

9-20-2013

USFSP Faculty Senate Meeting : 2013 : 09 : 20 : Minutes

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University of South Florida St. Petersburg

Faculty Senate Meeting Minutes- September 20, 2013, 9:00 AM Bayboro 205

- I. **Recognition of Members and Alternates:** Steve Lang (President), Chris Davis, Kaya van Beynen, Jamie McHale, Wei Guan, and Deanna Michael
Members Absent due to conflict: Ella Schmidt
- II. **Recognition of Guests:** RVCAA Vivian Fueyo
- III. **Approval of Agenda:** President Steve Lang made a motion for the agenda to be approved and Wei Guan seconded the motion.
- IV. **Approval of the Minutes:** Chris Davis moved to approve the minutes for 4.12.13 with corrections and Wei Guan seconded the motion. Senate approved 5-0 with one abstention, Jamie McHale, who had not been elected to Faculty Senate at the time of the meeting. Kaya van Beynen moved to approve the 8.23.13 minutes. Chris Davis seconded the motion. Senate approved 6-0.
- V. **Administration Report:** RVCAA Vivian Fueyo made the administrative report. Dr. Fueyo expressed that question are welcome and she intends to have an open door policy. Currently, the General Education Committee is revising the Student Learning Outcomes. The legislature reduced the number of math and science GE credits last year. Currently, Kathy Arthur, Chair of the GE Committee, is seeking feedback on the SLOs from faculty and department chairs. She will be working with Dr. Feuyo on the new Student Learning Outcomes.

The RVCAA has accepted the resignation of Regional Assistant Vice Chancellor of Institutional Effectiveness J. E. Gonzalez. He will continue until November 30, 2013. Because of the change to Canvas in December, Kathy Arthur is working with RAVCIE Gonzales to download assessment data from Blackboard. Academic Affairs is supporting faculty in accessing data. Kim Garvey is the contact person. (Note: Kaya van Beynen offered that Otis Wilder in the Poynter Library was charged with aiding faculty in the downloading of data from Blackboard.) Chris Davis expressed his shock about the absence of data. President Lang stated that he believed that institutional data is centralized through the USF system. Chris Davis suggested that RVCAA Fueyo work with the Office of Decision Support in Tampa. RVCAA stated that there is time for analysis of what we have and what we need. The new Regional Vice Chancellor

of Administrative and Financial Services (RVCAFS) Joseph Trubacz has ten years of experience in institutional effectiveness. Jamie McHale expressed the frustration of the faculty about the decentralized nature of data at USFSP and the system in general, especially for program approval, re-approval, accreditation, re-accreditation, and grant writing. Dr Fueyo answered that the administration plans to develop procedures for the data needed for all of those processes. She also suggested that we ask our colleges what is needed for program needs, accreditation reports, and grants.

The budget is still being discussed with the system administration. The Moody's rating for the system is a concern—as it is everywhere after the economic downturn. She informed the senators that USFSP is in strong financial conditions and that RC Wisniewska and she were working with system officials diligently.

VI. Action Items

- A. Election of a Secretary: After discussion it was unanimously agreed that the responsibility for taking the minutes would be rotated. Deanna Michael took the minutes 9.20.13. Ella Schmidt will take them at the next meeting as she had previously agreed to take them at the October meeting.
- B. Report on Committees – Steve Lang and Deanna Michael
 - Annual Reports from Spring 2013 need to be posted in the Digital Archives.
 - Membership vacancy: The Research Committee needed another member from CAS, but the CAS College Council decided that one representative was adequate. Charlie Vanover was inadvertently left off the Research Council list of members and was added. The COB Council wished to place Nina Schmidt on the DL Committee in place of Tom Ainscough. The Graduate Council needs substitutes for faculty on leave or on sabbatical.
 - DL Committee: The RVCAA's DL Committee is looking at accreditation compliance and budget issues. The Faculty Senate DL Committee is focused on academics. While there is overlap, the two have essentially difference missions.
 - Charge recommendations were discussed. The Charge for DL Committee was made when the senate created the committee. Kaya van Beynen stated that she would send it to the Committee on Committees. It was decided that the Committee membership and the charges for the committees needed to be on the Faculty Senate web site.

- Awards Committee Rubric: The Awards Committee created procedures last year and the Chair Todd Shank has been invited to bring those procedures to the Faculty Senate for approval. Kaya van Beynan reminded the senate that the dates for the awards have changed and that an announcement of the new due dates needed to go out as soon as possible. Steve Lang said that he would contact Wendy in the RVCAA's office about the dates and the need to communicate them as soon as possible.
- GE Council Progress: not discussed by senate
- DL Steering Committee – report was covered under DL Committee above.

Corrected list of Committees:

Standing Committee Membership

- **System Faculty Council from USFSP**
 - i. Chris Davis, Council President (COB) (2nd year)
 - ii. Steve Lang (COE) (1st year)
 - iii. Patricia Pettijohn (Lib.) (2nd year)
 - iv. Jamie McHale (CAS) (1st year)
- **Undergraduate Council**
 - i. Tom Ainscough, Chair (COB) – 2013-2016
 - ii. Kevin (Shun-Yung) Wang (CAS) – 2014-2017
 - iii. Bonnie Braun (COE) – 2014-2017
 - iv. James Schnur (Lib.) 2013-2016
 - v. Linda Crossman (Administrative Liaison) Ex officio
- **Graduate Council**
 - i. Lisa Starks-Estes (CAS) – 2010-2013
 - ii. Sharon Segrest (COB) – 2011-2014
 - iii. Zafer Unal (COE) – 2011-2014
 - iv. Tina Neville (Lib) – 2011-2014
 - v. Veronica Carroll (Grad Student) 201-2014
 - vi. Donna Knudsen non-voting Administrative Liaison from Graduate Studies – Ex officio
- **Research Council**
 - i. Alex Brice, Chair (COE) 2012-2015
 - ii. Charlie Vanover (COE) 2012-2015
 - iii. Deby Cassill (CAS) 2013-2016
 - iv. Scott Geiger (COB) 2013-2016
 - v. RVCAA or representative, non-voting ex-officio

- **Awards**
 - i. Todd Shank, Chair (COB) 2013-2016
 - ii. Christina Salnaitis (CAS) 2014-2017
 - iii. Alex Brice (COE) 2014-2017
 - iv. Deb Henry (Lib) 2014-2017
- **General Education**
 - i. Kathy Arthur, Chair (CAS Social Sciences) 2013-2016
 - ii. Morgan Gresham (CAS, Communication) 2012-2015
 - iii. Adrian O'Connor (CAS, Humanities) S2012-2016
 - iv. Hugh LaFollette (CAS, Humanities) S2012-2015
 - v. David John (CAS, Natural Sciences) F2013-2015
 - vi. Kathy Carvalho-Knighton (CAS, Natural Sciences) F2013-2016
 - vii. Deni Elliot (CAS, Communication) S2013-2016
 - viii. Rick Smith (COB, Mathematics, Social Sciences) F2013-2016
 - ix. Deanna Michael (COE, Social Sciences) F2012-2015
 - x. Gary Austin (LIB, Mathematics) F2012-2015
 - xi. ACAD AFF Director, Office of Institutional Effectiveness, Ex officio non-voting
 - xii. Rep from UGAC-TBD Ex officio non-voting
- **Distance Learning Committee**
 - i. Gary Austin, Chair – (Lib.) 2013-2016
 - ii. Tom Ainscough -- (COB and Rep. of Undergraduate Council) 2013-2016
 - iii. Zafer Unal – (COE and Rep. of Graduate Council) 2013-2016
 - iv. Kevin (Shun-Yung) Wang – (CAS) 2013-2016
 - v. Kim V. Garvey – Assistant Director of Distance Learning Ex officio

Presentation to the USFSP Board

Because of time constraints, the senators decided to send suggestions to President Lang via e-mail and copy each other on the e-mails.

VII. Business Items for Discussion

VIII. Revision of 1998 Promotion and Tenure Guidelines (update). Chris Davis presented the update. On Wednesday September 18, 2013 the Tampa Faculty Senate released their recommended changes to the 1998 Promotion and Tenure Guidelines. This revision had been worked on for several months by a committee compromised entirely of USF Tampa faculty, in response to a charge to revise issued by Provost Ralph Wilcox in January, 2013. A copy of that charge was distributed at the meeting. Because USFSP faculty were

unaware of the nature of this revisioning process, no parallel discussions have ever been had at our institution. Once USF Tampa gains approval for their new guidelines, the 1998 guidelines that have guided all system institutions will no longer apply to USF Tampa. This process leaves us with the following quandary: Our institution can create, vet, and adopt our own guidelines; we can agree to abide by the new guidelines created in Tampa as the new system wide guideline, or we can elect to simply stay with the 1998 Guidelines. Chris Davis took that document and created a merged 'legal redline' draft document that directly compares the 1998 Guidelines and the newly released USFT Faculty Senate Guidelines to highlight the changes proposed. There was a motion to send the faculty of USFSP an e-mail explaining the situation with the draft document 'legal redline' draft document merging the 1998 Tenure and Promotion Guidelines and the USF Tampa proposed Guidelines. The motion as approved.

Senators acknowledged that changes to procedures and practices that span the three institutions that comprise USF was complex and frequently led to misunderstanding of roles and responsibilities, in turn giving rise to confusion. An additional example of such is the existence of 5 sets of guidelines for the nomination and selection of Distinguished University Professors. That process alone needs to be rationalized. Also the 1998 Guidelines defined the specific roles within the tenure and promotion process. An example is that departments and the scholarly community are responsible for evaluation of scholarship and the administration is responsible for procedural integrity of the process.

Deanna Michael and Kaya van Beynen requested that we clarify what a separate process and procedure for tenure and promotion mean legally for system membership. Chris Davis and Steve Lang agreed to address this request from the USF System and UFF perspectives. There was a motion to send the faculty of USFSP an e-mail explaining the situation with the legal 'redline' document merging the 1998 Tenure and Promotion Guidelines and the USFT proposals. The rest of the senators thanked Chris Davis for his role on the system level working to clarify these issues.

- A. **Union Report.** Union has put forward article revisions and the USF system administration has not responded.
- B. **Dates for Meetings have been confirmed.**
- C. Proposed Future Guests: tabled until next meeting.

Senate adjourned at 11:06.

Summary

Motions	Approval Status	
Approval of Agenda	_SL__ made the motion. _WG__ seconded the motion Senate voted to approve, 6-0	
Approval of April 12, 2013 Minutes with changes	_CD__ made the motion. _WG__ seconded the motion Senate voted to approve, 5 yeas, 1 abstain, 0 nays	
Approval of August 23, 2013 Minutes with changes	_KvB__ made the motion. _CD__ seconded the motion Senate voted to approve, 6-0	
Motion to rotate responsibility of taking minutes among members	_JM__ made the motion. __KvB__ seconded the motion. Senate voted to approve, 6-0	
Motion to send e-mail to faculty with the draft comparison of the 1998 Tenure and Promotion Guidelines and the USFT Faculty Senate proposal.	_JM__ made the motion. _WG__ seconded the motion. Senate voted to approve, 6-0.	
Actions (Follow-up)	Person(s) Responsible	Deadline (if any)
Request that dates for faculty awards and process deadlines be communicated to faculty and committees	Steve Lang to Wendy in RVCAA	As soon as possible
Send DL Committee its charge and request that it meet to discuss how to accomplish its charge	Steve Lang and Deanna Michael	As soon as possible

System Faculty Council members seek affirmation of the open communication with USFT and USFSM faculty concerning the revision of the Tenure and Promotion Guidelines. (continuing)	Chris Davis, Steve Lang, and Jamie McHale	10/18/13
Invite Regional Chancellor Wisniewska to make administrative report and to discuss faculty governance topics with Faculty Senate. (continuing)	Steve Lang	As soon as possible
Send e-mail to faculty explaining that the USFSP faculty senate has become aware of the USF Tampa proposed guidelines and request responses to the document. The merged document would be attached to the e-mail and a deadline would be given for a response to senators from the college.	Steve Lang and Deanna Michael	9/27/13
Investigate what a separate tenure and promotion process means legally for the system faculty, especial those at USFSP and USFSM.	Chris Davis	As soon as possible