

2002

AY 2001/2002 SEC meeting minutes: 02 Jan 16

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SEC Minutes

January 16, 2002

SENATE EXECUTIVE COMMITTEE

January 16, 2002

MINUTES

Present: Jacob Caflisch, Jana Futch, Mary Kimble, Sara Mandell, Cheryl McCoy, Gary Mitchum, Gregory Paveza, Sandra Reynolds, John Richmond, Jeffrey Ryan, Nancy Jane Tyson, John Ward

President's Office: Josue Cruz

Provost's Office: David Stamps

Guests: Gregory Sylvester, Monica Metz-Wiseman

President Paveza called the meeting to order at 3:05 p.m. The Minutes of December 5, 2001, were approved as amended.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (Gregory Paveza)

President Paveza announced that he had met with both President Genshaft and Provost Stamps on the Monday before the Emergency Faculty Senate meeting on January 9, 2002. During his meeting with them there was a frank exchange of views. Overall, he felt that the Faculty Senate did well at the emergency meeting.

PROVOST'S REPORT (David Stamps)

Provost Stamps reported that the head count for spring enrollment at the lower level was up 14.9 percent, the upper level was up 4 percent and graduate level was up 11.1 percent over last spring. E&G and Health Sciences campuses at the graduate level have a combined total of 6,261 students. This is a first for the University to have over 6,000 graduate students. In addition, student credit hours at the lower level are up 13.2 percent, upper level is up 4.4 percent, Graduate One is up 9.1

percent and Graduate Two is up 6.8 percent.

Provost Stamps announced that the theatre experiment is running smoothly. There are currently 1,913 students taking courses at the theatre. The Provost commended faculty, students and staff for their cooperation and a good experience.

The search for a Dean of Education resulted in thirty-two applicants. Twenty-five candidates met minimum qualifications, and of those the committee has narrowed the field to ten. Those ten will have telephone interviews and five or six will be brought to campus for interviews in mid-February. Hopefully, by the first of April some decision will be made. Initial information shows ten is a strong pool. The Arts and Sciences Dean search deadline is January 18, with fifty-four applications received thus far. The committee will meet January 28 to narrow candidates. Dr. Barbara Emil has resigned as Dean of Educational Outreach, accepting a position with the Wisconsin State Board. Dean Emil will be leaving in March and a national search will begin for a new Dean. Associate Vice President for Diversity and Equal Opportunity, Deborah Love, will be here by February 1st. President Paveza inquired about the search for the Vice President of Research. Provost Stamps advised that search is being conducted through the President's Office with Dean Martin Louis-Vega as chair. The committee has not met nor drawn up a timeline at the moment

REPORTS BY OFFICERS AND COUNCIL CHAIRS

1. Senate Elections (Jana Futch)

Secretary Futch presented the Election Schedule, Voting Units, Apportionment and Vacancies for 2002-2003 Academic Year. A motion was made and seconded to accept the Apportionment for the up-coming academic year. Discussion was held regarding the deadline for receipt of ballots. President Paveza asked that the date be moved from Friday, March 1st to Monday, March 4th. With this amendment to the Election Schedule, the motion was unanimously approved. These same materials will be presented for approval at the January Faculty Senate meeting.

Past President Nancy Jane Tyson asked about a transcript from the December 19th Board of Trustees (BOT) meeting. She indicated that she would like a copy to be distributed where faculty can view it, preferably on the web. President Paveza replied that placing the document on the web would require consent from the Board. Discussion was held about having an additional copy available in the Faculty Senate Office because it is a public document. Discussion then turned to the verbatim transcript from the Emergency Faculty Senate meeting of January 9th. At the request of Graduate Council Chair John Richmond, a completed transcript of that meeting will be put into PDF form on the Faculty Senate website

2. Graduate Council (John Richmond)

Chair Richmond reported that discussion of electronic submission of

theses and dissertations has been on the plate of the Graduate Council since 1998. Ms. Monica Metz-Wiseman, Department Head and Librarian, was invited to today's meeting as an expert on this issue and point person from the library staff. A sub-committee of the Graduate Council, charged with looking into the issue, reported back recommending unanimously to move forward with mandatory submission of theses and dissertations electronically. Chair Richmond stated that a sister institution in Gainesville already has this process in place. He added that this process can take place now due to the advancement of technology. The following endorsed recommendation by the Graduate Council was presented:

"The Graduate Council recommends that the University implement mandatory submission and archiving of electronic theses and dissertations, with appropriate planning, transition, faculty/student education, and an assessment of costs for students, faculty, the Library, and the University. The Council recommends that students who matriculate in Fall 2002 will be subject to this policy."

This motion comes to the floor of the Senate Executive Committee as a motion and seconded from a standing committee

When Senator-at-Large Sara Mandell emphasized the need for adequate backup of the systems, Ms. Metz-Wiseman responded that backup will be provided by UMI. Equipment has been purchased that converts electronic files to microfilm which is then stored in a vault. In addition, an individual will be able to contact UMI to have a dissertation sent as an attachment without having to purchase a hard copy.

At this time, there was a motion to cease debate. This was seconded and unanimously passed. The motion to accept the first recommendation from the Graduate Council regarding the submission of electronic theses and dissertations was seconded and unanimously passed.

Chair Richmond then presented the following recommendation from the Graduate Council regarding the cross counting of courses:

"The Graduate Council recommends students be allowed to apply one graduate course to two graduate certificates. Up to twelve hours earned in a graduate certificate may be applied to a graduate degree planned program."

This motion comes to the floor of the Senate Executive Committee as a motion and seconded from a standing committee.

Chair Richmond provided background for this recommendation. It has been discovered there were places at USF where students earn a graduate certificate in a department or a program, with five courses, with four being the core for a number of graduate certificate planned programs. Students would earn the first, take the course that was not common and then have a second graduate certificate. Then, they would

take yet another uncommon course and have a third certificate because of so many common courses in a graduate certificate program.

President Paveza asked to have an amendment to add "only" between the words "apply" and "one," so that it reads "The Graduate Council recommends students be allowed to apply 'only' one graduate course^{1/4}" The amendment was seconded. The intent of the amendment was if there are two planned programs with five courses for each of the programs, the student earns the first and one of the five courses could be applied as having satisfied the five required in the second planned program.

The motion was made to amend the recommendation to add the word "only." The motion was unanimously passed.

Senator-at-Large Mandell then recommended a second amendment to submit the two points as "A" and "B" for student clarification. A second motion was made to amend the recommendation to add "A" in front of the first sentence and "B" in front of "Up to twelve^{1/4}" The amended version will be presented to the Faculty Senate in writing as an amended version of the motion that was brought to the Faculty Executive Committee. The motion was seconded and unanimously passed.

Chair Richmond announced that Dr. Tom Rochon, Executive Director of the GRE is coming to campus on February 27th, from 1:00 - 3:00 p.m., to present to the Graduate Council membership the new GRE II that will be available September 2002. The new GRE will include writing samples which will be electronically graded and scored. The analytical portion will play a different role. There will also be a morning presentation on that day to directors and deans.

3. Bylaws Committee (John Ward)

Bylaws Committee Chair Ward presented a written report of activities and recommendations to date from the Faculty Senate By-laws Committee. The main issues addressed by the Bylaws Committee were:

Issue

- 2) The loss of New College and Senate apportionment,
- 3) Voting rights and status of ROTC faculty to serve on committees,
- 4) Status of Research Faculty, not paid out of E&G funds, to serve on committees,
- 5) Change of Parliamentary Authority from Robert's Rules of Order to the Standard Code of Parliamentary Procedure (Sturgis),
- 6) By-law addition to permit Video Conference meeting, and

7) By-law addition to permit Teleconference meetings.

President Paveza asked Chair Ward to summarize and bring to the Senate any suggested actions from the Bylaws Committee. Chair Ward pointed out that the first issue had been addressed through the loss of New College. Their two Senate vacancies were used to accommodate the creation of the School of Architecture and the College of Marine Science which allowed them to have representation on the Faculty Senate.

Chair Ward combined Issues 2 and 3 in his discussion on the eligibility of faculty to serve on university-wide committees and councils, as well as on the Faculty Senate. To address these issues, he presented the following recommendation on behalf of the Bylaws Committee:

"For purposes of membership on university wide committees and councils, the definition of "General Faculty" may include all titles listed in Instructional and Non-Instructional faculty sections of the USF Faculty pay plan. These include Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or Librarian, as well as titles with modifiers like "Research Assistant Professor", "Clinical Associate Professor", "Visiting Professor", etc., and/or titles with the terms "Assistant-In", "Associate-In", etc., as long as it is permissible for the individual faculty member's Assigned Faculty Duties to include University 'Service'."

Chair Ward advised that the above titles are listed in the pay plan listed as Non-Instructional titles. President Paveza explained that Chair Ward's recommendation also includes that rather than try to incorporate them into the Senate, that the Senate should change the *Constitution* or the *Bylaws* to incorporate these faculty in terms of their ability to sit on university-wide committees and councils. Chair Ward informed the SEC that the Committee on Committees reviews the qualifications of faculty applying for council membership and those whose credentials do not meet are screened out for a safeguard. President Paveza pointed out that the change would occur in Article 8, Section B of the *Bylaws*.

Chair Ward added that the website (<http://www.usf.edu/usfirp/infomart/>) contains guidelines for determining a nominee's eligibility. He noted that one problem with eligibility is based on whether a person is *allowed*, i.e. "soft money faculty" which are externally funded and not likely to be *allowed*, especially on federal grants, to do service. It would have to be outside of their forty hours and would come under volunteer. Research Council Chair Mitchum inquired into who is allowed to report time as voluntary. He advised of the possibility of having more and more "soft money research faculty" and that it would be better to include these people to ensure that the Research Council remains the dominant faculty committee concerned with research. Therefore, he suggested restructuring Article 8, Section B, so that it would end after "Associate-In", etc." and from "as long as it is permissible¼" forward would be stricken. A motion was made and seconded that the Senate Executive Committee recommends that the Bylaws Committee bring forward to the Faculty Senate the amended, aforementioned recommendation as a change in the *Bylaws*. The motion was unanimously

passed.

For Issue 4 (change from Robert's Rules of Order to the Standard Code for Parliamentary Procedure), Chair Ward presented the following two options:

Option 1: Amend Article X of Bylaws to read : "Either Roberts Rules of Order (latest edition), or the Standard Code of Parliamentary Procedure (latest edition), shall govern in all parliamentary practice not otherwise covered by the Constitution Bylaws, or policies of the Faculty Senate. The President of the Faculty Senate shall determine the code that will apply during the President's term of office and appoint a Parliamentarian to render advice as requested. The President shall notice all members of the code that will apply prior to the first meeting at which that President officially presides over the Senate meeting.

Option 2: Amend Article X of the Bylaws to Read: ~~Robert's Rules of Order~~ The Standard Code of Parliamentary Procedure (latest edition) shall govern in all parliamentary practice not otherwise covered by the *Constitution* Bylaws, or policies of the Faculty Senate. The President of the Faculty Senate appoint a Parliamentarian to render advice as requested.

It was recommended that the word "Senate" be added between "all" and "members" and that the word "meeting" be stricken from the last sentence of Option 1 so that it reads: The President shall notice all Senate members of the code that will apply prior to the first meeting at which that President officially presides over the Senate. Therefore, the following motion was made and seconded:

Amend Article X of Bylaws to read : "Either Robert's Rules of Order (latest edition) or the Standard Code of Parliamentary Procedure (latest edition), shall govern in all parliamentary practice not otherwise covered by the Constitution Bylaws, or policies of the Faculty Senate. The President of the Faculty Senate shall determine the code that will apply during the President's term of office and appoint a Parliamentarian to render advice as requested. The President shall notice all Senate members of the code that will apply prior to the first meeting at which that President officially presides over the Senate.

Senator-at-Large Mandell recommended an amendment to the motion to include the change to read that "any standard rules or codes may be chosen by the President." She felt that this would give the Faculty Senate President more options.

Therefore, the first sentence would be replaced to read "shall govern in all parliamentary practice, not otherwise covered by the *Constitution*, *Bylaws* or policies of the Faculty Senate.

The President of the Faculty Senate shall determine the code that would apply¼" President Paveza called for and received a second to the amendment. Therefore, the first line up to "shall" would be stricken and replaced with "any accepted standard code of parliamentary procedure." A vote is called and the amendment is defeated. The motion to amend Article X of the *Bylaws* to include Option I was passed.

These two Bylaws changes will be presented at the Faculty Senate meeting on January 23, 2002, with a final vote taken at the February meeting.

For Issues 4 and 5 (permitting use of video and teleconferencing technologies for meetings), the Bylaws Committee decided that rather than make amendments to the Faculty Senate *Bylaws* there is an existing section for "creation of temporary policy." It was determined that there are adequate resources for video conferencing for the Tampa, Sarasota and St. Petersburg campuses. President Paveza indicated that prior to the next SEC meeting, he will draft a couple of policies for its consideration to be moved forward after any amendments.

OLD BUSINESS

There was no Old Business to discuss at today's meeting.

NEW BUSINESS

1. Presentation of Resolution for USF to Adopt Language in its Governing Document

President Paveza turned everyone's attention to the distributed copy of the following resolution:

Resolution of the University of South Florida Faculty Senate Calling on the University of South Florida Board of Trustees to Adopt Language in Its Governing Document and the Governing Documents of the University of South Florida Supporting Academic Freedom and Tenure

Whereas, Academic Freedom and Tenure are the cornerstones on which strong and visionary Universities are built;

And Whereas, a commitment to Academic Freedom and Tenure are essential to the University of South Florida being able to recruit the best faculty and researchers;

And Whereas, there are faculty who are not part of the collective bargaining unit and therefore not covered under the collective bargaining agreement's academic freedom and tenure provisions;

And Whereas, there is only one brief mention of support for Academic Freedom in the recently passed University of South Florida Mission, Vision, Values, and Goals Statement;

And Whereas, there is nothing currently in the governance document of the Board of Trustees of the University of South Florida, nor in the general governance documents, rules, policies and regulations of the University of South Florida affirming support for Academic Freedom and Tenure;

And Whereas, the American Association of University Professors Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments has received endorsements by more than 170 educational and professional associations, including the Association of American Colleges and Universities and the United Chapters of Phi Beta Kappa, over the 60 year period from 1941 through 2001.

Now therefore be it resolved,

That the Faculty Senate of the University of South Florida calls upon the University of South Florida Board of Trustees to include as part of their governance document and to incorporate into the general governance documents, rules, policies and regulations of the University of South Florida the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments in its entirety, thereby affirming the Board of Trustees' and the University's commitment to Academic Freedom and Tenure as an essential element to the functioning of the University of South Florida as a strong and visionary research university.

A motion is made and seconded to bring the issue to the floor for discussion.

Senator-at-Large Mandell recommended that discussion of this resolution be tabled pending receipt of the AAUP rules by each SEC member.

President Paveza recognized the motion to table pending receipt of additional documentation for discussion at the next SEC meeting. He then called for a discussion of which there was none. The motion to table discussion was unanimously passed.

2. Statement from Senator Sherman Dorn

On behalf of Senator Sherman Dorn President Paveza presented Senator Dorn's request that the SEC consider his statement titled "USF Faculty Senate's Statement on War, the University and Academic Freedom." The request is that the SEC bring this statement to the floor of the Faculty Senate as a resolution from the SEC. A motion was made and seconded to open this request for discussion.

Senator-at-Large Mandell made a motion to charge the statement to an ad hoc committee of the SEC to review it and then bring any amendments or modifications back to the SEC for consideration. This motion was seconded. President Paveza called for discussion on establishing an ad hoc committee to review and modify Senator Dorn's statement.

Past President Nancy Jane Tyson suggested a friendly amendment that Senator Dorn should be a member of the ad hoc committee.

President Paveza then brought forth the amendment that Senator Dorn be included on the ad hoc committee. The amendment was seconded. Senator-at-Large Mandell objected to Senator Dorn being included on the committee because he is not a member of the SEC and the original call was for an ad hoc committee of the SEC. Past President Tyson felt that anyone can be appointed as an outside member. President Paveza agreed from a parliamentary standpoint and his authority to appoint anyone he chooses. However, should the SEC vote the amendment down, he would be indifferent to the committee and not appoint Senator Dorn as a member. President Paveza asked if the ad hoc committee should draft a statement on academic freedom and tenure or just tenure. Senator-at-Large Mandell requested that it be drafted on academic freedom.

President Paveza returned to the motion on the floor to appoint an ad hoc committee to draft a statement on academic freedom focused on future issues for consideration by the SEC which will be moved forward to the Senate. The motion passed.

President Paveza appointed the following four members to the ad hoc committee: Senator-at-Large Mandell, Secretary Jana Futch, Undergraduate Council Chair Sandra Reynolds and Past President Tyson. Both Chair Reynolds and Past President Tyson declined, leaving the composition of the committee at two members.

3. Parking Fees and Rates (Gregory Sylvester, Parking and Transportation Services)

Mr. Sylvester presented an update from his last visit with the SEC. He informed the Committee that regarding the issue of parking fees and rates a Transportation Committee was formed and has developed a Master Plan. This Plan has been taken to President Genshaft and approved by the Board of Trustees for next year.

Mr. Sylvester then reviewed a fiscal breakdown of the Master Plan. He pointed out that the staff annual rate would increase on the average of \$26 per year or \$8.05 per pay period.

The Transportation Committee is moving forward with the financials to take to the Board of Trustees and on to the Division of Bond Finance to secure a bond to build a garage in the academic core (south of the library) area by Fall 2003. Mr. Sylvester is tentatively scheduled to

address the next full Faculty Senate meeting to present the key points of the Master Plan, as well as the financial breakdown.

Some SEC members voiced concern for staff on the lower pay scale that may experience hardship due to the increase in parking fees. President Paveza pointed out that some staff (i.e., secretarial) earn slightly more than graduate assistants, yet assistants pay student rates while secretaries must pay significantly higher staff rates.

Mr. Sylvester responded that he has already presented this same plan to the USPS Senate which also expressed the same concern. The USPS recommended for staff a twenty-four or twenty-six payroll deduction instead of eighteen to lessen the burden on each paycheck. Mr. Sylvester also pointed out the Park-N-Ride system of \$35.00 per month and the future improvement of the transit system.

Senator-at-Large Mandell suggested that the university restructure the staffing categories to professional (higher paying) and clerical (lower paying) so that fees can be based accordingly. President Paveza concurred and asked that the Transportation Committee consider a tiered system and not relegate people to the outer lots. Mr. Sylvester agreed to present the idea to the Transportation Committee, but pointed out that there are other universities with the same system which has shown it to be administratively "challenging" to implement. Mr. Sylvester advised the SEC that the Transportation Committee is also exploring other revenue options, such as advertising on shuttle buses and encouraging the inclusion of parking garage costs when budgeting for new buildings

OTHER

Senator-at-Large Mandell brought up the new grade rolls and the bubble sheets used in processing grades. Past Present Tyson pointed out that the bubble sheets were only temporary.

President Paveza explained the new system will allow faculty to access Oasis Banner and input grades directly into the system. There has been no time line set for when this will be available.

Senator-at-Large Mandell suggested that the Registrar's Office supply faculty with a compact disc equipped with a class roll on a spreadsheet and let the faculty fill it in. Or, send an email attachment of the same that can be read directly into the computer.

President Paveza will convey a message to the Provost's Office and Academic Computing that the university expedite a more efficient grading system, taking into consideration that the process may be more complicated than stated.

President Paveza extended a personal thank-you all who attended the Emergency Faculty Senate meeting on January 9, 2002.

There being no further business, the meeting was adjourned at 5:15 p.m.



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