

2002

AY 2001/2002 SEC meeting minutes: 01 Dec 05

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SEC Minutes

December 5, 2001

SENATE EXECUTIVE COMMITTEE

December 5, 2001

MINUTES

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

President's Office: Josue Cruz

Provost's Office: Elizabeth Bird, Phil Smith

Guest: Gregory Sylvester, Parking and Transportation Services

President Paveza called the meeting to order at 3:05 p.m. The Minutes of November 7, 2001, were approved as amended.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (Gregory Paveza)

President Paveza announced that unless an emergency arises within the next two weeks, he will not call the Faculty Senate into session this month.

A final draft of the Values, Vision, Mission and Goals Statement has been sent to each member of the Senate Executive Committee (SEC) via e-mail. Speaking as a member of the Task Force, President Paveza thought there was a clear desire by the members to try and expand Vision and to try and clearly articulate a stronger Mission. He stated that, like all documents of that nature, it is probably not as great as the Task Force would like it to be, but he does not think it is as weak as it was in its original draft form. Graduate Council Chair John Richmond thanked President Paveza for his leadership in this regard, particularly his efforts to mobilize the faculty to respond. Chair Richmond feels it raised the consciousness and urgency of the situation which will probably have a bearing on the university's future. President Paveza felt that the number of students who attended the Town Hall Meetings was

an extremely positive statement in terms of wanting to express their concerns and issues. It is clear that the Board of Trustees (BOT) will be using this document to make critical decisions about how this university moves forward. President Paveza stressed that the SEC and Faculty Senate will need to be prepared, as decisions are made, to express its sentiment about those decisions. It is clear that the BOT will be giving President Paveza time to speak on a regular basis at their meetings. He will bring issues to the BOT as the Senate merits it in terms of issues that it has or reactions to their decisions. President Paveza pointed out that the BOT may be around for a long time and that the Senate needs to be prepared

to work with them. He will push the BOT again to make sure that when the committees are put into place which will mirror the five Goals, that members of the faculty be appointed and that those appointments follow the procedure for faculty appointments by going through the Senate.

President Paveza announced that a memorandum from Provost Stamps to all Deans and Chairs regarding supplemental summer assignments for 2002 has been mailed for immediate distribution.

PROVOST'S REPORT (Phil Smith)

Assistant Provost Smith gave a report on behalf of Provost Stamps who was unable to attend today's meeting. He reported that the news of the deliberations between the House and the Senate is not good, but it is not as bad as it could have been. It looks like the university is facing between a 5 and 6 percent reduction. This means that the university will receive approximately 12.9 million dollars, not including those cuts which have been specifically earmarked for the Health Sciences Center. Mr. Smith explained that the process which will unfold now is that the deans have been asked to prepare reduction plans. Meetings with the Provost will immediately begin to take place at which time plans will be presented, and those plans will be finalized within the next couple of weeks. There will be some impact on the summer, spring and fall semesters next year. The good news is that the university has been able to put approximately 1.3 million dollars back into the spring schedule. There will be some supplementary dollars available for summer.

A long-range future issue for the university is to begin the process of balancing our enrollment with respect to the resources. Provost Stamps will visit this issue with the Senate at a future date.

Assistant Provost Smith announced that sabbatical applications have been mailed. There is a web site which provides additional information. There are fifteen full-pay one-semester sabbaticals for next year. The two-thirds pay sabbatical program will be continued. The two-semester one-half pay sabbaticals will be available in an unrestricted number.

Faculty Assistant Elizabeth Bird announced that the university has taken out a trial subscription for Plagiarism.com for the spring semester. Information was sent to all deans and chairs asking them to distribute it to their respective faculty members. Dr. Bird is the contact person if anyone is interested in subscribing to the service, free of charge, for the spring semester, or if there are any questions.

At this time, Past President Nancy Jane Tyson asked President Paveza if he has been meeting with President Genshaft and, if so, what subjects have they been discussing. President Paveza responded that he and President Genshaft have been meeting on a monthly basis and discussing a number of issues. The first month he raised the whole issue of salaries and salary equity, which had been raised with him by a number of faculty at various points. In addition, President Genshaft raised with him a discussion of her concern about the need to begin a review of the General Education requirements. The second meeting focused heavily on his concerns relative to the BOT and really beginning to push the issue of trying to get the BOT to take a firm stand around the issues of both academic freedom and tenure. These have been the primary areas of discussion to date. There have been no discussions regarding Professor Al-Arian. President Paveza indicated that within the next few weeks President Genshaft will be receiving a report from the Security and Safety Task Force. He hopes, and would expect, that the Faculty Senate would have an opportunity to look at those recommendations and to reflect and comment on them.

Past President Tyson suggested that it would be in order for the SEC to recommend topics of discussion when President Paveza meets with President Genshaft. President Paveza responded that the SEC, as a whole, should feel free to give him direction in terms of what issues it would like for him to discuss with the President. In addition, he also hoped that the full Senate would give him issues for discussion.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

1. Committee on Committees (Cheryl McCoy)

Chair McCoy presented the following report on behalf of the Committee on Committees (COC):

Faculty Senate Executive Committee Meeting

December 5, 2001

Committee on Committees Report

Old Business - Faculty Senate - October 17, 2001

Committee on Committees Recommendations

Chair McCoy presented the following recommendations from the Committee on Committees (COC) regarding a review it did during the 1999/2000 AY of the Faculty Senate Standing Committee and Council charges. President Paveza asked that each recommendation be discussed separately.

Academic Computing Committee and Instructional Technology Council

The chairs of these two groups should meet to discuss whether or not there is a need for two separate committees that deal with very similar issues. In addition, there is some overlap on their membership rosters.

10/17/01 Meeting Action: It was reported that the chairs of these committees have met and have decided to keep these committees separate.

Update: *COC Chair McCoy contacted the chairs of the Academic Computing Committee and the Instructional Technology Council and confirmed that their decision was to keep the committees separate.*

Bachelor of Independent Studies Committee

The consensus was to disband this committee. There was no annual report from the committee, but it appears, based on the membership of this committee, that it is primarily a committee of the College of Arts and Sciences. However, we recommend that the BIS chair should be asked to defend its existence as a Faculty Senate Standing Committee before a final decision is made.

10/17/01 Action: A motion was made and seconded to refer this back to committee.

Update: *COC Chair McCoy contacted Kevin Archer, the current chair of the BIS Committee. He concurred with the COC and the Faculty Senate Executive Committee's recommendation that this committee, if it continues to function, should function within the College of Arts and Sciences and should no longer be a Standing Committee of the Faculty Senate.*

Faculty Evaluation and Standards Committee

It was recommended that this committee be disbanded because some of the functions as set forth in the charge are no longer valid. For example, this committee is charged to review TIP and PEP procedures. In addition, any requirements for tenure and promotion are negotiated through our contracts. Therefore, this committee cannot affect change on the tenure and promotion process. However, with new restructuring taking place, and the abolishment of the BOR, there may be a future need for this committee. If there is a need for a Faculty Evaluations and Standards Committee, a new charge should be written to reflect the needs of the faculty at that time.

10/17/01 Meeting Action: A motion was made and seconded to refer this back to committee.

Update: *There aren't any current members on this committee to contact. This fall, three new members were appointed to this committee but without the leadership and continuity of the existing committee, it will be hard to restructure this committee. COC Chair McCoy contacted Faculty Senate President, Greg Paveza and is still under discussion.*

University Honors Program Committee

It is recommended that this committee be disbanded. Currently, committee members from across the university serve in an advisory role to the director of the University Honors Program. We now recommend that the faculty who actually teach in the Honors Program begin serving in an advisory function to the director.

10/17/01 Meeting Action: A motion was made and seconded to refer this back to committee.

Update: *COC Chair McCoy contacted the Stuart Silverman, Dean/Director of the Honors Program, and he would like for the University Honors Program Committee to continue as a Standing Committee of the Faculty Senate. Dr. Silverman has contacted the other members of the UHPC and they concur with his decision. The UHPC has rewritten a portion of their committee charge and have submitted it to the COC for consideration.*

Respectfully Submitted,
Cheryl S. McCoy, Chair
Committee on Committees

The Bachelor of Independent Studies Committee (BISC) was discussed. President Paveza stated that the outcome of this committee needs to go before the Senate for a vote. The critical issue will be for someone to prepare a statement that argues for why the committee should be disbanded. He indicated that it would be useful if Professor Archer could prepare such a statement and be present to answer questions. Chair McCoy will work on this request.

The next committee discussed was the Faculty Evaluation and Standards Committee (FESC). President Paveza stated that he would select a chair, have them meet and review the current charge and make a decision as to whether or not the FESC should be disbanded or whether the charge should be rewritten in order to address some of the changes. As a member of the FESC, Senator-at-Large Sara Mandell stated that it is an important committee to have and it must seriously consider changing the charge and keeping the committee. Her reason for suggesting this is that faculty evaluation is not uniform throughout the university; that is, there is no uniform standard. Much of it is dependent not even upon the college in which the faculty member resides, but on the department. This committee could see to it that department chairs are held to certain standards, that colleges are held to certain standards, to be established perhaps by the Senate and this committee, together with the Provost. She feels it would help advance the reputation of this university immeasurably. President Paveza agrees that there really is work for a committee such as the FESC to do. Therefore, he will contact the current members to meet and review its charge.

In regards to the University Honors Program Committee, Graduate Council Chair Richmond pointed out that since the Honors Program was going to become the Honors College, that this changes the complexion of the committee. Therefore, he recommended that the possible disbanding of this committee be placed on hold to see if there will be an Honors College Council established.

Chair McCoy announced that the memorandum soliciting for committee and council nominations will be going out in the near future. The deadline for submission of nominations is February 15, 2002.

2. Library Council (Mary Kimble)

Chair Kimble presented the following report on behalf of the Library Council which consisted of addressing issues that were raised at the November SEC meeting, as well as how the Library is dealing with the budget cuts:

Report from Library Council Meeting, November 5, 2001.

Issues from last report:

Regarding Dr. Mandell's concern about the availability of journals for browsing, and President Paveza's concern about forcing faculty to access journals on line only. According to Jim Gray, Acting Director of the Tampa Campus Library, journals currently received as hard copies and available on line, hard copies will continue to be received. This stipulation is typically part of the contract with the publishers. That is, that the library will not discontinue subscriptions to the hard copies of journals once the journals are available on-line. All journals received as hard copies will be available for browsing in the current periodicals section of the library until they are sent for binding. Once bound, those that are available on-line will be sent to remote storage. Any item in remote storage can be requested by a student or faculty member and should be available within 24 hrs.

Regarding the problem of unusable e-journals and the request that all e-journals be in PDF or comparable format, Acting Director Gray asked that problems with electronic materials be e-mailed to him and/or Monica Metz-Wiseman. Their email addresses are listed below.

jgray@lib.usf.edu
monica@lib.usf.edu

How the Library is dealing with the budget cuts:

- Three positions will be given up. One was already vacant and in the other two, the individuals are leaving for personal reasons.

- Work-study students will be providing most of the manpower for maintaining the stacks, the circulation desk and Interlibrary Loan. Reserve desk will be closed. Only electronic access will be available for photocopied material. Books on reserve will be available at the circulation desk.
- Where possible, materials requested through ILL will be sent to the requestor via web or as an email attachment.
- If additional cuts are required, one option being considered is cutting back on the hours the library is open at night, on weekends and during the summer .

Senator-at-Large Mandell recommended that departments have libraries to house certain volumes pertinent to each department so that storage space is not taken from the main Library, making the materials available to people in those departments as well as to people in other departments. This would solve the storage space, as well as make individual departments happy. Chair Kimble responded that Dean Perez is willing to consider this option, but the biggest problem right now in instituting something like this is that most buildings do not have the space which would be appropriate. It would also increase staffing costs, as well as requiring that the building be open. Chair Kimble added that if this is the direction in which faculty wish to go, Dean Perez is willing to argue that library space be designed into new buildings. Senator-at-Large Mandell also recommended that one floor could be dedicated to closed stacks, accessible only by USF card from faculty and graduate students. This would eliminate the need for additional staff. She stressed that USF needs a library building that accommodates being a Research I university. President Paveza stated that he has conveyed this message to both the President and the Provost.

3. Instructional Technology and Distance Learning Council (Jeffrey Ryan)

Chair Ryan reported that his council is looking at a number of issues which will be presented to the SEC at a later date.

4. Graduate Council (John Richmond)

Chair Richmond reported that the obligatory filing of M.A. theses and Ph.D. dissertations electronically was recommended by the subcommittee working on that policy. This policy will go into effect Fall Semester 2002. He also received notification that currently BOT Chairman Richard Beard and President Genshaft plan to attend the February Graduate Council meeting.

NEW BUSINESS

1. Update of Parking and Transportation Services Master Plan (Gregory

Sylvester)

Director Sylvester attended today's meeting at which he distributed copies of the updated USF Master Plan: Parking and Transportation Analysis Recommendations consisting of the following points:

- Relationship to Master Plan Process
- Review of Process to Date
- Land Use
- Context of Future Campus Development - Growth
- Cost vs. Convenience
- Major Findings and Recommendations from Study
- Development Process of Plan
- Potential Implications of Not Approving Plan
- What is Best for USF?
- Conclusions
- Looking Forward

Director Sylvester's department is beginning to look at parking and transportation as a necessary infrastructure element that needs to have an adequate amount of services on campus in order for the campus to properly function. Results of the survey conducted during the 2001 Fall Semester, along with the feedback during open forums in the 2001 Spring Semester, have been formulated into an analysis report which is being finalized at this time. Some limited recommendations were implemented this fall with regards to the transportation services all within the framework of the current budget with no fee increases.

Director Sylvester pointed out that all the growth issues, such as increased enrollment, new programs, new research buildings, etc., impact parking services on campus by placing more of a demand on parking. Parking and Transportation Services is trying to quantify and consider these growth issues in planning for the future. He indicated that it comes down to cost versus convenience, especially since Parking and Transportation Services operates completely off of the revenues that are generated through fees and fines on campus.

If the Master Plan is not approved, some of the potential implications would be that the campus would not be able to move forward with its buildings and programs, there would be inadequate construction of garages, and there would have to be an increased use of the shuttle which would require people on campus to change their mind-set toward public transportation. Of course, the most detrimental outcome without

construction of garages and the transit services is the potential that the campus could run into a gridlock situation within two to four years. This would happen if nothing was done. So, the current Master Plan calls for two garages within the next five years and four garages within a ten year period. That portion of the Master Plan will be updated again in 2005. If the Master Plan needs to be either upgraded or downgraded, it will be done at that time.

Thus far, Director Sylvester stated, the Transportation Fee Committee has been created. Based upon the recommendations from the Transportation Fee Committee, faculty, staff and student rate structures will be reviewed as to what types of adjustments will need to be made to those to get to the bottom line. It is anticipated that this information will be forthcoming after the semester break. Assuming that the Master Plan is approved and that a new garage can be completed by Fall Semester 2003, Director Sylvester indicated that a program and bond financing for a new garage is currently being developed. At this time, the plan is to have a new garage located just south of the library, opening in 2003 and another structure opening in either 2004 or 2005. Graduate Council Chair Richmond pointed out that with the discussion which the SEC just had regarding the expansion of the library that the proposed parking structure be located somewhere else on campus. Director Sylvester indicated that he would take this suggestion to Steve Gift, Director of Facilities Planning, who is involved with building construction.

Discussion was held regarding the requirement that retirees pay for parking on campus. Undergraduate Council Chair Sandra Reynolds recommended that a compromise could be to charge a minimal parking fee that would allow them to park in a green lot. President Paveza added that this has been a topic of discussion between himself, President Genshaft and the Provost at least twice. He has voiced his own opposition to President Genshaft, not only to the current plan, but also to the proposed plan which is grandfathering a group of people in and new retirees would have to pay. President Paveza continued by stating that given the low pay scales at this university, that an appropriate life-time perk seems to be reasonable in terms of at least parking in a designated green lot. President Paveza will continue to raise the issue with President Genshaft when he meets with her because he feels it merits on-going discussion. In addition, Director Sylvester indicated that he will take back to the Administration that this presentation has been made to him.

OTHER

Graduate Council Chair Richmond offered a contrasting view to Senator-at-Large Mandell's comments with respect to the library on a couple of issues. First, he thinks it is a mistake for a department to have its own library. He added that faculty tend to cloister at the expense of the larger academic mission and a degree of sophistication that only interdisciplinary interaction provides. He thinks that one of the places where there can be a marketplace of the mind is the library where all the disciplines are serviced and where everyone convenes. The bottom line he was trying to make

was not to parcel the library out to multiple places, but to keep it in one place and then service that with people who are truly expert in library science and can provide the kind of expertise that would not otherwise exist if it were parceled throughout the university.

The other comment Chair Richmond made was that the School of Music needs a new building before there is a new library. He knows that the library has needs, but they pale in comparison to the needs of the School of Music. Senator-at-Large Mandell responded to his comments by agreeing and, therefore, rescinded her earlier statements.

There being no further business, the meeting was adjourned at 5:00 p.m.



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