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## USFSP Faculty Council Meeting : 2003 : 03 : 07 : Minutes

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# UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

Faculty Council Meeting

March 7, 2003 9:30 a.m.

## MINUTES

Present: Bob Dardenne, Jim Fellows, Margaret Hewitt, Steve Micklo, Tina Neville, Mark Pezzo, Jim Spence, David Naar

### **Faculty search process:**

Several questions have arisen regarding the proper procedures for sending recommendations forward to the administration. Faculty members have complained about having to submit an unranked list to administration. Discussion revealed that procedures varied, but that in general administrators did not go beyond the bounds of committee wishes. On one hand, the faculty should know what best suits the needs of the department, unit, or discipline; and on the other, administrators should have a better idea of the overall university fit and needs. In the end, council decided that no action as required unless it had further substantial complaints.

In general commentary, several people noted the lessons that have been learned regarding the terminology used in position advertisements. Ads that are very specific about qualifications may limit the pool since candidates must meet the minimum qualifications listed in the ads. Some search committees may wish to cast a broad net, while others a much finer one, but the committees need to be aware of what they are doing when the ads are placed.

### **Campus retirement reception:**

Barbara Fleisher and Sudsy have asked for faculty input on a campus-wide, open reception being planned to honor the nine people retiring this spring. They were particularly interested in suggestions for dates and time of day. Bob has forwarded any suggestions that he has received to date. Please let him know ASAP if you have additional comments regarding the scheduling and tone of the affair, which planners hope will accommodate even those who don't wish for much fanfare.

### **Faculty council terms and elections**

Because the university will have 12 brand new administrators, leaving on Kathy Arsenault as a continuing administrator, the council thinks it important to have a strong faculty presence in the summer and fall as the new administration settles in. To maintain momentum and continuity it is especially important that the new FC members be elected promptly during the spring semester. Bob polled the members to determine which FC members will be continuing on the FC during the 2003/2004 academic year:

Bob Dardenne: term ends May 2003

Jim Fellows: term ends May 2003

Margaret Hewitt: term ends May 2003

Steve Micklo: term ends May 2004

Tina Neville: term ends May 2003

Mark Pezzo: term ends May 2004

Jim Spence: term ends May 2004

We will need one new representative from each college and a new library representative. A campus wide election will be conducted in April. Please work on encouraging your colleagues to run for this position.

**College Council reports (annual evaluations):**

**Business:** They have not yet started the evaluations but they have the process set up. The COB Tenure and Promotion committee will evaluate the research portion of the annual evaluation. The COB Annual Evaluation committee will look at the teaching and service portions of the evaluations and the two recommendations will be combined.

**Education:** They have a committee and guidelines in place and plan to finish their annual reviews by March 25.

**Arts & Sciences:** The formal procedures for evaluation have been worked out but they have not started the process for this year.

Jim Spence asked if any of the colleges have a method for evaluating teaching that goes beyond looking at student evaluations. Margaret mentioned that the College of Education has some guidelines available, which she will forward to the other members of FC.

All faculty members have been asked to submit a separate list of Spring 2003 service activities with their annual evaluation packets, or separately to the Council. These will be used to compose letters for their personnel files that will offer a permanent record of their extra activity for at least this semester. Steve Micklo suggested that the information also be compiled into one list that can be given to the new administration to demonstrate the degree of effort expended this year. Faculty Council members should help make sure these lists of individual service activity for this semester get in Bob's hands as soon as possible.

**Other business/announcements:**

**Technology:**

Several issues have arisen that need to be addressed by the Technology Committee. Bob asked Mark Pezzo to call a meeting of the committee to discuss the following:

- The possibility of getting Microsoft Exchange for faculty.
- The need for specialized technology experts for each of the colleges.
- The need for technology or software that allows individual faculty members to gather data via the Internet.

Pezzo should report back to the Council by the end of the semester.

**Secondary Education Teachers:**

The College of Education is considering offering a series of statewide online courses to help certify secondary education teachers. If the project works out, it could greatly increase campus FTE.

**Next meeting: to be determined. Members will be notified via e-mail.**

