

12-8-2017

## College of Arts & Sciences Council Meeting : 2017 : 12 : 08

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**College of Arts and Sciences  
Faculty Council Meeting  
Meeting Minutes**

**8 Dec 2017  
9 am to 10:30am**

**Approved JAN 19, 20018**

**CAS Conference Room**

**In Attendance**

Kathryn Arthur (Associate Prof., At Large) Chair, 2016-2018  
Tiffany Chenneville (Associate Prof, PSY) Vice Chair 2017-2019  
Hossam Ashour (Associate Prof. Bio) 2017-2019  
Sheramy Bundrick (Prof., H&P) 2016-2018  
Dawn Cecil (Associate Prof. SCL, At Large) 2017-2019  
Janet Keeler (Instructor, JDC) 2016-2018  
Joan Reid (Assistant Prof, SCL) 2016-2018

**Absent**

Hentry Alegria (Associate Prof, At Large) 2016-18  
John Stanko (Professor, VVA) 2016-18

**Guest**

Deni Elliot (Dogs in the Classroom)

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

- **Approval of November minutes**
  - Janet moved to approve minutes
  - Sheramy seconded motion
  - Minutes approved unanimously
- **FC Committee Changes**
  - John Stanko replacing Erika Greenberg-Schneider
- **Guest: Deni Elliot dogs in the classroom**
  - Discussed Puppy Love and upcoming Hot Digital Dog programs
  - Shared Dogs in the Classroom at USFSP policy
    - **Emotional Support Animals (ESA)** are permitted in residence halls only and must have an accommodations letter from USFSP Office of Student Disabilities
      - ESA animals are not permitted in the classroom
    - **Service dogs** are permitted in the classroom

- Service dogs are separate from ESA animals
  - Faculty cannot deny students the right to have service dogs in the classroom
  - Students with service dogs must have an accommodations letter from USFSP Office of Student Disabilities
  - **Service dogs in training**
    - The only service dogs in training *allowed* on campus are those from Southeastern Guide Dogs and affiliated with the USFSP Puppy Love program
    - Students should discuss with faculty that they are training a service dog and should request permission to have the service dog in training in the classroom
    - However, faculty can deny students the right to have service dogs in training
    - Service dogs in training not affiliated with the Southeastern Guide Dogs are not permitted on campus
  - Faculty can direct questions to Deni Elliott
- **APC**
  - Discussed recommending co-Chair system for the APC because of heavy workload
  - May also want to recommend 3 year commitment
- **T & P Report**
  - T & P Guidelines
    - Received from VVA, SCL, JDC, and BIO and are available on FC Canvas
    - Waiting for HP and PSY
  - CAS T&P sub-committee of three will have to review incoming Dean Magali Michael's portfolio and make recommendation for position as full professor with tenure
  - Discussed need for CAS T&P committee guidelines to include election of chair and procedures
    - FC to prepare memorandum to the Dean with recommendations
      - Schedule meeting at the beginning of the Fall semester to review roles and responsibilities, timelines, and dos/don'ts of department T&P committee, chairs, CAS T&P committee
      - To be led by administrator (Martin Seggelke?)
  - T&P review timeline discussed
    - ✓ Aug 24- Faculty Council Chair and CAS Chairs had completed fulfilling the T & P Committee positions
    - ✓ Sept 26- Committee notified of the 2017-2018 Applicant list
      - Tenure and promotion:
        - Erika Greenberg-Schneider (Graphic Arts, VVA)
        - Joan Reid (Criminology, SCL)
        - Tom Whitmore (Biology)
        - Jenny Yucus (Graphic Arts, VVA)
      - Full professor:
        - Tiffany Chenneville (Psychology)
      - Mid-tenure review:

- Hossam Ashur (Biology)
- Elizabeth Herrmann (VVA)
- Byron Miller (ISS, SCL)
- Bernardo Motta (COM)
- Wendy Rote (PSY)

- ✓ Oct. 2- Sheramy Bundrick completed the organization of the T&P CAS subcommittees
- ✓ Committee Reviews completed by the Nov. 21 deadline
- ✓ Candidate responses were due Nov 30
- Dean reviews to RVCAA due Jan 5
- Mid-Tenure Review by CAS Committee due Late Feb/Early March

- **FC meeting with Dean Report no meeting will be Dec 14**

- **FC Bylaws revisions**

- Formed subcommittees
  - Article I: Dawn, Joan, Janet
  - Article II: Hossam, Henry, John
  - Article III: Sheramy, Tiffany, Kathy
    - Clarify procedure for Committee formations ad hoc and standing
    - Clarification on who can serve on the faculty council and other committees and the ratio
    - CAS full time faculty—what does that mean, administrators, etc.
    - Procedures for T&P Committee
    - Procedures for APC Committee
- Other
  - Add a Constitution
  - FC composition
  - Clarification of roles of faculty and administrators
  - Distinguishing role of FC from Chairs Council
- Timeline
  - Article I to be reviewed at February FC meeting
  - Article II to be reviewed at March FC meeting
  - Article III to be reviewed at April FC meeting

- **APC Report**

- November 17 meeting
  - Psychology - data analysis certificate (Tiffany Chenneville): Approved
  - Make necessary changes to syllabi to match standard as presented: <https://www.systemacademics.usf.edu/proposals/resources>
  - ART 2300C (Koziol, Catherine): Denied
  - ART 2251 (Koziol, Catherine): Denied
  - GRA 4833 (Koziol, Catherine): Denied
  - GRA 4880 (Koziol, Catherine): Denied
  - GRA 4953 (Koziol, Catherine): Denied
  - Journalism - Food Writing and Photography Certificate: Approved

- EVR 3877 (Meindl, Christopher): Approved with changes pending
- SYA 3310 (Chris Meindl & Rebecca Johns): Revisit proposal (Dec. 1) pending credentialing and concurrent review concerns
- Sustainability Studies Program Proposal (Susan Toler): Approved with changes pending.
- CHM 3080 (Osegovic, John): Approve with changes pending.
- ISS 4942 (Osegovic, John): Revisit proposal (Dec. 1) pending credentialing and concurrent review concerns
- Kathy sent APC Chair email requesting in Spring 2018 they verify that the procedures for faculty submission posted on the CAS Faculty Resource Forms page is accurate and make any recommendations for needed changes to the Faculty Council.
  - Creates a procedures document for the review of applications by the APC.
  - This document will then be reviewed by the council for suggestions and then kept for future APC committee to ensure smooth transitions.
- **CAS Chair Meeting**
  - No report
  - Next meeting Dec. 12
- **Faculty Senators Report**
  - No response from Senator representatives Jill McCracken and Ray Arsenault
- **USF System Faculty Council Report**
  - No response from Ray Arsenault

### **Spring Meeting Dates for FC**

- Jan 19<sup>th</sup>
  - FC to meet at 9am
  - CAS Spring Faculty Meeting 10:30am
    - Davis Hall renovations (Andrew)
    - Library renovations
    - Diversity Circles (Cecil)
    - Other items TBD
- Feb 9<sup>th</sup>
- Mar 9<sup>th</sup>
- Apr 6<sup>th</sup>
- May 4<sup>th</sup>

### **TABLED**

- Adjuncts
- IT support

- CAS Teaching Awards
  - Committee suggests more advertisement and transparency in process for applicants
  - Committee suggests that Teaching Evaluations from FAIR be provided as required rather than optional, current instructions based on old paper system.