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College of Arts and Sciences: College Council  
Meeting Minutes

College of Arts and Sciences (COAS)

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12-12-2014

## College of Arts & Sciences Council Meeting : 2014 : 12 : 12

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**College of Arts and Science Faculty Council Meeting  
December 12, 2014**

**Members Present:** John Arthur (Chair), Tiffany Chenneville (Vice-Chair), Anna Dixon, Morgan Gresham, Judithanne Scourfield McLauchlan Melanie Riedinger-Whitmore, Donny Smoak

**Guest:** Dean Biafora

**Absent:** Jill McCracken (sabbatical), Michiko Otsuki-Clutter (leave)

Meeting was called to order at 9:40am by John Arthur.

**Approval of Meeting Minutes**

The FC reviewed and approved FC meeting minutes from 11/14/14.

**Carry Over Policy for Travel and Research, Graduate Student Funds and Lab Fees**

Lab fees can be/are carried over.

Graduate student fees cannot be/are not carried over.

Travel and research might be carried over (i.e., the Dean will not sweep these funds) but, to be safe, these funds should be used given that the USF President can always sweep funds.

Action: None

**Campus Classroom Safety Update**

John met with Chief Hendry on 12/11/14, and Facilities has been given approval to install locks on doors that currently have no locks (e.g., Davis lecture halls and rooms upstairs in Davis, new business classrooms) and existing locks will be improved. According to Dean Biafora, all students and faculty will have key card access to Harbor Hall.

Action: None

**Spring Faculty Meeting Agenda**

Tentatively scheduled for Friday, January 23<sup>rd</sup>

FC Chair (John) to present

Dean (Frank) and Vice-Chancellor (Han) to present

Chancellor (Sophia) to present (How can we increase student numbers without hiring new faculty and staff?)

Chief Hendry from Campus Police to present

CeCe Edwards from Student Success Center to present

Introduce new Unit RA administrator

Introduce new Director of Institutional Research

Action: John to draft agenda and invite guests.

### **Conversation with Dean Biafora regarding College Budget**

Budget planning will occur two years in advance.

Budget requests for 2016-17 and 2017-18 due January 15<sup>th</sup> to Dean Biafora, and Dean Biafora must submit all CAS budget requests to Joe Trubacz by January 23<sup>rd</sup>. No new tenure lines will be approved for 2015-16; One year visiting lines may be approved for “critical emergencies” for 2015-16.

One-time money requests (e.g., lab materials and equipment, software) may be approved for 2015-16.

Budget priorities based on SCH production and alignment with strategic plan/bold goals.

New PAR forms required for all hiring requests.

Action: None

### **New Business**

- 1) Last year, departments were asked to submit departmental T&P guidelines. Faculty have asked FC to encourage that policies be vetted by the Dean and Vice-Chancellor to avoid inconsistencies between department T&P guidelines and university T&P guidelines.
- 2) Mark Pezzo or Ella Schmidt from Faculty Senate will be invited to FC meeting in February to provide update.
- 3) Faculty Senate agrees with FC’s recommendation regarding T&P language prohibiting undue influence by faculty serving on multiple T&P committees (e.g., department and college or college and campus) and plan to ensure this language is included in the revised T&P guidelines.
- 4) Faculty have asked FC to consider potential problems related to differences between student evaluations for DL courses versus live courses. According to Anna Dixon’s research, there is not a significant difference between evaluations for DL and live course assuming adequate response rate for DL courses. Research reportedly does provide evidence that response rate is lower with online evaluations (for both DL and live classes).
- 5) John to set meeting dates for Spring.

Meeting was adjourned at 10:17am.

Minutes completed and submitted by Tiffany Chenneville.