

5-4-2018

College of Arts & Sciences Faculty Council : Annual Report : 2017-2018

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**College of Arts and Sciences
College Council
2017-2018 ANNUAL REPORT**

Committee Members

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
Erika Greenberg-Schneider (Assistant Prof. VVA)- ended term Fall 2017
John Stanko (Associate Prof. VVA) 2016-2018- began Spring 2018
Janet Keeler (Instructor, JDC) 2016-2018
Joan Reid (Assistant Prof, SCL) 2016-2018
Henry Alegria (Associate Prof, At Large) 2016-2018
Dawn Cecil (Associate Prof. SCL, At Large) 2017-2019

The Council met on the following dates between 9-10:30 in the CAS Conference Room

- Aug 18, Sept 22, Oct 13, Nov 17, Dec 8, Jan 19, Feb 9, Mar 9, Apr 6, May 4
 - Approved Minutes are posted on D-space
https://digital.usfsp.edu/coas_college_council_minutes/
 - Email Jenny Tolbert in the library for posting
- Chair created a Canvas Course module for the Council that will be passed down to the next council. The module contains Governance Documents, Committee List, T&P Documents, link to agenda and minutes, APC and University Course and Program forms and Policies, Faculty Council Resolutions, Unaffiliated Faculty document history

There was a Fall and a Spring CAS Faculty meeting arranged by the Council:

- Fall Meeting August 18, 2017 10:30 to Noon- Chancellor, RVCAA, Dean, and Department updates, Jamie Bennett for Civitas/Archivum, Heba el Tall Civic Engagement, Morgan Gresham General Education, Kathy Arthur Council Chair
- Spring Meeting January 19, 2018 10:30 to Noon- RVCAA, Dean, and Department updates, Jill McCracken Senate update and Diversity Circles, Kathy Arthur Council updates

Reports to the Council:

- Adjuncts formed a Union in Fall 2017
- Faculty Senators Report- requested before every meeting that Senators attend or provide updates—no information was provided all year long
- USF System Faculty Council report- no information was provided all year long
- CAS Tenure and Promotion Report for the year **attached below**
- CAS Academic Programs Committee Report for the year **attached below**
- Deni Elliott reported on Dogs in the Classroom including the information that emotional support animals are not permitted in the class room only service dogs. There are service dogs in training in new USFSP program associated with Southeastern Guide Dogs

Committees and Ballots:

- Council Chair requested Department Chairs fill remaining CAS seats open for 2017-2018 and 2018-2019 committees and provided nominees for elected positions
- Call to Question unanimously approved Aug 25 by email Councilors
 - According to our Bylaws the Academic Program Committee should have at least one member who is also on the faculty council. The current APC membership does not conform to this rule. I propose that instead of removing an APC member, who has already agreed to dedicate their time, and replacing them with a Faculty Council member that we request a current APC member attend the Faculty Council monthly meetings to update us on their activities. This individual will update us concerning the APC activities, but will not serve as a council member and will not need to attend our entire meeting.
- All Ballots for elections etc. were created in Monkey Survey by the Chair, set up anonymously, and the link to the survey was sent to Jennifer Woroner who sent them to all CAS eligible full-time voting faculty. Underlined name won the seat (s).
 - See **attached** lists for 2017-2018 and 2018-2019 Committee members
 - Ballot for University T&P Committee, 2 positions open
 - Deni Elliott 28 votes, Jill McCracken 36 votes, John Stanko 17 votes
 - Ballot for Faculty Senator 2017-2019
 - Ray Arsenault 30 votes yes, 4 votes no—no other nominees
 - Ballot for Interim RVCAA search Committee
 - Tom Hallock 6 votes, Ray Arsenault 14 votes, Deni Elliott 19 votes
 - Ballot for Faculty Senator 2018-2021
 - Jennifer O'Brien 35 votes, Barnali Dixon 12 votes
 - Ballot for CAS At-Large position
 - Wendy Rote 18 votes Deby Cassill 21 votes
 - Faculty Council Chair 2018-2019 May 4, 2018
 - Monica Ancu FC unanimously voted yes
 - Tabled nomination/vote for Vice-Chair (2018-19)
- Ballot for Bylaw Amendment change states that the Council Chair may not be a Department Chair or hold a higher administrative position March 16, 2018
 - Approved 29-4

Unaffiliated Faculty

- Permanent Department
 - Aug. 22 Council sent memorandum to the Dean to request he meet with the unaffiliated faculty to discuss a resolution for establishing a home/department.
 - According to System Policy 10-055, the Faculty College Council has an advisory role only in restructuring the College. After several meetings between the Council Chair and Dean (Aug-Dec) it initially seemed that unaffiliated could be part of the new proposed sustainability department. The Dean requested the Council Chair bring the issue to the Leadership meeting with the Chairs, the Chairs rejected the idea. The Chairs said that the sustainability program and department need to be formed first and the proposal was premature, the Dean concurred.
- Annual Review
 - 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
- 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., see list on Jan 2018 minutes.
 - Dean indicated that the new Dean will handle the ongoing issue of the unaffiliated faculty

CAS College Council Bylaws

- The Council divided into three subcommittees and each subcommittee reviewed one of the 3 articles in the Bylaw document and suggested revisions. We examined Governance documents from USF Tampa and other documents from USFSP. Each month at the council meetings in the spring semester we reviewed the work of one of the subcommittees and made further suggestions and revisions as a committee. New drafts were sent to the council after each revision.
- Council sent the revised document to Department Chairs, Dean, and all unaffiliated faculty for comment on April 23/25.
- Council reviewed the final document suggestions and changes and voted unanimously to approve the new document May 4, 2018 and to send it out to vote by the general CAS faculty.
- Ballot for 2018 CAS Governance Document completed vote by May 16, 2018
 - Approved 23-1

Tenure and Promotion

Faculty Senate requested that all departments update their T&P Criteria to include promotion criteria for instructors and to ensure their Criteria are in alignment with the new USFSP 2016 Guidelines.

- Feb. 9, 2018 -Council reviewed and approved with minor suggestions Department T&P Criteria for PSY, SCL, VVA, H&P, BIO, JDC, Departments completed their final Criteria by March 23.
- Feb 10, 2018- Council sent Dean and RVCAA suggestions for T&P review (see March minutes) requesting clarification on who conducts the checklist and ensures the movement of documents between levels of review, recommended a spring meeting for T&P candidates and a fall meeting for reviewers, provide msword application for candidates, provide more time for College review.
- CAS T&P procedures completed by T&P Committee Chair and reviewed by Council in Feb, shared with Chairs in March, and approved by a general faculty vote on March 23, 2018 approved 26:1
- Preamble written by Council and Dean
- Preamble, Procedures, and Department Criteria sent to the Dean, April 24, 2018, who approved it and forwarded them to RVCAA for approval on April 25, 2018

Diversity and Inclusion Document

- Council requested that administration distribute the document to all faculty and staff and provide an anonymous feedback option. Dean Biafora circulated and provided anonymous option for feedback

Davis Hall renovations

- In Fall 2017 it was announced that Davis Hall would be renovated
- A CAS faculty committee was established to work with the architects (see committee list below).
- End of Academic year renovations are postponed likely due to consolidation and the need to find lab space for teaching and research to replace use in Davis Hall during renovations.

Department Control of Websites

- Holly Kicklighter, Regional VC of Environment, Marketing, and Communication, is requiring all website changes go through Patrick Baxter
- CAS Faculty Council expressed concerns about this to Frank
- Frank recommended that Academic Program Specialist be trained to take on this responsibility and the chairs agreed.
- End of academic year Patrick Baxter still controlled all the websites for departments and programs

Firing of Chancellor Wisniewska

- Council sent a letter of concern to the Faculty Senate, attached to Oct 13 minutes
- Senior Faculty members at USFSP were invited to attend a meeting with President Judy Genshaft. She emphasized that the Chancellor was fired as she had

inappropriately left the campus before/during the Hurricane. She also stressed that we need to adhere to BOG performance-based funding Criteria and a new Chancellor search will begin in August 2018. RVCAA Martin Tadlock is our interim Chancellor and Oulfunke Fontenot was hired as our Interim RVCAA.

USF Consolidation

- USFSP integrated into USF Tampa according to House Bill 423 Proposed by --- on Oct 25, 2017, which passed in House (3/2/18) and became part of Senate Bill 4 passed (3/5/18) and signed by Governor (3/11/18). There was no faculty input regarding the legislation.
- Wilcox memorandum sent March 18, 2018 regarding system reducing class size and teaching loads. Concern over indication that all faculty in non-PhD programs will be expected to teach 3/3 load. RVCAA April 11 sent clarification of statement but concerned faculty in her use of 3/3 as the standard starting teaching load at USFSP instead of 3/2. Chancellor sent email (4/23/18) indicating he does not anticipate substantive changes in teaching loads.

Issues for 2017 to 2018

- Matters related to Consolidation and keeping the Council informed perhaps by inviting USFSP faculty on Consolidation tasks force to Council meetings/Dean's Leadership meetings
- Department control of their websites
- APC committee procedures for reviewing applications need to clarified and written
- Set up with IT a CAS contact in case of issues

MEMORANDUM: CAS T&P Committee Report

Date: 2 May 2018

To: Kathy Arthur, Chair CAS Faculty Council

From: Sheramy Bundrick, Chair, CAS Tenure and Promotion Committee

Re: Report of the CAS T&P Committee for Academic Year 2017-18

Committee members:

Sheramy Bundrick (Chair); Trey Conner; Thomas Hallock; Rebecca Johns; Norine Noonan; Henry Alegria (alternate); Ray Arsenault (alternate); Kathy Arthur (alternate)

The CAS T&P Committee had a busy 2017-18, reviewing a) four applications for tenure and promotion to associate professor; b) one application for promotion to full professor; and c) the granting of tenure to incoming CAS Dean Magalie Michael in fall semester 2017. In spring 2018, the committee reviewed a) two applications for promotion to Instructor Level 2 and b) five midtenure applications. Work was completed before the deadline specified by Academic Affairs both semesters.

During the academic year, inconsistencies and other issues with the process and schedule were revealed, and the decision was made to formalize committee procedures with a new written document. These formalized procedures were intended to reflect the current CAS structure with departmental levels of review; previous versions of procedure documents had predated departments. The Committee Chair drafted a document in spring semester based on discussions with the rest of the committee and CAS Faculty Council. The Chair of CAS Faculty Council also provided input from the department chairs that informed the document. The new procedures document was put to faculty vote online in April and was approved by the majority (26-1). Future CAS T&P Committees will be expected to adhere to the procedures outlined therein.

Academic Programs Report 2017-2018

May 13, 2018

Dear CAS Faculty Council,

In academic year 2017-2018, the APC committee met 3 times in fall semester (10/13, 11/11, 12/1) and 4 times in spring semester (1/26, 2/23, 3/23, 4/20). The committee has five voting members, including Shun-Yung Kevin Wang (Criminology), Christina Salnaitis (Psychology), Suganthi Sridhar (Biology), Luis Felipe Rehder (Political Science), and Jennifer Yucus (Arts & Design), and one non-voting member Joan Eldridge from academic advising office. The registrar Shari attended the meeting once via conference call. The committee members decided the meeting dates based on all members' availability and UGC's meeting dates. Doing so, the committee can collect as much inputs as possible and make sure approved proposals can be reviewed by UGC timely.

In addition, the committee reviewed more than a dozen of course proposals that were approved in previous years, but the paper works somewhat misplaced in the review process. The APC uses the current standard (e.g., the most recent syllabus template) to review all the proposals and approve them accordingly. The committee also decided and informed each proposers that it is the faculty proposers' responsibility to keep track of their proposals and the signature page, if it is used.

The APC committee adopts a co-chair system from spring 2018, and every semester the committee rotates a chair. Kevin serves as a co-chair in fall 2017 and spring 2018, and Christina serves as a co-chair in spring 2018 and fall 2018. A new co-chair will be elected in fall 2018, after two new committee members join. Overall, the committee worked diligently and reviewed the content of each proposals carefully. The committee members are collegial and professional, and it was a great honor for me to lead the committee. In the appendix, please find a list of approved courses, programs, and certificates.

Sincerely Yours,

Kevin Wang

APC Chair 2017-18

Appendix

Approved courses

EVR 3877
CHM 3080
GRA 4522
ART 3202
GRA 4547
GRA 4423
ART 2300
GRA 4128
ART 2302
GRA 3118
ART 2430
GRA 4119
GRA 4179
GRA 4137
GRA 4880
GRA 4833
PCB 4234
PCB 4315
BOT 4714C
PCB 4402
BSC 4937
GEO 3113
MMC 4300
MMC 4600
ENG 4950

Approved new/changed programs

Computational and Applied Mathematics (undergraduate)
Sustainability Studies (undergraduate)
Digital Journalism and Design (MA)
Journalism (undergraduate, minor)
History (undergraduate)
Environmental Chemistry pre-proposal (undergraduate)
Biology (major, concentrations, curriculum)
Geography (undergraduate, 4+1)
Geospatial (undergraduate, 4+1)

Approved certificates

Psychology – data analysis certificate (graduate)
Journalism – food writing and photography certificate (graduate)

Committee List 2017-2018

COMMITTEES FOR CAS – 2017-2018 ACADEMIC YEAR

All positions filled through procedures outlined in the CAS Governance Document.

COLLEGE COMMITTEES

FACULTY COUNCIL, 2 years

- Kathryn Arthur, At Large (2016-2018), Chair
- Joan Reid, SCL (2016-2018)
- John Stanko, VVA (2016-2018)
- Tiffany Chenneville, Psy (2017-2019)
- Janet Keeler, Jour (2016-2018)
- Sheramy Bundrick, H&P (2016-2018)
- Henry Alegria, At Large (2016–2018)
- Hossam Ashour, Bio (2017-2019)
- Dawn Cecil At-Large (2017-2019)

ACADEMIC PROGRAMS COMMITTEE, 2 years

- Kevin Wang SCL (2017-2019), Chair
- Suganthi Sridhar BIO (2017-2019)
- Jennifer Yucus, VVA (2016-2018)
- Felipe Mantilla, H&P (2016-2018)
- Christina Salnaitis, PSY (2017-2019)
- Joan Eldridge, Advising, ex-officio (ONGOING)

COLLEGE OF ARTS & SCIENCES TENURE AND PROMOTION COMMITTEE, 2 years with three councilors

Regular

Trey Conner	VVA	Associate Professor	2016-1018
Rebecca Johns	SCL	Associate Professor	2016-2018
Thomas Hallock	VVA	Full Professor	2016-2018
Norine Noonan	Bio	Full Professor	2016-2018
Sheramy Bundrick	HP	Full Professor/Council	2017-2019 Chair

Alternatives

Kathryn Arthur	SCL	Associate Prof/Council	2017-2019
Henry Alegria	Unafil	Associate Prof/Council	2017-2019
Ray Arsenault	HP	Full Prof	2017-2019

Teaching Awards Committee, Faculty Council Resolution decision to nominate each year after candidates apply to avoid conflicts of interest

Adrian O'Conner

Thomas Smith

Kathy Arthur

CAS Renovation Faculty Committee

John Arthur

Anna Dixon

Barnali Dixon

Morgan Gresham

Joan Herrera

Jen O'Brien

Mark Pezzo

SENATE COMMITTEES

Contact is the Faculty Senate Chair with reference to their governing document.

All Senate committee and council chairs must hold rank of associate or full professor or librarian.

REPRESENTATIVES TO FACULTY SENATE (Two positions, ELECTED), 3 year Terms

Jill McCracken, VVA (2015-2018)

Ray Arsenault HP (2017-2019)

GENERAL EDUCATION COMMITTEE, 3 year term

Responsibilities: The General Education Committee is responsible for the ongoing development, implementation, and assessment of an effective general education program. Responsibilities include the evaluation and approval of courses for the liberal arts curriculum as well as the periodic evaluation of the general education policies. This committee shall advise the Regional Chancellor, the Vice Chancellor for Academic Affairs, and report to the Faculty Senate on the development of future general education programs at the university and provide continuous assessment of the general education (from d-space page)

Morgan Gresham (VVA), committee chair

Adrian O'Connor (History and Politics)

Martine Wagner (Society, Culture, and Language)

Kathleen Gibson-Dee (Mathematics)

Mark Walters (Journalism)

Joan Herrera (Biology)

RESEARCH COUNCIL, 3 year terms

Responsibilities: The Research Council evaluates applications for the USFSP Internal Research Grant Program and recommends applications for funding. This body also promotes faculty education and workshops on topics related to research and scholarship, supports the academic freedom of faculty to pursue scholarship, and recommends policies or activities to enhance the research culture at USFSP.

Tom Whitmore (2017-2020)

Mark Pezzo (2017-2020)

DISTANCE LEARNING COMMITTEE, 3 year term

Morgan Gresham, CAS representative

GRADUATE COUNCIL, 3 year terms

Responsibilities: The Graduate Council of The University of South Florida St. Petersburg (USFSP) is responsible for recommending to the USFSP Regional Vice Chancellor for Academic Affairs, and for reporting to the USFSP Faculty Senate, on matters pertaining to graduate courses, curricula, and instructional programs of USFSP. The Council advises the Regional Vice Chancellor for Academic Affairs on the development of future graduate programs of USFSP, to include reviewing and updating of the statement of academic goals and objectives of USFSP. To this end, the USFSP Graduate Council addresses itself to questions about graduate academic policies related to admissions criteria, academic standards, the curriculum, and graduation requirements. In addition, the Council may serve as a reference body to other USFSP councils and committees on matters of program policy and as a recipient of requests for the development of graduate courses or programs.

Deby Cassill, Bio (2017-2020)

UNDERGRADUATE COUNCIL, 3 year terms

The Undergraduate Council is responsible for recommending to the Regional Vice Chancellor for Academic Affairs, and for reporting to the Faculty Senate on matters pertaining to undergraduate courses, curricula, and instructional programs of USFSP. The Council shall advise the Regional Vice Chancellor for Academic Affairs on the development of future undergraduate programs of USFSP, to include reviewing and updating of the statement of academic goals and objectives of USFSP. The Council will address itself to questions about undergraduate academic policies related to admissions criteria, academic standards, the curriculum, and graduation requirements. In addition, the Council may serve as a reference body to other USFSP committees and councils on matters of program policy and as a recipient of requests for the development of undergraduate courses or programs. A member of the Undergraduate Council will also be a member of the General Education Committee.

Thomas Smith, H&P (2015-2018)

SCHOLARSHIP COMMITTEE, 3 year terms

The Awards Committee serves as a selection committee for the Chancellor's awards in teaching, service, and other areas

Richard MBatu, H&P (2016-2019)

Elizabeth Hermann, VVA (2016-2019)

Max Owens, PSY (2016-2019)

Mark Pezzo, PSY (2017-2020)

UNIVERSITY COMMITTEES

Contact is RVCAA

Tenure and Promotion, 2 year terms elected

- (ii) Membership on the USFSP Tenure and Promotion Committee is limited to a
- term of two (2) years. To ensure an orderly transition for committee membership,
- each college will hold an election each year (generally in the spring semester) to replace one of its two representatives on the committee. This committee shall consist of two tenured faculty members elected from a pool of eligible faculty by the tenured and tenure-track faculty in each college, plus one at-large member chosen via a campus-wide election, for a total of seven committee members. Eligible faculty shall include all tenured faculty holding the rank of Associate Professor or Full Professor. The USFSP Campus Tenure and Promotion Committee will elect a chair each fall. (T&P Promotion Procedures 10-18-04.

Deni Elliott 2017-2019

Jill McCracken 2017-2019

REPRESENTATIVE TO SABBATICAL COMMITTEE, 2 year term

Lisa Starks (2017-2019)

Diversity and Inclusion Advisory Committee

Jill McCracken

Jamie McHale

Research Advisory Committee

Kathy Arthur

John Arthur

Jamie McHale

Deni Elliott

J Smoak

Heather Judkins

Tiffany Chenneville

Center for Civic Engagement Committee

Judithanne Sourfield Mclauchlan

Jay Sokolovsky

Deby Cassill

Textbook Committee

Hossam Ashour

Title IX Advisory Committee

Jill McCracken

Tiffany Chenneville

Sexual Harrassment Task Force

Tiffany Chenneville

Hossam Ashour

SYSTEM COMMITTEES

USF System Council representative

Debra Sinclair (Business), President of USFSP Faculty Senate

Ray Arsenault (CAS)

UFF

Steve Lang (Education), Vice President

USF System Research Council representative

Lyman Dukes (Education)

COMMITTEES FOR CAS – 2018-2019

All positions filled through procedures outlined in the CAS Governance Document.

COLLEGE COMMITTEES

FACULTY COUNCIL, 2 years

Monica Ancu, JDC (Associate Prof. 2018-2020), Chair

----- Vice Chair to be elected 1st meeting Fall 2018

Hossam Ashour, Bio (Assistant Prof. 2017-2019)

Tiffany Chenneville, Psy (Associate Prof. 2017-2019)

Felipe Mantilla, H&P (Assistant Prof. 2018-2020)

John Stanko, VVA (Associate Prof. Sp2018-2019)

Frederic Leveziel, SCL (Assistant Prof. 2018-2020)

-----, Unaffiliated

Dawn Cecil At-Large (Associate Prof. 2017-2019)

Deby Cassill At-Large (Associate Prof. 2018-2020)

ACADEMIC PROGRAMS COMMITTEE, 2 years

Kevin Wang SCL (2017-2019)

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Ray Arsenault HP (2017-2020)

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