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USF St. Petersburg Faculty Senate Meetings:  
Minutes

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10-14-2004

## **USFSP Faculty Council Meeting : 2004 : 10 : 14 : Minutes**

University of South Florida St. Petersburg. Faculty Senate.

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**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG**

Faculty Council Meeting

Thursday, October 14, 2004 8:00AM

Library Conference Room, 3<sup>rd</sup> floor

Present: Bill Heller, Deb Henry, Ellen Hufnagel, Jamie McHale, Deanna Michael, Ambe Njoh,  
Jim Spence  
Absent: David Naar  
Guests: Regional Chancellor Karen White  
Regional Vice Chancellor for Academic Affairs Jim Malek

FC Chair Ellen Hufnagel called the meeting to order.

Dr. Karen White made several announcements and started discussion on several issues. She addressed enrollment at USFSP with the Council. She reported that overall, admissions to USFSP were up 2% due to increased enrollment in graduate programs such as the MBA program, Journalism, and Education, in spite of a shortfall in undergraduate admissions due to registration problems. The Fall 2004 Admissions Status Report History was distributed to FC members. Dr. White requested input on a draft of the Admissions Criteria Statement, which included academic information about the average student accepted at USFSP, fall 2004.

Dr. White also reported on the current activities of USFSP recruiters and their outreach efforts to regional school systems. Council members offered suggestions on increasing recruitment of promising minority students, especially those who are interested to staying in the local community. Some of the USFSP retention strategies were discussed including mentoring, expanding the Learning Community program, partnerships with community groups, and students services being offered.

Dr. Ambe Njoh asked what efforts were being taken to recruit international students who comprise a significant pool of potential students for USFSP. Dr. White and the council discussed various issues that need to be considered in recruiting these students. Dr. Malek directed the group to web site of Office of International Affairs, directed by Dr. Mark Gaulter:

[http://www.stpt.usf.edu/international/USFSP\\_INTAFF\\_Apply.asp](http://www.stpt.usf.edu/international/USFSP_INTAFF_Apply.asp)

The web site provides admissions information and application procedures for potential international students.

Rather than create a new position and conduct a search for a Dean of Graduate Studies at this time, the College Deans will take turns serving in this capacity. The administration is considering combining these responsibilities with those of the RVP of Research position. Dean Hill is currently serving as Graduate Dean.

The Faculty Council asked for clarification of a memo from the Chancellor's office concerning the status of FC committees.

Dr. White announced the Faculty Convocation will be held on October 28<sup>th</sup>, 2004. The speaker will be Dr. Donald N. Langenberg, Chancellor Emeritus from the University of Maryland system.

Dr. Malek reported on the status of the SACS accreditation. The campus is submitting information requested by SACS, hopefully in time for review in December. The council asked Dr. Malek for clarification on the status of the USFSP Undergraduate and Graduate Councils. Dr. Malek encouraged these two councils to meet and define processes or procedures for reviewing new proposals for courses and programs. He also noted that we are free to determine program changes and other related aspects of campus governance without approval from the Tampa administration.

## **Old Business**

Jamie McHale reported that of the 21 applications for the VCAA position, six applicants met the minimum requirements. The application period closes October 20<sup>th</sup>.

Jamie McHale distributed a list of the FC councils and committees; he confirmed continuing members, identified chairs, and noted any vacancies. In some cases, information on the VP's staff members was not available. Efforts will be made to identify these people.

The revised Tenure & Promotion Procedures document was distributed to the faculty for a vote. Some faculty may not have been aware that they were expected to vote at this point. FC representatives are going to encourage their colleagues to vote if they did not already.

## **College Reports**

### College of Education

COE is revising their constitution/by-laws. Deanna Michael reported that some of the education faculty serving on the College's annual review committee expressed concern about being required to also write a statement concerning progress toward tenure. Council members discussed some of these concerns but decided to table further discussion until the Council could identify and locate any university documents that may dictate this procedure.

### College of Business

COB is in the process of tenure and promotion review and discussing workload issues.

College of Arts and Sciences: CAS has not had a meeting.

Library: Library has not had a meeting.

## **New Business**

The By Laws Committee decided to meet at another time to begin revising the faculty governance documents. The committee will report back to the FC when a draft is ready for review.

FC members agreed to share the responsibilities of attending meetings and scheduled events that require an FC representative. Deb Henry will attend the November 10<sup>th</sup> meeting of the Leadership Council.

Ambe Njoh brought up an issue concerning the heavy use of adjunct teachers in some colleges but the Council decided that this issue does not fall within the scope of the FC's responsibilities.

## **Next meeting**

Thursday, October 28, 2004, 8:00 AM.  
College of Arts and Sciences Conference Room

### **Please Note change of meeting dates in November:**

Due to the schedule of holidays in November, FC will meet on Tuesday, November 9<sup>th</sup> at the College of Education and on November 23<sup>rd</sup>, College of Business, 8:00 AM.

Prepared by Deb Henry