

2-9-2018

College of Arts & Sciences Council Meeting : 2018 : 02 : 09

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**College of Arts and Sciences
Faculty Council Meeting
Meeting Minutes Approved March 9 2018**

9 Feb 2018

9 am to 10:30am

CAS Conference Room

Attached documents:

- Council Resolution for Teaching
- SprowlsBrandesLetter from BOTchair

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
John Stanko (Associate Prof. VVA) 2016-2018
Janet Keeler (Instructor, JDC) 2016-2018
Joan Reid (Assistant Prof, SCL) 2016-2018

Absent:

Henry Alegria (Associate Prof, At Large) 2016-2018

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

- **Approved January minutes**
- **Adjunct update**
 - No updates to report
- **IT support update**
 - Kathy to take this issue to the next Chairs Council (i.e, that CAS needs an IT representative)
- **UFF**
 - Bill proposed to dismantle the union
 - Currently only 30% of the faculty are members
 - Need majority to be members
 - Encourage faculty to join



January 31, 2018

The Honorable Chris Sprowls
Florida House of Representatives, District 65

The Honorable Jeff Brandes
The Florida Senate, District 24

TRANSMITTED VIA EMAIL

Dear Representative Sprowls and Senator Brandes:

Thank you for the leadership that each of you provides to the Tampa Bay region and specifically to your home county of Pinellas. Your dedication to the improvement of the lives of all our region's citizens – and especially to the students of the USF System – has been, and continues to be, exemplary.

We are incredibly appreciative for the opportunity you extended last week to the academic and student leadership from all USF campuses to meet with you to better understand your vision for this legislative proposal and to hear their feedback. We value the open dialogue and transparency that you have displayed throughout this process. As we discussed last week, we have scheduled a series of community conversations about what might happen should CS/HB 423 become law and how we will manage that process. These conversations are being led by Trustees Stephanie Goforth and Byron Shinn, the leaders of our Campus Boards at USF St. Petersburg (USFSP) and USF Sarasota-Manatee (USFSM), respectively, and senior staff from across the USF System. Ms. Goforth and Mr. Shinn are residents of those respective communities who are heavily involved in their local business communities and each is an outspoken advocate for the students and faculty in their local areas.

As a Board of Trustees, we believe your accreditation consolidation proposal in CS/HB 423 provides the potential for significant benefits to our 50,000 students. Benefits like enhancing the reputation of the entire USF System and having all students graduate from a soon-to-be-designated Preeminent Research University, or helping students progress and graduate on a faster pace and with less debt. We support expanding the array of course options and majors at USFSP and USFSM including those in healthcare and engineering along with the benefits of access to doctoral and research opportunities in St. Petersburg and Sarasota-Manatee. We believe that the expansion of high-level research will help attract additional world-class faculty and students to every USF campus. We also see the opportunity to respond more quickly and efficiently to the high skilled workforce needs of our region by increasing our speed-to-market for new opportunities for students.

At the same time, we recognize that some members of our community are concerned about how a change like this could impact the individual USF System institution in their local area. Our community conversations are intended to help us better understand those concerns. Only by working together can we develop a brighter vision for the future – one that offers the greatest benefits to our students and the Tampa Bay region.

In your letter dated January 25, 2018, you invited the USF Board of Trustees and I to “**offer any other insights you may have on the impact of this proposal and the potential benefits to the students of USFSP & USFSM.**” On behalf of the Board of Trustees and our longstanding commitment to serving the entire Tampa Bay region, I offer the following thoughts about the accreditation consolidation proposed in CS/HB 423, as well as some assurances to the communities we collectively serve should the Legislature and Governor Scott see fit to enact this proposal into law during this legislative session.

The highest priority of the USF Board of Trustees (BOT) is the success of the students who entrust us with providing them a world-class education. If this proposal is enacted, the USF Board of Trustees will move forward in a spirit of transparency and collaboration, excited by the boundless opportunities that the Legislature and Governor Scott are providing to our university and our region. The members of the BOT and I are grateful that your proposal entrusts us with the responsibility to approve the implementation plan. We understand the gravity of this responsibility and we commit to working in partnership with the Tampa Bay Area Legislative Delegation, the Governor, the Board of Governors, and our local stakeholders to produce an implementation plan that we all can be proud of, while ensuring student success remains our guiding principle.

It is our understanding that the goal of CS/HB 423 is to create one Preeminent degree-granting institution called the University of South Florida. That single accredited institution, USF, would be comprised of three primary campuses with distinct local identities in Tampa, St. Petersburg and Sarasota-Manatee. Each campus would retain its current name and preserve its individual identity. Importantly, by bringing all three of our institutions together under one accreditation umbrella we will be more in line with other universities in the Florida State University System.

We believe the House proposal, if adopted and with the support of our local legislative delegation and community leaders, will help accelerate the achievements of each USF campus in the areas of student access, diversity, affordability, retention, graduation, and job-placement rates. Over the past five years, no other public national research university (including all 34 AAU and 81 Research 1 institutions) has matched USF's gains in 4-year and 6-year graduation rates and we expect that performance to extend across the USF System. USF's Tampa campus is also home to the most diverse student body in the USF System and has achieved national recognition for eliminating the freshman retention and degree completion gaps for first-time-in-college African American, Hispanic, White and Pell (low-income) students. Again, this is a point of pride that the BOT will expect to extend to USFSP and USFSM.

We know that you share our commitment that, above all else, we will do the right thing for all of our USF students. For example, current students in the USF System can rest assured that they will be allowed to continue their studies uninterrupted and on a timely path to graduation. While we are still early in the process, we believe there could be significant benefits to all students within the USF System if the proposal in CS/HB 423 is enacted into law. Some of those benefits include:

- All USF students, regardless of the campus where their primary instruction takes place, will graduate with a diploma from the University of South Florida, a nationally-recognized and highly-ranked Preeminent Research University.
- For the first time, the benefits of graduate research and doctoral opportunities would be available at all USF campuses.
- The success of every USF student will contribute equally towards maintaining USF's standing as a national top-tier research institution, a Preeminent Research University in Florida, and to achieve our vision to become an AAU institution. Therefore, each student, regardless of location, will benefit from the investments necessary to achieve and maintain each of those goals.
- All students attending any USF campus will have the opportunity to access every degree program offered across the entire USF System. The instruction in many of those programs could be offered on the local campus or through more convenient delivery systems.
- The need for students to transfer between USF institutions to seek the educational opportunities of their dreams will no longer be required. Upon admission to a unified USF, students would be free to move between campuses at their pleasure and at a time that best suits their educational and personal needs.

Finally, it is my pleasure to directly address the important questions you raised in your letter regarding specific commitments our BOT could make into expanding educational opportunities if your consolidation proposal becomes law. Specifically, you asked the following:

Can the USF Board of Trustees commit to the USFSP community that they will invest in these specific programs [engineering, healthcare and marine science] at USFSP if that barrier to opportunity is eliminated?

Yes. If the USF accreditation consolidation proposal in CS/HB 423 (or something substantially similar) becomes law in 2018, the USF Board of Trustees will follow SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) guidelines and is committed to investing in engineering, healthcare and marine science programs in St. Petersburg. In addition, the BOT commits to delivering doctoral level education and research activities responsive to local needs and market demands.

Can the USF Board of Trustees commit to the USFSM community that they will invest in these specific programs [areas of strategic emphasis, nursing, STEM related fields, and for the first time, the opportunity to have doctoral students on campus] at the Sarasota/Manatee campus if the barrier to opportunity is eliminated?

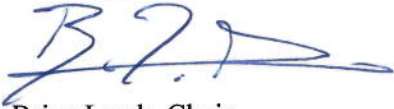
Yes. If the USF accreditation consolidation proposal in CS/HB 423 (or something substantially similar) becomes law in 2018, the USF Board of Trustees will follow SACSCOC guidelines and is committed to investing in areas of strategic emphasis, nursing and STEM related programs in Sarasota-Manatee. In addition, the BOT commits to delivering doctoral level education and research activities responsive to local needs and market demands.

If the Board of Trustees is in a position to commit to the opportunities referenced above, can you provide a timeline of the necessary steps to increase academic programs at USF Sarasota/Manatee and USF St. Petersburg to us prior to the end of the 2018 legislative session?

The Board of Trustees has been very encouraged by the possibilities presented in the consolidation proposal, however, we have refrained from taking any presumptive actions to implement any portion of the proposal before the full Legislature and Governor Scott have had an opportunity to act on the legislation. In response to your specific request, we can take the next step and I will direct leadership of the university to begin the feasibility study, which would include a timeline for investing in these new programs at USF St. Petersburg and USF Sarasota-Manatee consistent with a single accredited university. I can also assure you that, should the current proposal become law, a formal plan and timeline for execution of those investments will be adopted by the Board of Trustees as a component of the implementation plan required by the bill.

Thank you again for the consideration that you have given this proposal and for taking the time to solicit our input and ideas. We too were encouraged by the unanimous support expressed by the Board of Governors for the proposal, as they will be critical partners of the USF Board of Trustees in ensuring this successful transition for all of our students should this plan become law. If the USF Board of Trustees or I can be of further assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Lamb', with a long horizontal flourish extending to the right.

Brian Lamb, Chair
USF Board of Trustees

cc: Members, Board of Governors, State University System of Florida
The Honorable Marshall Criser, Chancellor, State University System of Florida
Members, Board of Trustees of the University of South Florida
Dr. Judy Genshaft, President, University of South Florida System
Dr. Martin Tadlock, Interim Regional Chancellor, University of South Florida St. Petersburg
Dr. Karen Holbrook, Regional Chancellor, University of South Florida Sarasota-Manatee

- **USFSP & USF Sarasota Consolidation into USF Tampa update**
 - Meeting today at Sunshine Center 4-6pm
 - Chairs have discussed drafting talking points so consistent messages are being sent
 - Attached is the BOT Chair letter to Sprowls and Brandes

- **FC meeting with Dean Report meeting Feb 6**
 - IT support
 - Hiring of Interim Position
 - Expressed concerns about hiring
 - Frank explained that faculty vetting is not required for interim positions
 - USFSP integration into System
 - Incoming dean has been informed
 - Incoming dean to visit
 - T& P Process and Academic Services Administrator Martin Seggelke
 - Martin's responsibility to complete checklist
 - This should not have been the responsibility of individual faculty members
 - Need workshop for candidates in April and separate workshop for review committees early in Fall semester
 - Administration recommending one workshop
 - This will not work because committees cannot be identified until T&P applications are submitted during the summer
 - Administration needs review/modify the How to Assemble Your T&P application 2017 document
 - Remove requirement for student grade distribution under Teaching
 - T& P guidelines
 - Write an introduction to the department guidelines

- **Potential Conflict of Interest with Department Chair also serving as FC Chair**
 - FC Chair serves as representative on the Chairs Council, which poses a potential conflict of interest
 - Tiffany moved to approve motion that department chair and anyone serving in a higher administrative position should not serve as FC chair; Kathy seconded motion; voted to approve
 - No one currently serving on FC willing to take on this role
 - Need to identify tenured faculty to serve as FC chair next year
 - FC representatives to talk with their departments to help identify
 - Kathy to talk about this with chairs
 - Kathy to draft amendment to bylaws to address this issue

- **Chair needs to begin work to replace council and other positions for Fall 2018,**

- **Department T & P Guidelines**
 - Interim RVCAA requiring a preamble to department T&P guidelines
 - Reviewed drafted preamble
 - Changes recommended
 - Highlight “guidelines” and “procedures” to make clear these are referring to different documents
 - Revise statement about department guidelines not superseding USFSP university guidelines (Frank had recommended including this statement)
 - Include statement from university guidelines
 - Replace “creative scholarship” with “creative scholarship or activities”
 - Add statement about service
 - Department T&P guidelines reviewed by FC members
 - HP
 - Approved
 - BIO
 - Potentially problematic that Instructor guidelines include language about recognition for research in Instructor guidelines
 - JDC
 - Make sure that quotations are accurate (i.e., from the most recent documents quoting from)
 - VVA
 - Add approved date
 - Maybe add statement referencing professional organizations for Graphic Design
 - PSY
 - Use of the word “satisfactory” in places to suggest a good record by the contact is problematic because “satisfactory” is the official language of review for T&P
 - SCL
 - Use of the phrase “teaching as excellent” is potentially problematic
 - Specify what rating should be in annual evaluations
 - Joan presented motion to approve department guidelines pending changes above; Tiffany seconded; approved by all

TABLED:

- **APC Report-** submission to Council of **Proposal Instructions for Faculty (attached)**
- **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
- **Faculty Senators Report**
- **USF System Faculty Council report**

Spring Meeting Dates

Mar 9

Apr 6

May 4



Faculty Council Resolution

To: Faculty Senate, CAS Dean's Office, Academic Affairs

Re: Faculty Senate Teaching Award Process

January 2018

- Dean's Office needs more advertisement and transparency in process for applicants particularly regarding nomination and then following up with informing nominees that there is an application process to complete
- Contact Faculty Council earlier with nominee names at least a month before review process is to start, so that we may form appropriate review committees
- Teaching application
 - section under *Optional* should be made *Required* or deleted it creates inequalities in the review material
 - Teaching Evaluations from FAIR should be provided rather than randomly selected reviews selected by the faculty member.
 - The current instructions are based on old paper system concerning teaching evaluations and should be updated
- We also recommend that College Level Research and Service awards be considered in the future for all Colleges to parallel the Teaching System.