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College of Arts & Sciences Council Meeting : 2014 : 09 : 12

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College of Arts and Science Faculty Council Meeting September 12, 2014

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

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

Meeting was called to order at 9:31 by John Arthur.

Review of FC Report from May 2014

The following amendments are to be made to the 2014 FC final report; once amended, the updated report will be forwarded to the Faculty Senate:

- 1) Judithanne Scourfield McLauchlan to be added to the list of committee members for 2013-15 term
- 2) Under Summary of Actions, Works in Progress, Concerns for Next Year, add to bullet point three that the TA issue was resolved and is no longer under review (CAS TA policy available in Dean's office)
- 3) Correct spelling of Melanie's name: Riedinger-Whitmore (not Reidinger-Whitmore)

The council discussed whether or not FC should take up the issue of teaching loads and unanimously decided this is not a FC issue. Rather, issues surrounding teaching loads should be addressed at the department level.

The council discussed the need for a Faculty Senate (FS) liaison. Jill McCracken agreed to be the FS liaison but currently is on sabbatical. John will ask one of the CAS FS representatives (Mark Pezzo or Ella Schmidt) to attend the FC meetings in order to provide FS updates.

USFSP T&P Procedures Document

The Council discussed the USFSP T&P Procedures document (approved by faculty vote on 10/18/014), item 3D(iv) that, as currently written, allows undue power to faculty members serving on multiple T&P committees (e.g., department committee and campus committee). A motion for resolution was made to recommend to the Faculty Senate that the language be reviewed and revised as follows to protect a candidate's tenure and/or promotion from being unduly influenced by another faculty member:

The first sentence should be changed to read:

"As discussed in Section C(e) of the USF university-wide guidelines, faculty serving on more than one tenure and promotion advisory committee **may only** vote on the application at the departmental or college level rather than as a member of other advisory committees. " (note that "should" was replaced with "may only" and "whenever possible and practical" was removed)

The last sentence should be changed to read:

“The faculty member may still serve on the campus-wide committee, but may not vote or serve in any capacity for this candidate, but may vote on candidate’s from other colleges.” (changed from “The faculty member may still serve on the campus-wide committee in an advisory role for this candidate, as well as vote on candidates from other colleges”.)

The motion was seconded. All council members were in favor of this resolution.

The Council also discussed the issue raised by some faculty members about concerns regarding former administrators serving as member of T&P committees. However, given that former administrators currently serving as faculty have a right to serve on committees, no motion for resolution was made in this regard.

Compensation for Chairs and Program Coordinators

After several years of investigation by the FC into what constitutes adequate compensation for department chairs and program coordinators, the Chairs currently are in negotiation with administration about fair compensation for both chairs and program coordinators. The FC has agreed to follow these negotiations and will act in support of Chairs.

A council member shared with the council a June, 2012 letter/contract signed by Ralph Wilcox which outlines the compensation due to USF faculty members appointed to the position of department chair. The Chairs have viewed this document.

Graduate Student Tuition Stipends

An update was provided from the chairs’ meeting about graduate student tuition stipends. Reportedly, \$100,000 was allocated for graduate teaching assistants for the 2014-15 academic year. Although August 28th was the deadline for tuition waivers, Frank has asked Drew to make exceptions to the deadline given the delay in notification of funding. Under current language as drafted and approved by the United Faculty of Florida and Graduate Assistants United, for institutions with “insufficient funds” (USFSP reportedly meets this classification), “first consideration for receipt of these payments shall be given to graduate assistants who are employed for .25FTE or more for at least one semester during the prior academic year and who are students in good standing.” Dean Biafora has encouraged graduate students to lobby to change this language as it limits who may qualify for funding. The Council will encourage Dean Biafora to stay on this issue.

Adjunct Pay

John presented CAS research on variable adjunct pay within CAS and between CAS, SPC, and USF Tampa as well as an article about adjunct pay. John to contact Sheramy for a copy of the proposal previously submitted by the FC to the Dean regarding adjunct pay. The issue was tabled until the October meeting when, hopefully, we will have more information about FC’s involvement in the past.

Travel/Research Money

Each faculty member in CAS is allocated \$500 for professional development, which can be used for travel or research-related expenses. In addition, \$800 (for faculty who have never taught a DL course) or \$1000 (for faculty who have taught a DL course) is available for travel to conferences that include a DL presentation or workshop. Request for use of these funds must be made using the DL request form and must be approved by Dean Hixson. Dean Biafora mentioned in the Chairs meeting that faculty may be able to access these funds more than once in an academic year, but that funding more than once in an academic year was not guaranteed. The Council discussed whether or not we should push for something in writing about the possible availability of additional DL funding. Ultimately, we agreed this is beyond the purview of the FC as these funds come from DL and ultimately are approved by Dean Hixson, not Dean Biafora.

The Council also discussed proposing an increase in the travel/research funds allocated to each faculty member within CAS (not related to DL funds). As faculty excellence is a critical component of our new strategic plan, the FC will propose to Dean Biafora increasing the \$500 cap for each faculty member to \$1000 for national travel and \$1500 for faculty traveling internationally. In addition, we will propose to Dean Biafora that additional CAS travel funds be made available through a competitive process. These suggestions are modeled after the USF Tampa CAS Research and Creative Scholarship Grants program.

Online Student Evaluations

The Council discussed the low response rate on online student evaluations. We discussed options for increasing response rate to include offering students some type of incentive and/or requiring completion of evaluations before releasing transcripts although, with regard to the latter, concern was expressed that students may respond negatively if forced to complete the evaluations. Anna Dixon agreed to conduct research into what other universities have done to increase response rate when using online student evaluations. The discussion was tabled until this information is available.

New Business

In response to concerns raised by several faculty members, the Council discussed policies and procedures for faculty pursuing personal leave during the semester not related to professional business or FMLA. After discussion, the FC decided this falls under the purview of HR as this is a personnel issue, not a FC issue.

USFSP's 50th anniversary is coming up. Mark Walters is the Co-Chair of the anniversary committee and queried council members about ways to increase faculty involvement. We discussed gaining buy in from departments by reminding them of the potential for 50th anniversary events to serve as good fundraising and recruiting tools.

Melanie provided the Council with an update on the USF System STEM Initiative. Han held USFSP's first STEM discussion during which he reported Ralph Wilcox's

intention for the USF system to be included as one of the STEM anchors in Florida. A Steering Committee is being formed, which will serve as an advisory committee. At this time, it appears the USFSP representative will rotate with Barnali Dixon attending the first committee meeting and Melanie Riedinger-Whitmore attending the second meeting. Attendees for future meetings be determined.

Meeting was adjourned at 11:17am.

Minutes completed and submitted by Tiffany Chenneville.