

11-17-2017

## College of Arts & Sciences Council Meeting : 2017 : 11 : 17

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**College of Arts and Sciences  
Faculty Council Meeting  
Meeting Minutes  
17 Nov 2017  
Approved Dec 8 2017  
9 am to 10:30am**

**CAS Conference Room**

**In Attendance**

Kathryn Arthur (Associate Prof., At Large) Chair, 2016-2018  
Tiffany Chenneville (Associate Prof, PSY) Vice Chair 2017-2019  
Henry Alegria (Associate Prof, At Large) 2016-2018  
Hossam Ashour (Associate Prof. Bio) 2017-2019  
Sheramy Bundrick (Prof., H&P) 2016-2018  
Erika Greenberg-Schneider (Assistant Prof. VVA) 2016-2018  
Janet Keeler (Instructor, JDC) 2016-2018

**Absent**

Joan Reid (Assistant Prof, SCL) 2016-2018  
Dawn Cecil (Associate Prof. SCL, At Large) 2017-2019

**Guest**

Kevin Wang, APC Chair

9:04 am Call to Order and Welcome, Kathryn Arthur, CAS Faculty Council Chair

- Introductions
- APC Chair Kevin Wang provided update
  - Committee met 10/13 and will meet 11/17 and 12/1
  - Due date for proposals one week before meeting
  - Reviewed math proposal at October meeting
  - Upcoming proposals for November meeting
    - Psychology graduate data analysis certificate program
    - and Applied Mathematics Kathleen Gibson (QEP Director) is submitting a new math program, it already has a new CIP number and is on BOG work plan
    - Dr. Maria Leite, Assistant Professor
    - Dr. Armando Hoare, Instructor
    - Edwin Abaquita, Instructor
    - Kathleen Gibson-Dee, Instructor (also in COE)
  - APC procedures recently updated on CAS website

- Kevin to check to make sure these are accurate
    - Kevin has requested from training by Shari Schwartz
    - FC may want to invite Shari Schwartz to meeting
    - FC requested written APC procedures for current chair to share with next APC committee
- October minutes approved pending minor corrections
  - Page 2 regarding department control of website
- Sustainability major moving forward
  - On APC agenda today
  - Both CAS and KTCOB involved
- Tenure and Promotion Guidelines to include Instructor updates
  - VVA and Journalism received
  - December deadline for those
  - Once all are received, we will review for inclusion of Instructor guidelines and then submit to Faculty Senate
- Unaffiliated Faculty Status
  - Continued discussion of department-level T&P guidelines in the case of unaffiliated faculty
  - Dean told Chair and Vice Chair that unaffiliated faculty should continue to use former ESPG department guidelines for annual review – levels of review proceed thusly: a) fellow program members; b) Dean (in absence of Chair)
  - Concern raised that these ‘emergency’ procedures would become permanent; concern also remains about promotion procedures for unaffiliated faculty, e.g., promotion to full professor
  - Dean Biafora told FC Chair and Vice Chair at their last meeting that the new CAS Dean arriving in July will handle the ongoing issue of unaffiliated faculty
  - Questions remain re Dean Biafora’s suggestion that unaffiliated faculty join a new Sustainability department centered around the new Sustainability major (\*if\* there will be a Sustainability department – also still a question)
  - Continued concern about issues of disenfranchisement for unaffiliated faculty, e.g., involvement of unaffiliated faculty in matters related to their own discipline (e.g., hiring decisions), distribution of summer ‘rebate’ funding, etc.
- Program Assistant Responsibilities
  - Program assistants will be trained on the maintenance and management of department websites and will take over those duties as part of their responsibilities
- Program Coordinators and claiming service on FAIR for annual review/T&P consideration
  - Compromise discussed in chairs’ meeting: program coordinators may count as service in FAIR (for annual review and tenure/promotion) hours spent over amount of paid hours covered by the stipend. Contracts currently say “approximately five hours per week,” so program coordinators who work more than this amount on duties specified in the contract may count those toward service.
- Faculty Senators Report: K. Arthur sent senators an email requesting information and none was provided.
- USF System Faculty Council report: K. Arthur sent representative an email requesting information and none was provided.
- CAS Chair Meeting Oct 17 and Nov 14 and Dean’s meeting Report Nov. 9t- information incorporated above

**10:30 MEETING ADJOURNED**

**TABLED REPORTS:**

- Adjuncts

- IT support
- FC Bylaws revisions possibilities
- Next meeting: December 8<sup>th</sup> (Deni-dogs in the classroom on agenda)