University of South Florida

Scholar Commons

9-25-2013

USFSP Faculty Senate Meeting : 2013 : 04 : 12 : Minutes

University of South Florida St. Petersburg. Faculty Senate.

Faculty Senate Meeting - **April 12, 2013**, **12:30 PM**

Bayboro 220

I. Recognition of Members and Alternates: Susan Allen (President), Chris Davis, Kaya van Beynen, Steve Lang, Wei Guan, and Ella Schmidt, Alternate present; Deanna Michael for Cynthia Leung
Members Absent with apologies: Cynthia Leung

II. Recognition of Guests: Dr. Kathy Arthur, Chair of the General Education Committee, Norine Noonan, Regional Vice Chancellor of Academic Affairs

III. Approval of Agenda: Unanimous approval of the Agenda. Wei Guan made the motion and Deanna Michael seconded it.

IV. Approval of Minutes from Previous Meeting: Unanimous approval of the minutes with amended changes. Steve Lang made the motion and Kaya van Beynen seconded

V. Administration Reports:

- Interim Regional Chancellor – Dr. Bill Hogarth
- Regional Vice-Chancellor for Academic Affairs' Report – Dr. Norine Noonan

Dr. Hogarth could not attend the meeting.

Dr. Noonan reported that the sabbatical recommendations were on Dr. Hogarth's desk and would be going out by the following Monday. A workshop for Tenure and Promotion would be held in the early fall (2013) for the Tenure and Promotion Committees at USFSP. Chris Davis suggested inviting everyone on the faculty and staff who wished to attend. The discussion moved to the content of the Tenure and Promotion Application. Dr. Noonan explained that the content and organization of the required materials is specified on the form and the submission process would be electronic next year (2013-2014). Chris Davis and Steve Lang asked for clarity, and Chris Davis asked if there was a forum for faculty to express their concerns about the electronic process? Dr. Noonan stated that the administration would definitely listen to concerns about the process and assured the senate members that all faculty who are eligible for tenure or promotion have access to Adobe Pro for .pdf conversion. Ella Schmidt suggested that the administration inform all faculty that the media for submission had changed to electronic. Kaya van Beynan pointed out that .pdf files had problems with legibility of long files.

Dr. Noonan agreed that the technical issues in the submission process needed to be worked out in the early fall.

Dr. Noonan also announced that the World Languages degree had been fully approved. The Major and degree code was available, and the degree would open in Fall 2013. She also explained that the Annual Work Plan process was underway. Each institution within the USF system submitted information for the plan. For 2013-2014, the only new degree program at USFSP would be a Masters in Accountancy.

Because of the increased number of graduates, which means more family and parents attending commencement, the administration had piloted Web Streaming the ceremony to the USC at the December commencement. This process could add a potential 500 seats for the ceremony.

VI. Action Items:

A. General Education Form & process; input from committees & councils– Guest, Dr. Kathy Arthur and Dr. Norine Noonan

Dr. Arthur distributed the General Education Course Approval Form. This form will replace the Undergraduate Council Course Approval Form.   She went to the web sites for each college and the Undergraduate Council to find forms to use as examples and found that the Undergraduate Council had one form, CAS had two forms listed, COE had Curriculum and Program committee forms, and the COB had no forms linked on its web site. Using the Undergraduate Council form and the suggestions from the Senate, Dr. Arthur presented a draft form that the General Education Committee had developed for General Education course submissions.

Dr. Noonan supported the development of a USFSP form because it would give USFSP more control of its curriculum. The use of the Banner program by all of the institutions in the system made curriculum control difficult, but the approval process for new courses and the General Education curriculum offered by USFSP would allow some differentiation from other institutions in the system. Dr. Noonan believed that all undergraduate courses should use the same form—those applying for General Education status and those not applying for it.

Dr. Arthur asked the question, "If a course is already in the catalog and is becoming a General Education course, it must add the Student Learning Outcomes and assessment statements. Would the College councils need to review it?" Dr. Noonan replied that if the course is going to be changed, it needed to be reviewed in the established process. From this discussion, Steve Lang made the motion to adopt the General Education Course Approval Form with suggested changes. Those changes included that for General Education courses

the routing procedure would be from the department to the General Education Committee for initial approval. After the course meets the General Education requirements, it is then sent through the college approval procedures. After the course has met all institutional requirements and received approval from the Undergraduate Council, it will be resubmitted to the General Education Committee for final approval before going to the Office of Academic Affairs. The General Education Course Approval Form will be the only form used for undergraduate course submissions, but the General Education Committee will only assess courses applying for General Education status.   Chris Davis made a friendly amendment for all outdated course approval forms to be removed as soon as possible. Deanna Michael offered to look at the forms on the College of Education's web page.

President Susan Allen said that she would include the use of the General Education Course Approval form in her letter to the faculty about the accomplishments of the Faculty Senate in 2012-2013.

The members of the Faculty Senate thanked Dr. Kathy Arthur for her diligent work on the General Education Committee.

B. Annual Evaluation Process of Administrators
- Results – the results of the survey were reported in aggregate.
- Feedback to faculty – all faculty members had access to the result reports for all administrators
- Feedback to administrators being evaluated – Administrators who were evaluated were given access to their evaluations and invited to a meeting with President Allen and Dr. Hogarth
- Feedback to Dr. Hogarth and other administrators – Dr. Hogarth was given access to all administrative results reports

C. USFSP T & P Guidelines – Susan Allen
- Update on discussion at System Faculty Council
- Implementation of a Task Force

The Tenure and Promotion Guidelines from 1998 predate the USF system and their use causes confusion about who makes what decision in the tenure and promotion process. The process for tenure and promotion is faculty driven, but administrators also have a role. For clarity, only the USF system Board of Trustees (BOT) can grant tenure, but the President or her representative makes recommendations to the BOT. Chris Davis offered to find out if the BOT work group votes on tenure and promotion as the faculty do. According to the Collective

Bargaining Agreement (CBA), all changes in the tenure or promotion procedures are implemented one year after they are made. The electronic process discussed earlier in the meeting needed to be vetted and probably could not be implemented for a year after it was adopted.

VII. Business Items for Discussion:

    A. Meeting in May.

It was decided that there would be no meeting in May.

    B. Union Report – Steve Lang

Bargaining a new contract continues. The USF system administration hired a lawyer to negotiate for them.

    C. Other Business

Committee Reports: President Allen will send a form to the chairs for their reports.

Meeting Adjournment   2:30pm

Summary

Motions	Approval Status
Approval of Agenda	**_WG__ made the motion.** **_DM__ seconded the motion** **Senate voted to approve, 6-0**
Approval of minutes as amended.	**_SL____ made the motion.** **_KvB____ seconded the motion.** **Senate voted to approve, 6-0.**
To adopt the General Education Course Approval Form with requested changes. Friendly amendment to remove all outdated forms from all USFSP web pages	**_SL___ made the motion.** **_CD____ seconded the motion.** **Senate voted to approve, 6-0.**

Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Write an end of the year letter to the faculty that includes the use of	Susan Allen	

the new General Education Course Approval Form		
Communicate to faculty, administrators, and Dr. Hogarth aggregate results from Annual Evaluation of Administrators survey	Susan Allen	
Check college web sites for outdated course proposal forms	All senators (Deanna Michael for COE)	
Find out if the BOT (or BOT work group) votes on tenure and promotion	Chris Davis	
Committee Reports Form	Susan Allen	