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Kate Tiedemann College of Business: College  
Council Meeting Minutes

Kate Tiedemann College of Business (KTCOB)

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11-16-2011

## College of Business Council Meeting : 2011 : 11 : 16

University of South Florida St. Petersburg. College of Business. College Council.

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**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG  
COLLEGE OF BUSINESS COUNCIL (CBC)  
Minutes of November 16, 2011**

Attending:

Karin Braunsberger, Chair  
James Fellows  
Scott Geiger  
Wei Guan  
William Jackson  
Richard Smith

The meeting was called to order by the chair at 11am.

The first order of business was a discussion of the Dean's proposal for a Faculty Leave Request Form. The CBC, as an expression of its consensus opinion, voted 5-1 against the implementation of any leave request form at all. This vote is based on the reasoning that there are existing university policies that cover unauthorized absence from duties, and these policies should be enforced, instead of instituting new procedures. Having expressed consensus opinion on the matter, and recognizing that the Dean had requested input rather than approval of the CBC, the CBC edited the document, so that only absence from class time and office hours needs the Dean's approval. The final document, unanimously approved by the CBC, is attached at the end of these minutes.

The next order of business was a discussion of proposed voting procedures for issues to be discussed at the academic discipline level. The proposal adopted by the CBC, after serious and thoughtful debate, is attached to these minutes. The chair will send this proposal to the faculty for their review, with the intent of a vote on the proposal at the general faculty meeting in December. Any proposal adopted will be incorporated into the college governance document.

The last order of business was a discussion of what procedures the CBC will follow in discussing the college strategic plan. The CBC decided to defer discussing the plan until the spring semester, and make that our top priority.

The meeting adjourned at 1:00pm.

FACULTY LEAVE REQUEST FORM

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(for absences resulting in missed classes, and/or office hours)

\_\_\_\_\_ faculty member

\_\_\_\_\_ date/s will miss class (office hours)

Reason leave is requested:

\_\_\_\_\_ **approved**      \_\_\_\_\_ **not approved**

Decision by \_\_\_\_\_ Date: \_\_\_\_\_

For detailed information on absence and leave policy, please refer to the 2010-2013 Collective Bargaining Agreement Articles 16, 17, and 19, and Chapter 5 of the USFSP Faculty Handbook.

Note: This approval form does not apply to missed classes and/or office hours due to illness of the faculty member or for another professional commitment to the university.

**Voting Procedures in Academic Areas:**

In Academic Areas, no formal vote can be taken unless a reasonable effort (i.e., at a minimum an alert via e-mail) has been made to reach all eligible faculty. Any eligible faculty may request that any vote be done by means of a secret ballot. In order for any measure to pass by a vote of the faculty, more than 50 percent of the present quorum must vote in favor of the measure. A quorum consists of 2/3 of the faculty eligible to vote.

Faculty must be given at least one week notice on issues requiring a vote. This notice must include the time and date of any planned meeting and relevant information regarding the issue requiring a vote. Faculty must also be provided with an opportunity to discuss an issue before being asked to cast a vote. In the event that issues require immediate attention and thus an expedited vote, an email vote may be taken to waive the one week requirement. In this circumstance, a 100 percent majority of the eligible faculty members must agree to waive the one week notice regarding the vote and agree to the new time frame for the vote. For this rule to hold, individual faculty members are required to respond to the request within 48 hours during any normal business week.

The coordinator of the respective academic area is required when calling a meeting to ask the faculty members if they are willing to have an e-mail discussion and vote. This requires a unanimous vote by 100% of all eligible faculty. For this rule to hold, individual faculty members are required to respond to the request within 48 hours during any normal business week.