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**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
February 6, 2008**

Present: Michael Barber, Laurence Branch, Jennifer Cainas, Gail Donaldson, Emanuel Donchin, Dale Johnson, Gene Ness, Christine Probes, Philip Shenefelt, Sandhya Srinivasan, James Strange, Paul Terry, Larry Thompson, Graham Tobin

Provost's
Office: Tapas Das, Dwayne Smith, Ralph Wilcox, Linda Whiteford

Guests: President Judy Genshaft, Steve Cooke

The meeting was called to order by Faculty Senate President Michael Barber at 3:05 p.m. The Minutes from the January 9, 2008, meeting were approved as presented.

SPECIAL REPORT FROM PRESIDENT JUDY GENSHAFT

President Genshaft attended today's meeting because she will be out of town attending a SACS meeting when the Faculty Senate meets on February 20th and she wanted to give a budget update. In addition to the Vice Presidents working together on how the 15 percent budget reduction can be accomplished, consultant Dr. Stephen Portch held a workshop involving administration, deans, faculty, and staff which focused on areas that are in need of reengineering. One emphasis was on the importance of moving forward in spite of the budget issues. Other issues of importance included communication, global initiatives, data warehousing, technology, and research infrastructure. President Genshaft talked about shadow systems and that it would not be advisable to eliminate these unless it is known whether or not the central operation system works. She mentioned the possibility of having someone with an expanded portfolio (no difference in salary) to work university-wide to put the necessary technology items in place.

Due to the present expenditures of the Johnnie B. Byrd Sr. Alzheimer's Center & Research Institute, State University System Chancellor Mark Rosenberg has proposed to lawmakers that the Institute be fully integrated with the University of South Florida (USF). At this point, the outcome of this proposal was unknown.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox welcomed and introduced two new members of the Leadership Team from the Provost Office which includes two former Senators Dr. Tapas Das, Associate Provost and Dr. Linda Whiteford, Associate Vice President for Academic Affairs. They will be joining Senior Vice Provost Dwayne Smith and Associate Provost Kofi Glover as members of the key Leadership Team in Academic Affairs.

Provost Wilcox spoke of the budget challenges of the university. He reiterated the importance of open and transparent communication review on a regular basis along with seeking appropriate solutions for these challenges.

Provost Wilcox distributed the following documents: Chart of University of South Florida 2007-2008 Operating Budget Educational and General Budgeted Expenditures; E-mail message (February 03, 2008) sent to the academic deans updating college deans on the Budget Reduction Process with solutions to the challenges faced throughout the budget reductions; and a power-point presentation of Florida's Public Higher Education Budget Outlook and USF's Prospective Response. Provost Wilcox reviewed the following pages of this presentation, and noted some key actions including the background supporting the actions:

The Challenge Before Us: Understanding the challenge and the magnitude of the cuts USF is facing is crucial. Last fall, USF was asked to return 3.6 percent of the base budget. USF was not asked to return funds this semester, but the state discussed 3.8 percent less funding to USF beginning January 2008. If this budget cut trend continues, by the end of this fiscal year, USF will have been expected to absorb a 7.4 percent base budget reduction (recurring dollars). The president has asked in anticipation of continuing budget challenges in the 2008-2009 fiscal year that another 7.6 percent of the base budget across the university be set aside. This equates to 15 percent or approximately 51-52 million dollars for USF.

All Source Budget at USF: The E&G (General Revenue + Lottery) represents a little more than 20 percent of the total budget. Provost Wilcox advised Senate members to consider all sources as the university seeks to sustain and position itself in the future.

Core Principles to Guide Budget Reductions at USF: The faculty's job and the job of the students is to hold the leadership of this university honest and accountable to making decisions within the four principles of centrality, quality, demand, viability, and sustainability. The Budget Priorities Advisory Task Force has been charged to focus on these principles in their recommendation process.

Budget Reduction Guidelines: The key points are: prioritizing the progress toward USF's strategic goals; strengthening the institution's commitment to student learning; protecting the faculty's research; securing financial integrity, and maintaining campus security.

General Revenue Tax Collections Can Be Expected to Grow 5 percent Per Year But Vary Dramatically Across the Economic Business Cycle: This chart showed that economic downturns are not uncommon in the State of Florida, and reveals that at no time in the past thirty-five years, has it experienced the sort-of rapid and deep downward turns experienced at present and in the near future.

FY 2008-09 Promises to be Difficult: Depicts, given current tax revenue collections in the State of Florida today, what the future will be. This chart reveals the recurring and non-recurring deficits that the state has to deal with. The January's tax revenue collections will show if there has been a "leveling off," or if it continues.

Florida's Tuition is Lowest in the Nation: This chart reveals that Florida has the lowest tuition rate.

Cuts in State Funding Could Reduce Funding per FTE to Historic Lows: This chart reveals that with the combined revenues generated through tuition, plus state appropriation, Florida is not last. There is some degree of compensation by the higher-than-average state appropriation. For every FTE generated, Florida has \$11,534 dollars to spend across the State University System, with the U.S. average being \$13,600. At the Board of Governor's meeting, universities were asked to revise their enrollment plans for the upcoming academic year to bring them into alignment with the current budget reduction. USF is in the process of reducing its enrollment plan for next year by 7.5 percent. Provost Wilcox stated that these economic challenges are nation-wide.

Florida Has the Worst Student/Faculty Ratio in the United States: Florida is last in the student/faculty ratio.

Research Labs: This depicts USF as last at 42 percent of projected research space needs met.

University of South Florida Recommended Actions and Impact of the Cuts: Provost Wilcox spoke of the importance of budget cuts and recommended actions, but stressed the impact the cuts will have on the State of Florida. Some of the efforts in budget reductions have been to prioritize vacant positions. The remaining vacant faculty lines constitute a significant portion of what is projected will have to be returned to the State. Other efforts in budget reductions include a freeze on all non-essential spending.

The Greatest Concerns: Layoffs, faculty recruitment/retention and availability of classes. Summer class offerings will not be affected. At the next Board of Trustees meeting, there will be a recommendation to implement the differential tuition and 15 percent increase effective in the fall.

Next Steps – Short Term: Presently the size of classes are not anticipated to be reduced. They will be more consistent with a high quality, instructional and learning experience. Provost Wilcox stated that further information is available on the Provost's website.

In an effort to expedite the process, Provost Wilcox will be meeting with co-chairs of the task force. University-wide efficiencies are being sought in saving within areas such as business practices across the university and across the divisions. Identification of new revenues will take place, as well as follow-up of present and past commitments.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Honorary Degree Recommendations (Steve Cooke)

On behalf of the Honors and Awards Council (HAC) Chair Steve Cook presented the following candidates for the Honorary Degree:

- Ms. Trisha Brown, Doctor of Visual and Performing Arts
- Dr. Lewis A. Barness, Doctor of Public Health

Both recommendations came to the SEC from the HAC with a motion to approve. President Barber opened the floor for discussion. Hearing no comments or questions, the motion from the HAC was seconded and unanimously passed to present these honorary degree candidates to the full Senate with a recommendation from the SEC of their acceptance.

b. Review of Committee/Council Nominations (Philip Shenefelt)

Committee on Committees (COC) Chair Philip Shenefelt reported that the COC had received three requests for revisions of charges: minor revisions from the Undergraduate Council and the Council on Education Policy and Issues (CEPI), and a substantial revision to the charge of the Commencement and Convocation Committee (CCC). All the proposed revisions were forwarded to the SEC from the COC with a recommendation to approve. The SEC reviewed the requests separately.

Undergraduate Council Charge: Proposed revisions were made to the Responsibilities, the Operating Procedures, and the Membership Sections of the charge. A motion was made and seconded to accept the proposed revisions and forward them to the full Senate. This motion passed unanimously.

Council on Education Policy and Issues: Proposed revisions were made to the sections on Responsibilities and Membership. A motion was made and seconded to accept the proposed revisions and forward them to the full Senate. The motion passed unanimously.

Commencement and Convocation Committee: COC Chair Shenefelt explained that the charge for this committee was outdated and needed to be completely revised. Justification for the revised charge was provided by the CCC Chair. A motion was made and seconded to accept the proposed revised charge and forward it to the full Senate. This motion passed unanimously.

c. Committee on Committee Recommendations (Philip Shenefelt)

COC Chair Shenefelt presented following Faculty Senate Standing Committee and Council recommendations approved by the COC:

**COMMITTEE ON COMMITTEES RECOMMENDATIONS
FOR FACULTY SENATE STANDING COMMITTEES AND COUNCILS
Spring Semester 2008**

Committee on Faculty Issues
Kathleen Armstrong (COM)

Council on Educational Policy and Issues

Lynn Wecker (COM)

Donald Wheeler (COM)

Council on Technology for Instruction and Research

Don Hilbelink (COM)

Smita Mathur (Lakeland)

General Education Council

Philip Levy (CAS)

Victor Peppard (CAS)

Governmental Relations Committee

Beata Casanas (COM)

Graduate Council

Patricia Kruk (COM)

Honors and Awards Council

Pat Daniels (EDU)

Library Council

Eleni Manolaraki (CAS)

Research Council

Dana Zeidler (EDU)

Undergraduate Council

Jay Coble (VPA)

A motion was made and seconded to accept the Committee on Committees recommendations as presented. President Barber called for discussion. Hearing none, this motion was passed unanimously. These nominations will be forwarded to the full Senate for approval.

d. Research Council Activities Report (Christine Probes)

Research Council Chair Probes reported the following council activities:

Dr. Karen Holbrook, Vice President of Research and Innovation attended the January Research Council meeting along with others. The Council is awaiting word on distributing more internal grants due out on approximately February 15, 2008. A copy of Faculty Focus Groups on Research Support at USF: Summary (Draft 1/11/08) was distributed to the SEC for informational purposes. The Focus Groups have not developed

anything radically different from the survey conducted by former Council Chair Gregory Teague.

Dr. Elizabeth O’Connell, Coordinator of the Internal Awards Program, gave a brief synopsis of the mission of the Internal Awards Program, sponsored through the Office of Research. She distributed a handout of three graphs showing the funds dispersed for Research and Creative Scholarship Grants, Faculty International Travel Grants, and Conference Support Grants. A question was asked pertaining to the reduction in the amount of monies available. Dr. O’Connell responded that these grants are funded by the indirect cost recovery of the internal grants. In addition to funding these grants, this money goes to pay staff salaries, compliance adherence, and conduct pilot studies.

In 2002, the Research Council devised a new plan (or model) for these internal grants to diversify the portfolio and divide the research and creative scholarship grant into three different grants. Some new programs are: Creative Scholarship Grant for faculty in the Arts and Humanities; New Researcher Grant for faculty who have been on staff for less than three years; and the Established Researcher Grant for faculty who have been with USF more than three years.

e. Plus/Minus Grading System (Larry Thompson)

Undergraduate Council Chair Thompson stated that the Plus/Minus Grading System was passed by the Undergraduate Council in a split vote. A discussion was held as to whether or not the plus/minus grading system should be revisited. The SEC unanimously agreed to leave the policy as it stands.

OLD BUSINESS

a. Proposed Bylaws Amendment regarding term “Regional Campuses” (Emanuel Donchin)

On behalf of CEPI, Chair Donchin presented a proposed Bylaws Amendment regarding the use of wording “regional campuses.” The following amendment defines the concept of the regional campus for the purposes of the apportionment in the Senate Bylaws so that it excludes St. Petersburg from being considered a regional campus.

“For the purpose of this document, the term “Regional Campus” refers to a member campus of the USF system which is (a) a separately administered campus geographically located away from Tampa, and (b) wherein the Tampa campus is responsible for the accreditation (including SACS and professional) and academic quality of that campus, including program approval, faculty recruitment and evaluation., Any entity governed by its own Academic Senate, and reporting directly to the President of USF, will not be considered a “regional campus” within the context of this document...”

Two questions were raised by members of CEPI: 1) When does this change take effect – with the current elections or next year? 2) The St. Petersburg Campus has requested to

keep a “voting” representative on the Research Council, due to the fact that the Research Council is system-wide and not just Tampa.

The proposed amendment came to the SEC from CEPI with a motion to approve as presented. The motion was seconded and opened for discussion.

Parliamentarian Tobin pointed out that (1) the amendment is actually to the Constitution and not the Bylaws, and (2) according to the Constitution, any changes in either the Constitution or the Bylaws are to be presented to the Faculty Senate at the next meeting, and voted on at the following Senate meeting. Discussion continued.

It was decided that the new St. Petersburg apportionment would go into effect in spring 2009. Presently there are four vacancies and two nominations on the table. The question was asked if the terms could be for one year. A motion was made and seconded to adopt the following: (1) St. Petersburg has agreed that there will be no representation on the Tampa Campus Faculty Senate; therefore, for the AY 2008-2009, the St. Petersburg terms would be changed to one year. (2) The SEC will approve the proposed amendment from CEPI and decide how to implement it. The next step would be to decide what to do regarding the request from St. Petersburg representation on the Research Council. There was a call to question. A vote was taken and was unanimously passed to approve these actions.

b. Annual Assessment of University Administration-Proposed Implementation Timeline
(Paul Terry)

This item was deferred to the next meeting. Committee on Faculty Issues (CFI) Chair Terry will e-mail the information to the SEC to review prior to the meeting.

c. CFI Feedback on Community Engagement Draft Document (Paul Terry)

This item was deferred to the next meeting. CFI Chair Terry will e-mail the information to the SEC to review prior to the meeting.

Chair Terry stated that he will meet with Professors Susan Greenbaum and Harold Keller to review the CFI draft on community engagement. Results of this meeting will be sent to SEC members along with a proposed timeline.

NEW BUSINESS

a. Student Evaluation of Instruction

President Barber reported that Student Government has asked that Academic Affairs post current student evaluations of instructors on the website for students to view. The request is that the reports go from the Vice Provost to Student Government and Student Government will make the evaluations available on-line. Discussion was held. A motion was made and seconded that the SEC recommend to Provost Wilcox that the

evaluations be put on-line for student access through the Provost's website rather than the website for Student Government. The motion passed unanimously.

b. Emeritus Parking (Gail Donaldson, Emanuel Donchin)

Library Council Chair Donaldson discussed the Proposed USF Policy on Emeritus Status, wherein it is stated that one of the rights of Emeritus faculty is "Emeriti are granted free parking in the green lots *or* the same parking rights as those of regular faculty."

In essence, the pass is free, but Emeriti faculty have to obtain a daily pass at the Visitor Information Center. A possible solution would be to "ticket" Emeritus professors when they come on campus, thereby eliminating the need for them to stop, making the process more efficient. There have been some issues with this process in terms of access. Another issue is that by not charging Emeriti professors for parking effects revenue for Parking and Transportation Services (PTS). Discussion was held. Provost Wilcox commented that the Emeritus parking is a budgetary issue. However, the cost of a parking permit could be added to the honorarium paid by the department for the faculty's teaching. President Barber stated that this issue could be an opportunity to make sure PTS is operating efficiently, as well as make the parking for Emeriti more flexible and less intrusive. Provost Wilcox added that his office is fully committed to finding a way to promote this issue and will continue to work in this fashion to reach a reasonable conclusion.

AGENDA FOR FACULTY SENATE MEETING, FEBRUARY 20, 2008

President Barber discussed the following actions:

- In light of the fact that several Senators have missed two or more meetings, Sergeant-at-Arms Ness will send a letter encouraging them to attend regularly.
- Provost Wilcox has asked the Senate to review USF policies and procedures regarding academic integrity and dishonesty and provide recommendations to him by May 16, 2008.
- Vice President Laurence Branch has been asked to follow up on the status of the Faculty Handbook.
- President Barber has been asked to nominate four faculty members to sit on the review panel for ICAR (Intercampus Academic Relations Document). It was suggested that past chairs of the faculty councils and former Senators of Sarasota and Lakeland campuses become members of this review panel. The nominees were Elizabeth Bird, Emanuel Donchin (volunteer), Steve Permeth and Edward Friedlander from Tampa; William Armitage and Richard Marshall from Lakeland; and Stephen Graves and Weimin Mo from Sarasota. The list will be forwarded.

There being no further business, a motion was made to adjourn at 5:20 p.m.