

3-9-2018

## College of Arts & Sciences Council Meeting : 2018 : 03 : 09

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

**College of Arts and Sciences  
Faculty Council Meeting  
Meeting Minutes  
Approved April 6, 2018**

**9 Mar 2018**

**9 am to 10:30am**

**CAS Conference Room**

Attached Documents:

- APC procedures
- \*T&P council resolution to AA & Dean
- T&P procedures
- T&P guideline Recommendations
- T&P preamble
- Consolidation legislation

\*included in final minutes

**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

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

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

- **February minutes**
  - Approved
- **Adjunct update**
  - None
- **USFSP & USF Sarasota Integration into USF Tampa update**
  - Moving forward
- **FC meeting with Dean Feb 13, Chairs meeting Feb 20 and Chairs with Dean Candidate Feb 27**
  - IT
    - Inviting IT to Chairs meeting to discuss IT concerns
  - Course Scheduling
    - Course scheduling changes to be effective Fall 2019
    - Call for comments until March 15<sup>th</sup>
    - FC to send concerns
  - Exit Courses

- Tampa only requires 6 hours
    - USFSP requires 9 hours
    - Faculty Senate will have to request that GE committee consider a change in exit hours
  - Interim Visiting Associate Dean hired (Thushani Rorigo-Peris) and overseeing:
    - Graduate program
    - STEM program
  - T&P Council resolution send to Dean and AA with recommendations about T&P procedures
    - No response yet
    - Will be discussed in RCVAA/Deans meeting about T&P procedures
  - T& P preamble
    - No comment from chairs
  - T& P guideline recommendations
- **T&P procedures**
  - Departments revising based on FC recommendations
  - Due on March 23<sup>rd</sup>
  - Need for some minor editing in the preamble (e.g., make language consistent, remove “s” from Society, Culture and Languages)
  - Preamble
    - Kathy to draft statement about unaffiliated faculty to be included in preamble
    - Kathy to sent preamble out for faculty vote
  - CAS T&P Procedures document
    - Last document from 2004
    - Sheramy drafted revised procedures document
    - Changes needed to ensure consistency with USFSP T&P guidelines and FC bylaws
    - Need to change timeline to allow CAS committee more time to review applications
    - Once finalized, Kathy to share with Chairs for feedback before sending to faculty for a vote
- **APC procedures**
  - Instructions for faculty proposing new course or program
    - Need to add timeline for submitting proposals (i.e., how far in advance before meeting?)
    - Recommend changes regarding procedures for proposing a new program
    - Replace specific names (e.g., Shari Swartz) with titles
  - FC has requested information about APC duties/process (for committee members)
- **Faculty Council Committees**
  - Kathy to send out bylaw amendment that department chair and anyone serving in a higher administrative position should not serve as FC chair

- By election
  - For Council: Kathy Arthur and Henry Algeria's at large positions
  - For Faculty Senate: Jill McCracken position
  - For Undergraduate Council: Thomas Smith position
- By Chair decision
  - HP Council member (currently Sheramy)
  - VVA Council member (currently Erika/John)
  - JDC Council Member (currently Janet)
  - SCL Council Member (currently Joan)
- By FC
  - 3 APC members (to replace Felipe from HP, Jennifer from VVA, and Christina from Psy)
- In Fall Council members
  - Will need to elect new council members to T&P , 3 members of the council must be on T&P (may change in revised bylaws) because all 3 are rolling off council this year
  - Will need to form a new teaching awards committee of 3 members
- **Faculty Senators Report**
  - Nothing to report
- **USF System Faculty Council report**
  - Nothing to report
- **New Agenda Items**
  - None
- **FC Bylaws revisions**
  - Article I: Dawn Joan, Janet
    - Align language with Senate bylaws (replace faculty council with college council and make sure this is consistent throughout)
    - Use consistent language throughout (e.g., Chair vs Chairperson)
    - Add language/definitions of Chairs and Academic Program Specialists
    - Joan to incorporate changes to Article I

<b>Next Meeting: April 6<sup>th</sup></b>
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- Article II: Hossam, Henry, John
- 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
- Shared values (e.g., academic freedom, harassment/collegiality)

**Remaining Spring Meeting Dates**

April 6

May 4



Dean College of Arts and Sciences and Academic Affairs

Faculty Council Resolution

Re: Tenure and Promotion procedures

February 10, 2018

- The College of Arts and Sciences Faculty Council will be responsible for forming the college-level Tenure and Promotion Committee, which will forward their recommendations to the Dean's Office.
- The CAS Academic Services Administrator is responsible for completing for faculty among other assistance, which the faculty are NOT responsible for:
  - the checklist
  - accumulating in an organized manner for each candidate their student-teacher comments for each of their courses in pdf format.
- The College of Arts and Sciences Faculty Council expects that the Dean's office will be responsible for
  - collecting the list of candidates and forwarding this information and their applications to the Department T & P committee and the Chair of the CAS T & P Committee
  - ensuring that all candidates applications proceed through the proper department, College, Dean, and University reviews
- The College of Arts and Sciences Faculty Council recommends that Academic Affairs
  - organizes a meeting for individuals in the college at the department and college level at the beginning of each fall semester to review the timeline, proper procedures, documents, etc. A fall meeting is necessary because it will not be until the fall that we know who will be candidates and we need to avoid conflict of interest when selecting reviewers
  - organizes a separate a spring meeting for potential T&P candidates for review of the procedures and process.
  - review/modify the How to Assemble Your T&P application 2017 document
    - Remove requirement for student grade distribution under Teaching which is NOT required under the T&P guidelines either 1998 or the revised version
  - provides online msword versions of the application forms, so that they are more user friendly for applicants