AY 2013/2014 SEC meeting minutes: 02 Oct 13

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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
October 2, 2013
3:00-5:00 p.m., Student Services (SVC) 5012

1. Call to Order, Review of Agenda

2. Approval of Minutes from September 4, 2013 Meeting

3. Reports by Officers and Council/Committee Chairs (60 minutes)
   a. Faculty Senate Nominations – Barbara Lewis (action item)
   b. COC Nominations – Ellis Blanton (action item)
   c. Honorary Degree Recommendation – Marzenna Wiranowska (action item)
   d. Honors and Awards Council Procedural Changes – Marzenna Wiranowska (action item)
   e. Update on General Education and QEP – Karla Davis-Salazar
   f. Update on Tenure & Promotion Guidelines Initiative – Gregory Teague and others
   g. Other Reports from Councils (Chairs) and Initiatives

4. Old Business
   a. Follow-up Discussion of Finance/Budget Situation – Ralph Wilcox and others (20 minutes)

5. New Business
   a. Senate Agenda for October 16, 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

Adjourn - Next Scheduled Meeting – October 30, 2013

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Faculty Senate President Gregory Teague called the meeting to order at 3:03 p.m. Before conducting business, introductions were made for the benefit of Senator Michael Teng, Chair-elect for the Honors and Awards Council. President Teague then announced that there would be a modification to the agenda under New Business to allow for a report from Senator James Garey on a new student housing initiative. A motion was made and seconded to accept, as written, the Minutes from the September 4, 2013 meeting. The motion unanimously passed.

REPORTS BY OFFICERS AND COUNCIL/COMMITTEE CHAIRS

a. Faculty Senate Nominations – Barbara Lewis

Secretary Lewis has received nominations for the two vacant three-year terms in the College of the Arts (Professors Fanni Green and Marilyn Bertch) and the one one-year term in the College of Arts and Sciences (Professor Jennifer Collins). There is no contest and no election required for these nominations. All three nominations will be forwarded to the Senate.

A Sergeant-at-Arms nomination has been received from Senator Scott Rimbey from the College of Arts and Sciences. Although Senator Rimbey is an Instructor, Secretary Lewis stated that there does not appear to be anything in the Bylaws that would disallow an Instructor from being an officer of the Senate. His name will be put on a ballot, there will be a call at the Senate for additional nominations, and if none, an election by acclamation will be held.

Senator-at-Large Wendy Nembhard recommended that in order to facilitate communication Senators should be encouraged to report back to their respective units. President Teague added that he will call for more explicit expectations of the Senators that they engage their own internal channels. Parliamentarian Andrew Smith
commented that he would like to look at the make-up of Senators within departments and will include this topic in the review/revision of the Senate Bylaws.

b. **COC Nominations** – Ellis Blanton

On behalf of the Committee on Committees (COC), Senator Blanton presented a list of nominations that had been vetted by the COC to fill vacancies on Faculty Senate Standing councils. The list came to the Senate Executive Committee (SEC) with a motion to approve. No discussion was held. The motion unanimously passed, and the nominations will be forwarded to the Faculty Senate for review and consideration at its October meeting.

c. **Honorary Degree Recommendation** – Marzenna Wiranowska

As chair of the Honors and Awards Council (HAC), Professor Wiranowska presented the council’s recommendation of Dr. Richard Zare for an Honorary Degree of Doctor of Science. Dr. Zare’s nomination was submitted by Dr. Dean Martin from the College of Arts and Sciences. The recommendation came to the SEC from the HAC with a motion to approve. Chair Wiranowska commented that one notification of nomination was received from the College of Medicine. However, due to extenuating circumstances at USF Health, the materials were not received by the deadline and will be submitted in the spring. With this comment, a discussion took place as to whether or not the council would be willing to reach beyond the deadline to consider candidates in order to get nominations into the process sooner. The HAC could have a rolling nomination schedule and meet as needed. One concern was that there would be a need to reconsider that the Senate meets less often than the SEC. One suggestion was to have the SEC vote by e-mail, and if there was controversy, the nomination(s) could be deferred until the next SEC meeting. If there are no problems, then the nomination(s) could go forward. The SEC was in favor of the HAC proposing a more streamlined process.

d. **Honors and Awards Council Procedural Changes** – Marzenna Wiranowska

The following proposed procedural changes were presented:

1. One person should be designated for each applicant as the advocate to present the applicant to the council. This would make the process more efficient.
2. A statement regarding unexcused absences.
3. A Chair-Elect for continuity.
4. Council members applying for awards warrants further discussion by the HAC. The SEC recommended eliminating the conflict of interest in some structural way that does not jeopardize the process. One suggestion was the possibility of getting an additional opinion to evaluate a nomination from outside the council to make sure the appearance of favoritism is not a problem.

The HAC membership was discussed with the following comments:

• There was a discussion, at some time in the past, about making this council a System council.
• Other campuses have no voting representation in the Faculty Senate.
• The membership language of the Research Council, which has similar operating procedures, should be reviewed by the HAC.
• If an honorary degree nomination came from another USF campus, the HAC could assign an advocate from that institution.
• Allowing another USF campus to put forth nominations for the honorary degree would mean a System vs. campus procedure.
• Make sure there is an opportunity for the other USF institutions to apply for awards.

Chair Wiranowska was asked to put the HAC charge through one more round of revisions, and bring it back to the SEC before forwarding to the Faculty Senate.

e. Update on General Education and QEP – Karla Davis-Salazar

General Education – Robert Sullins, Dean of Undergraduate Studies, sent out a request to faculty to review the final recommendations of the steering committee; no responses have been received. Faculty should send their comments to their deans. Report is due to the General Education Steering Committee on November 1st.

QEP - Dr. Davis-Salazar reported the committee continues to make progress such as voting on a subset of student learning outcomes. The steering committee will be sending out a call to the university community for input on strategies related to the Global Citizens theme. The website is being worked on.

f. Update on Tenure & Promotion Guidelines Initiative – Gregory Teague and others

President Teague reported that the committee has released a proposed draft to the faculty for comments. The committee will reconvene in the next few weeks to continue its work to retweak, republish, and resubmit the draft. Town Hall meetings will be scheduled.

g. Other Reports from Councils (Chairs) and Initiatives

1. Undergraduate Council – Brianne Stanback
   The council has met 2 times this semester to approve 8 curricula and voted on September 23, 2013 to approve the use of PTE Academic (Pearson Test of English) as an additional measurement of English language competency in the undergraduate admissions process at USF.

2. Graduate Council – Russell Kirby
   The council has met 1 time this semester at which time it approved 2 masters, 1 doctoral degree, and certifications. The Curriculum Committee will meet the following week.

3. Council on Technology for Instruction and Research – Andrew Smith
   Mr. Smith announced that sixty percent of classes are being taught in Canvas. Migration stations will be set up for faculty who will need help transitioning to Canvas once Blackboard goes away in January. The council is looking into the
possibility of a single solution for a web-based virtual conferencing tool for Canvas that could serve both educational and administrative needs. Faculty will be asked for input on a tool to use in the education environment.

4. Bylaws Review Committee – Andrew Smith
Senator Rosemary Closson volunteered to assist with reviewing the Bylaws so the work will move forward.

5. Online Student Evaluation of Teaching – Gregory Teague
The committee is discussing ways to improve the response rate; development of a statement to go into syllabus for advance notice; development of procedures around student evaluation process; using the system for evaluation of mentoring and thesis/dissertation advising; and the issue of incentivizing responding.

6. Travel Management System – Gregory Teague
A vendor has been recommended and negotiations are being held to come up with a plan.

7. Council on Faculty Issues – Gregory Teague (on behalf of Steve Permuth)
When CFI Chair Permuth asked to schedule a room for an alternate calendar course, he was told he would not be able to do so. He contacted President Teague to assist in finding an answer as to why this was the case. Vice Provost Kofi Glover explained that an alternate class schedule conflicts with regular classroom scheduling and that Chair Permuth could have gone to his college, which is assigned dedicated classrooms. Vice Provost Glover pointed out that the issue is the classroom usage, not the hour of the course, and that there is an escape valve – the dedicated college classrooms – to allow a 10 week course to occur. Senator Arthur Shapiro will meet with Vice Provost Glover to discuss the issue.

REPORT FROM PROVOST RALPH WILCOX

To aid with his report, Provost Wilcox distributed the memorandum he sent to department chairs on October 1, 2013 addressing the budget reductions. He also reviewed the budget goals which are to:
• restore cash reserves that were depleted,
• bring recurring expenditures into line,
• find new streams of revenue, and
• reinvest in the university.

He reviewed the information contained in the USF E&G Expenditures 2011/2012 through 2013/2014 (Projected) which was included in his memorandum to department chairs.

During a meeting with the deans, he explained that the targets for colleges and support units were based upon past performances. In addition, although the shift was made from a one to a three year plan, the message to the deans was that they are expected to continue to make sound, mid-term planning decisions.

President Genshaft added that campus operations are the number 1 priority for presidents of all the SUS universities. No one knows what will happen next year. She reiterated that USF will
not be talking retrenchment this year, but will be looking at adjustments and college realignments.

Provost Wilcox acknowledged Mr. Nick Trivunovich, Vice President of Business and Finance, for the work he has done.

**NEW BUSINESS**

a. **Student Housing** – James Garey

As a member of the ITN Selection Team, Senator Garey attended today’s meeting to report on a new student housing project to build dorms on campus. The committee is in the process of selecting a consultant to assist with the project. The vision is to replace the main dorms such as the Andros Center and Willow over a 10-year phase in with the idea to create villages connected to each other.

b. **Summer Institute** – Provost Wilcox

Provost Wilcox announced that beginning summer 2014 business will need to be done differently. Summer will move to enhancing student success with the adoption of the RCM model wherein colleges can keep any excess beyond that for offering courses in the summer. Summer will become a privatized model. Dr. Cynthia DeLuca has been hired as director of the Summer Institute. USF will be the first Florida university to adopt such a model. The colleges of Medicine, Public Health and School of Pharmacy are under a different model due to their faculty being 12 month versus Academic Affairs faculty on 9 month appointments.

Another initiative underway is to integrate a winter session to provide the opportunity to recruit students to attend USF for 3 weeks. The hope is to attract students to stay here. The question being asked is whether or not USF needs an A, B, and C term? As a member of the committee working on this initiative, Senator Grady will keep the Senate informed.

**NEW BUSINESS**

a. **Senate Agenda for October 16, 2013**

The large part of the Senate meeting will be devoted to discussion of the Tenure and Promotion proposal and the items from the committee that need to move forward. Other agenda items include the QEP and a budget update.

In an effort to improve communication between the Faculty Senate Standing Council chairs and the Senators, the practice of providing bulleted reports will be brought back. These reports will be included in the meeting materials.

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