

1-19-2018

## College of Arts & Sciences Council Meeting : 2018 : 01 : 19

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

**19 JAN 2018**

**9 am to 10:30am**

**CAS Conference Room**

In Attendance:

Kathryn Arthur (Associate Prof., At Large) Chair, 2016-2018  
Henry Alegria (Associate Prof, At Large) 2016-2018  
Hossam Ashour (Associate Prof. Bio) 2017-2019  
Sheramy Bundrick (Prof., H&P) 2016-2018  
Dawn Cecil (Associate Prof. SCL, At Large) 2017-2019  
John Stanko (Associate Prof. VVA) 2016-2018  
Janet Keeler (Instructor, JDC) 2016-2018  
Joan Reid (Assistant Prof, SCL) 2016-2018

Absent:

Tiffany Chenneville (Associate Prof, PSY) Vice Chair 2017-2019

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

- **Approved December minutes**
- **Adjuncts**
  - Crow's Nest article announced that USF system Adjuncts won the approval of the state to vote on a union
- **IT support**
  - Request a point person for the college
- **Teaching Awards**
- **T & P**
  - ✓ Reviews Update
    - Dean Magali Michael review completed and approved
    - mid-tenure review will commence once applications are available  
Sheramy Bundrick is the Chair of T & P due Late Feb/Early March
      - Organization of this review for mid tenure organized
    - T&P candidates were sent an email from Martin Seggelke Jan 17 that stated that they must update their applications to conform to USFSP formatting rules and complete the checklist and that some data was missing from one application, which they should figure out what and who (though which and who not indicated), applications must be returned

revised by Jan 19. Seggelke indicated that this was a request from the RVCAA.

- Chair is to take this issue to the Dean
  - Seggelke job to complete the checklist prior to Department Review
  - Council offered that Faculty should not be altering their tenure packet during the review process particularly after College review is completed.
- ✓ **T & P guidelines:** Faculty Council needs to review department T&P guidelines for consistency and compliance with university documents. Senate would like the guidelines by spring break to send to Kofi Glover, System Vice Provost for HR.
- Faculty Council Chair will start a page that can be edited on the Council Canvas Module for comments.
  - Everyone should review all T&P department guidelines except for their own department and submit comments before Feb. 9 meeting,
- **FC meeting with Dean Report meeting Dec 14 and Jan 11 and Dean's Leadership Meetings Dec. 12 and Jan 16**
- CAS Teaching Awards, Nomination secret until Award ceremony
    - Suggested CAS level Research and Service award
  - Interim Visiting Assistant Dean will focus on graduate education and Stem
    - Some concerns about this hire from faculty and some council members regarding advertising for this position indicating that not everyone knew internally that the search was going on
      - Since this is an interim position Sunshine laws do not apply
  - T & P it is the responsibility of Academic Affairs to hold an annual meeting in early fall to educate incoming university T& P committee members
  - T&P Dean requested to clarify process for T&P guidelines review process for each department from the Senate
  - Suggestion that all departments have a diversity statement in their bylaws like VVA
  - Admission standards Summer 3.5, spring 3.5 Fall 3.8
  - State requiring all online course to be certified by Quality Matters and Instructors by 2025. David Brodosi is working with chairs to generate a plan for compliance for all courses.
    -
  - USFSP potentially reintegrated into USF Tampa according to House Bill 423, passed by Post-Secondary Education Subcommittee going to Higher Ed then Education committees of the House'
    - See attached Dean's Memo
- **Unaffiliated Faculty request that the following issues be noted in council minutes and be considered in the future when there is restructuring, based on an email sent to the Faculty Council Chair the following points were brought up but not discussed by the council.**
- Ensure a properly elected representative of the unaffiliated faculty to Council

- Ensure that Annual evaluation of the unaffiliated faculty is conducted by a system that is the same and fair to the faculty with reviews at the department level by an elected committee and department chair who is elected by the faculty. The unaffiliated faculty are not. This creates a separate and unequal system for the latter.
- Ensure that unaffiliated have a say in how their budget is managed.
- Ensure that unaffiliated faculty are involved in hiring of faculty.
- Hiring and election of program coordinators: In a departmental structure faculty get to vote/decide on such positions.
- Admission of graduate students should be conducted with the consult of the senior tenured faculty of the program.
- Completion of program review if ongoing prior to restructuring.

- **FC Bylaws revisions**

- Article I: Dawn, Joan, Janet March
- Article II: Hossam, Henry, John March
- Article III: Sheramy, Tiffany, Kathy April
  - 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- no meetings yet this spring
- Faculty Senators Report- Jill McCracken and Ray Arsenault will provide update at Spring Meeting
- USF System Faculty Council report: Ray Arsenault will provide update at Spring Meeting

**Spring Meeting Dates**

**Feb 9**  
**Mar 9**  
**Apr 6**  
**May 4**

On Wed, Jan 17, 2018 at 11:37 PM, Frank Biafora <[fbiafora@mail.usf.edu](mailto:fbiafora@mail.usf.edu)> wrote:  
Dear Chairs,

If you have a chance I encourage you to check out [www.thefloridachannel.org](http://www.thefloridachannel.org) and watch the taped session from this morning's 1/17/18 House Post-Secondary Education Subcommittee - fast forward to 26minutes 25 seconds. Here you will hear a quick summary of the reasoning behind the proposed legislation to eliminate separate accreditation for USFSP and USFSP and become one university with "satellite campus" locations.

It is anyone's guess as to whether the Bill passes and is signed into law by the Governor. I am aware that you are getting pelted with questions and concerns by faculty to which you may have few answers. Martin will be holding back to back 30 minute town hall meetings this Friday starting at 3:30pm in DAV 130. I also heard that President Genshaft is scheduled to be on campus at some point Friday to meet with Martin and field some questions. I don't have any further details at this time.

In the midst of this uncertainty please know that we are pressing ahead on our agenda and plans to hire faculty and propose new degree and certificate programs and continue to serve our students with a world-class educational experience that they have come to expect. There has been not talk and there is no intention of letting anyone go. Faculty are employed under a collective bargaining agreement, and I was reminded today by Olufunke that the terms of those agreement remain in effect irrespective of organizational changes.

If the legislation passes then representatives across the USF system will work on a plan and submit a reorganization plan to the USF Board of Trustees for approval.

*As Martin wrote to me today, "Basically, we continue to move forward anticipating that we will continue to grow and needs will grow as well. We will deliver programs here in the future as we have been in the past, and we will add more as we grow. We will have academic programs here and those will expand to include doctoral programs...just a matter of time. If colleges change as a result of the legislation, that will simply be a structural change based on location needs...faculty are brought into an existing department/program and the tenure/promotion process in those departments and programs is outlined in the CBA and the CBA still applies to those decisions.*

That is about all I know about this fast moving story.

We will have a chance to discuss further Friday morning at the CAS Faculty Council meeting.

If you have any questions between now and then, please reach out.

Thank you,  
Frank