. depending upon the availability of the recipients. President Teague noted that this could possibly necessitate a change to the start time for the SEC meeting scheduled on that date. Vice Provost Dosal will keep President Teague informed as the initiative progresses.
d. Senior Vice Provost Smith reported there is a new initiative to add to the profile of the university. He introduced Mr. Kevin Burke who presented a new communication vehicle being developed in the Provost’s Office at the request of the Provost. This is an extension of a project to develop small snapshots of the university in the form of “Info Graphics.” The example presented at today’s meeting was developed for Student Success called “From Application to Graduation.” This will be a supplement to the Student Success electronic newsletter. The Info Graphics will be disseminated on campus via e-mail, and everyone was encouraged to pass it along to peers outside of the university. Future topics to be addressed include faculty/staff talent, on-line education, patents, licenses and startup, research, access and affordability, partnerships and engagement, facilities and campus investment, USF global outreach and sustainability. The key audiences for this initiative are perspective students, Legislators and government leaders in Florida, and alumni. Additional themes to be considered should be sent to Mr. Burke at kevinburke@usf.edu.

REPORT FROM FACULTY SENATE PRESIDENT AND USF SYSTEM FACULTY COUNCIL VICE PRESIDENT GREGORY TEAGUE

Dr. Karen Holbrook with USF World has been invited to give an update at the January 23rd Faculty Senate meeting. In addition, there will be information items with little action required. President Teague asked the SEC to give him feedback or suggestions on the format of the Faculty Senate agenda.

There being no further business, the meeting was adjourned at 5:03 p.m.
**ADDENDUM**

*Outstanding Items*

*Senate Executive Committee*

1. 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).

2. 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).

3. Names to be provided to Senior Vice Provost Dwayne Smith for an ad hoc committee to establish clearer criteria for being named Professor Emeritus (09/05/12 SEC meeting).

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

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

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

7. 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).

8. Determine central location for information on all faculty awards. Update faculty award information on campus – Marzenna Wiranowska and Lisa Brown (12/05/12 SEC meeting).

**Completed Items**

For an update on the addendum items, see discussion under Old Business (b).