1-1-2013

AY 2013/2014 SEC meeting minutes: 04 Sep 13

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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
September 4, 2013
3:00-5:00 p.m., Student Services (SVC) 5012

1. Call to Order, Review of Agenda, Welcome to New Members, Introductions

2. Approval of Minutes from August 14, 2013 Meeting

3. Reports by Officers and Council/Committee Chairs (45 minutes)
   a. Update on Lecture Capture – Steve Permuth
   b. Update on General Education – Karla Davis-Salazar
   c. Update on Tenure & Promotion Guidelines Initiative – Gregory Teague, et. al.
   d. Other Reports from Councils (Chairs) and Initiatives

4. Old Business
   a. Follow-up Discussion of Finance/Budget Situation – Ralph Wilcox and others (20 minutes)
   b. Update on Discussion with Athletic Council – Gregory Teague (5 minutes)

5. New Business
   a. QEP – Karla Davis-Salazar (10 minutes)
   b. FS and SEC Schedule
   c. Faculty Senate Agenda for September 18, 2013

6. Report from Provost Ralph Wilcox (20 minutes)

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

8. Other

Faculty Senate President Gregory Teague called the meeting to order at 3:02 p.m. Introductions were conducted and the agenda was accepted. A motion was made and seconded to accept, as written, the Minutes from the August 14 meeting. The motion was unanimously passed.

REPORTS BY OFFICERS AND COUNCIL/COMMITTEE CHAIRS

a. **Update on Lecture Capture** – Steve Permuth, Phil Levy

Dr. Permuth was absent from today’s meeting. As a member of the ad hoc committee working on lecture capture, Dr. Levy reported that a meeting with the Office of General Counsel has not been scheduled.

b. **Update on General Education** – Karla Davis-Salazar

After giving a recap of the general education issue, Dr. Davis-Salazar reported that the final recommendations of the state-wide steering committee have been sent to the Provost and Chief Academic Officers of each institution. From there the recommendations will go out to faculty for review. The due date for each institution’s faculty and administration approval is November 1st.


To aid in his update, Dr. Teague distributed a talking-point document which was distributed to the Academic Affairs’ deans the previous week. The document consisted of background (history, charge, and committee membership), timetable, and selected topics which are the highlights that the T&P committee has been addressing in an attempt to come to some resolution. At this time, Dr. Teague provided the following comments on the selected topics:

• Provost Wilcox will be talking to Dr. Christopher Davis, President of the USF System Faculty Council (SFC), about an autonomous T&P policy that governs all
three separately accredited USF institutions. Dr. Levy added that there is a set of regulations and guidelines, but no policy. He suggested that the regulations/policy/guidelines triad needs to be worked on to include a policy. Dr. Teague invited the administration to attend the September 19 SFC meeting which will be held on the Tampa campus.

- There should be language included to help provide support for faculty doing things that are in accordance with the strategic plan. An agreement has yet to be reached by the committee on language that addresses different ratings used in evaluations (for example, the use of outstanding in one area, excellent in another). In addition, how to address service versus community engagement needs to be addressed.

- Determination of the length of probationary periods would occur at the college level. The committee did not want to arbitrarily lengthen or define the norms when it does not need to. The Provost commented that he has urged the committee to look at what other aspirational peer institutions are doing. He sees this as an opportunity for colleges to make recommendations on probationary periods, rather than at the senior/vice president level.

- Colleges need to be clear on the expectation of explicitness in criteria and procedures throughout the university.

- The committee is in favor of a digital application process by stating: (1) it should be done and a committee formed, and (2) the process would include things that would enable easy and appropriate reporting of the kinds of activities that should be considered in T&P recommendations. Specifying what constitutes diligence in preparing the application needs to be worked on.

- The committee is ready to recommend a middle position to address the external review issue, which would allow faculty to see the content of letters but not who wrote them. This is in contrast to what the department chairs wanted which was not allowing faculty to see any part of the letters. Mr. Gerard Solis, Associate General Counsel, has offered to write drafts of the letters that would be sent to outside reviewers.

- Stronger language is needed about the annual review process to take into account post-tenure progress.

- In order to deal with some of the potential turbulent issues that occur at the top level, the Provost is interested in having an advisory university-level committee through his office. This is currently under discussion by the committee.

- A draft T&P document of recommendations will be presented to the Faculty Senate at its September 18 meeting.

President Genshaft commented that the commercialization of license and patents is not mentioned in the T&P guidelines. However, if included, it should state that if a faculty member has licenses or patents, this is counted but if one does not have any, it is not counted against them. President Teague replied that this has been on the list for some time and there are two different ways that it could fall under (1) community engaged scholarly rubric, or (2) quality of service/research. The discussion is not complete.
The T&P department committee chairs have been invited to an open meeting at 10:00 a.m., on Thursday, September 5, on Friday, September 6 at 9:00 a.m., or Monday, September 9 at 9:00 a.m. SEC members were invited to attend if at all possible.

d. Other Reports from Councils (Chairs) and Initiatives

1. **Honors and Awards Council** – Marzenna Wiranowska
   The council has made revisions to its operating procedures which will be presented to the SEC at its October meeting.

2. **Undergraduate Council** – Brianne Stanback
   The council will be meeting next week. A report will be presented next month.

3. **General Education Council** – Karla Davis-Salazar
   There was nothing new to report, but Dr. Davis-Salazar asked for assistance from the SEC to recommend nominees to fill council vacancies.

4. **Graduate Council** – Russell Kirby
   Dr. Kirby will provide a report on the council’s activities at next month’s SEC meeting.

5. **Council on Educational Policy and Issues (CEPI)** – Robert Nelson (on behalf of Tom Mason)
   CEPI will be meeting in two weeks and will report back to the SEC in October.

6. **Committee on Committees** – Ellis Blanton
   Chair Blanton reported that the committee will be evaluating council nominations in a couple of weeks. There is a need for COC members for which he will solicit at the September Faculty Senate meeting.

7. **Council on Technology for Instruction and Research (CTIR)** – Andrew Smith
   CTIR still needs people to fill vacancies. It will be meeting in September. Canvas could have issues for the council to address.

OLD BUSINESS

a. **Follow-Up Discussion of Finance/Budget Situation** – Ralph Wilcox and Others

Provost Wilcox reframed the current budget situation as follows: (1) the need for cost containment by bringing recurring expenses in line with the strategic plan, (2) exploring ways to continue to grow streams of revenue, and (3) strategically reinvesting. He pointed out that these can be accomplished most effectively by bifurcating the process: separating overall financial planning for the institution from strategic budgeting. Action has been taken by college deans, and the vice presidential units have been given full authority to spend on their carry-forward funds. Funds in RIA accounts have been released to PIs. One-third spending authority has been granted at the college level with the understanding that a college/unit planning to spend more than one-third will need to justify expenditures. At this time, the Provost distributed a handout called Provosts – Multi-year Budget/Expenditure Analysis which was a snapshot of E&G budget and expenditure patterns of unit spending or are budgeted to spend. The information was for Academic Affairs only.
President Genshaft added that this situation is the new normal, not only within Florida, but around the country. Cuts will be shared throughout the system either through cash or recurring items. The kinds of cuts will be reassessed each year over the next three years. The 9 million dollar cut for Academic Affairs will be a combination of one time plus recurring funds. A new way of thinking needs to emerge. Different scenarios are being looked at.

Dr. Wendy Nembhard, Senator-at-Large, commented that there needs to be a way to communicate how this could be an upside for the campus to be of help. Due to the despair that exists across campus, she felt crafting a message was critical for this year. President Genshaft responded that when times get tough collaboration takes place; that is, collaboration within USF for research as well as with companies who are looking for interns, etc. The Provost added that USF will also be investing in innovative education, as well as market-based programs.

b. Update on Discussion with Athletics Council – Gregory Teague

President Teague reported that he met with Dr. John Belohlavek, Chair of the Athletics Council, about giving an update to the Faculty Senate on what the council does and dispel misconceptions about where Athletics finance is in conjunction with the university’s finances. As this council reports to President Genshaft, Dr. Belohlavek is willing to give periodic updates to the Faculty Senate with the President’s consent.

NEW BUSINESS

a. Quality Enhancement Plan (QEP) – Karla Davis-Salazar

Dr. Davis-Salazar presented the following information on the QEP:

Background

- USF is up for reaccreditation by the Southern Association of Colleges and Schools (SACS) in 2015.
- A Quality Enhancement Plan (QEP) needs to be submitted to SACS by February 2015.

What is a QEP?

- In SACS language, a QEP is an action plan to enhance student learning focused on a particular topic or area
- We can think of it as a research project, asking 1) what do we want our students to know and be able to do, 2) how well are they performing in the identified area(s), 3) what strategies or changes can we implement to improve their learning in the identified area(s), and once implemented, 4) what effect have the strategies had on student learning in the identified area(s).

Why do a QEP?
• Requirement for reaccreditation by SACS
• More importantly, it’s an opportunity for the university community to work together on an area of student learning needing improvement and deemed important by the university.
• Opportunity for transformation.

USF’s 2015 QEP

• Theme: The Global Citizens Project
• Aligns with 2013-2018 Strategic Plan
• Based on institutional assessment data
• Builds off of 2005 QEP, which focused on general education and undergraduate research

How Can Everyone Assist?

• By staying informed about QEP process (via QEP website and other formats to be developed)
• By providing feedback during the QEP process
• By supporting The Global Citizens Project. The university community will be tapped to work on this project.

b. FS and SEC Meeting Schedule

SEC members were asked to contact President Teague if they see any problems with the published schedule for 2013-2014.

c. Faculty Senate Agenda for September 18 Meeting

With recommendations from the SEC, the following items will be on the agenda:
• QEP Discussion
• Budget and Finance Discussion
• Tenure and Promotion Process Discussion
• Volunteers for Review of Bylaws
• Solicitation for Sergeant-at-Arms

President Teague commented that the topic of innovation education will be on the October agenda.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox acknowledged Vice Provost Paul Dosal for his work with student success, after which he gave a brief update on enrollment for the fall semester. He iterated that USF is looking at managing education, especially given the current budget situation and the overall enrollment of 47,943 students, which is an all-time high for the university.
Vice President Philip Levy asked the Provost if he would address the issue of the library not being open 24/5. Provost Wilcox provided background on the situation and the proposed courses of action from the administration. At the time of this meeting, no final solution had been reached between the administration and Student Government. However, the Provost has committed to providing additional hours for mid-term and final examinations. It was pointed out that Student Activity Fees should advance the goals of the strategic plan. Students need to be made aware that there is a new normal.

There being no further business, the meeting was adjourned at 5:15 p.m.