

2010

## AY 2009/2010 SEC meeting minutes: 10 Jan 13

Faculty Senate

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**FACULTY SENATE EXECUTIVE COMMITTEE MEETING  
MINUTES**

January 13, 2010

Present: Rosalie Baum, Ellis Blanton, Laurence Branch, Kenneth Cissna, Emanuel Donchin, Grandon Gill, Dale Johnson (representing the Research Council), Michael LeVan, Christine Probes, Arthur Shapiro, James Strange, Paul Terry

Guests: Chad Brown (*The Oracle*), Marilyn Burke (representing the Publications Council), Tapas Das, Dwayne Smith, Ralph Wilcox

On behalf of President Branch, Secretary Terry called the meeting to order at 3:05 p.m. The Minutes from the meeting of December 2, 2009, were approved as presented.

**REPORTS FROM OFFICERS AND COUNCIL CHAIRS**

a. Approval of Election Schedule – Paul Terry

Secretary Terry presented the USF Tampa Faculty Senate 2010/2011 Senate Election Schedule for review and discussion. The list of voting units and their apportionments was not available at this time due to the lack of current information from the Veteran's Administration. Once that information is received, the list will be sent via electronic mail to the Senate Executive Committee (SEC) for a vote. A motion was made and seconded to accept the Senate Election Schedule as presented. The motion unanimously passed.

**OLD BUSINESS**

a. Review of Proposed Articles III – VIII of Bylaws – Paul Terry, Kenneth Cissna, Dwayne Smith

The floor was turned over to Committee on Committees (COC) Chair Ellis Blanton to begin the discussion. He explained that after comparing the proposed revisions between the old and new Article III. Committees and Councils, COC Chair Blanton prepared his observations to be viewed as comments for discussion. The first comment addresses the use of the term "University Committees" throughout this Article which should be replaced with "University-Wide Committees." The floor was opened for discussion. During the discussion, it was realized there may be duplication of committees and councils to deal with campus-specific and system-wide issues, and each Faculty Senate will have its own committees and councils to develop. Several suggestions were offered, and the final decision was to replace the term with "USF System Committees and Councils (also known as University-Wide Standing Committees and Councils)."

To accommodate the guests that were at today's meeting, COC Chair Blanton moved to Section B. Faculty Councils and the proposal to combine the Research and Publications Councils. Publications Council Chair Marilyn Burke commented that the council has no

funding at this point and combining it with the Research Council would eliminate that problem. Research Council Vice Chair Dale Johnson added that this council does not want to lose the broad aspect of its charge and suggested that maybe the Publications Council could be combined with the Library Council. Chair Burke responded that the Library Council does not have anything to do with the Publications Council and that suggestion was not acceptable. Additional comments led the SEC to decide that there would be no change in the operations of the Publications and Research Councils; therefore, they will continue to operate as separate councils.

The next issue discussed was the proposed deletion of the Commencement and Convocation Committee (CCC) and the Governmental Relations Committee (GRC). President Branch commented that there was no rationale to keep the GRC if its functions were handled by the President's Office. He recommended that the committee be deleted. A motion was made and seconded to delete the Governmental Relations Committee as a Standing Committee of the Faculty Senate. The motion passed with 2 nays.

A motion was made and seconded to delete the Commencement and Convocation Committee as a Standing Committee of the Faculty Senate. The floor was opened for discussion. Like the GRC, the functions of the CCC have been taken over by the President's Office. There was a call for vote. The motion unanimously passed.

Due to the interest of time, the SEC will return to discussion of the remaining comments from COC Chair Blanton and CEPI Chair Emanuel Donchin at the February meeting.

b. Textbook Adoption and Affordability – Emanuel Donchin and Tapas Das

CEPI Chair Donchin reported that the council discussed the proposal to add two questions pertaining to the adoption and use of textbooks to course evaluations: 1) Justification for choice of textbooks and/or support materials. 2) Use of required textbook and/or support materials, if applicable, in learning the course. CEPI was in agreement that the first question should be included in the course syllabus. Guidelines for doing so should be provided by Academic Affairs to all faculty who assign textbooks and support materials to include a brief justification for choosing the particular textbook assigned. Faculty should also comment, when appropriate, on the extent to which the particular edition assigned to the class differs significantly from previous editions.

CEPI also supported the second question and recommended that Academic Affairs conduct a pilot study so that the nature and variability of the students' responses could be assessed and the extent to which this question yields useful data that can be used in evaluating the effectiveness and efficacy of the textbooks assigned. The degree to which the question should be added to all teaching assessment tools will depend on the results of these pilot studies.

Associate Provost Tapas Das reported that a Textbook Affordability Committee was created and has promulgated a new regulation called "Textbook Adoption and Affordability," Regulation No: USF 3.029. Following CEPI's recommendation, the

Provost's Office will develop a statement requiring that each faculty member includes a justification statement for textbook and/or support material selection in the course syllabi. In addition, a new question #9 (Use of required textbook and/or support materials, if applicable, in learning the course) will be added as a pilot for one year. However, the score for this question will not be used in obtaining the overall score. Results from the pilot study will be used in determining action for subsequent years.

A motion was made and seconded to approve that faculty be required to provide a justification for the textbook and/or support materials and to add question #9 to the course questionnaire. The motion unanimously passed. The Textbook Adoption and Affordability issue will be on the agenda for the January Faculty Senate meeting.

c. Instructor Career Path Guidelines – Dwayne Smith

Previous to today's meeting, Senior Vice Provost Smith had provided President Branch with the "University of South Florida – Tampa, Career Path for Instructors: Promotion Guidelines" (12/21/2009) to be considered by the SEC and the Faculty Senate at their January meetings. Senior Vice Provost Smith explained that this document is the outcome of a contractual agreement between Academic Affairs and the United Faculty of Florida to develop a set of procedures. He pointed out that numerous comments from a broad array of faculty, including members of CEPI, had been incorporated into this version. However, not all comments/suggestions could be utilized because of being contradictory to some of the suggestions adopted or because they would serve to alter the fundamental structure of the process. Each campus will be responsible for creating its own guidelines; how they choose to do that is up to them, but a campus cannot opt out of developing guidelines. There was a call to question. A motion was made and seconded that the SEC supports the "University of South Florida – Tampa, Career Path for Instructors: Promotion Guidelines" with the template to be made available to the other campuses. The motion unanimously passed. The guidelines will be presented to the full Senate at its January 27, 2010 meeting.

## **REPORT FROM EXECUTIVE VICE PRESIDENT AND PROVOST RALPH WILCOX**

Provost Wilcox reported on the following:

- Enrollment is strong at 3.5 percent over last year.
- Academic Affairs is working on the management of enrollment by moving students through and admitting brighter, more accomplished students that bring more college courses with them. As students move through at a faster rate there is the need to bring in more students.
- The focus is now on a phenomenon called "yield" ensuring that higher proportions of freshmen students that have applied and have been admitted actually enroll in the summer and spring. The quality of the students that apply has increased thereby creating

the challenge of the Tampa campus to focus its efforts on research activities to encourage and recognize this growing entity.

- One hundred or more National Merit Scholars and their families will be brought in next month.
- There will be an opening ceremony for the new School of Global Sustainability on February 11 and 12, 2010. Invitations will be forthcoming.
- In response to student demand, the USF Tampa Library will be 24/5 this semester. Utilization, along with security costs, will be tracked.
- A committee has been set up on the emerging USF system. President Genshaft has invited representatives to participate on the committee.
- The Chancellor has announced a new funding drive with the title of “New Florida” that will be anchored in the SUS.
- With the emergence and growth of the state college system, there is the challenge of differentiating and articulating the value of a state college degree and a university degree.
- Four searches are in progress: (1) Dean, Marine Science; (2) Director of the School of Global Sustainability (external); (3) Director, Florida Institute of Oceanography; and (4) Dean, College of Nursing (which reports to the Senior Vice President for Health) is close to closure.

## **REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT LAURENCE BRANCH**

Professor James Strange, Chair of the Graduate Council, was asked to provide an update on the Greg Knight situation.

There has been little or no faculty response to the code of ethics policy which will soon go to promulgation. SEC members were encouraged to review the code and send comments to Mr. Jeffrey Muir, University Compliance Office, by Monday, January 18, 2010.

There being no further business, the meeting was adjourned at 5:20 p.m. The next meeting of the Senate Executive Committee will be February 10, 2010.

**ADDENDUM**  
**Outstanding Items**  
**Senate Executive Committee Meeting**  
**November, 2009**

1. Committee on Faculty Issues, along with CEPI Chair Donchin, to re-examine Emeritus policy (09/03/08 SEC Meeting).
2. Formal procedures for creating a logo – Michael Barber (09/03/08 SEC Meeting).
3. Role of adjuncts at a research university to be pursued by CEPI (10/01/08 SEC Meeting).
4. Status of graduate teaching awards from Graduate Council – James Strange (10/01/08 SEC Meeting).
5. Future discussion of the structure and ownership of the committees that report to the Faculty Senate – Michael Barnett (01/07/09 SEC Meeting). Issue on hold while new Constitution is being developed.
6. Report from Provost Wilcox on regional campus accountability (02/04/09 SEC Meeting).
7. Selection of members for Resolution Implementation Committee – Steve Permuth (04/08/09 SEC Meeting).
8. Discussion of recent revisions to Bylaws and Constitution – Michael Barnett (06/03/09 SEC meeting; 07/01/09 SEC Meeting; 09/09/09 SEC Meeting; 10/07/09 SEC Meeting; 11/04/09 SEC Meeting)
9. Request of Provost Office for credentials of faculty teaching summer school – Steve Permuth (06/03/09 SEC Meeting).
10. Request of Provost Office for quantification of summer school class sizes – Steve Permuth (06/03/09 SEC Meeting).
11. Feedback from Graduate and Undergraduate Councils on mechanism for dialogue between faculty, students and administration on changing the type of course offerings available – James Strange and Michael Le Van (06/03/09 SEC Meeting).
12. Feedback on approval for existing courses that are changed into on-line courses – James Strange and Michael Le Van (06/03/09 SEC Meeting).
13. Change in policy review process – invite either a member of Office of the General Counsel or Vice President Kathleen Moore to a meeting (06/03/09 SEC Meeting).
14. Status of funding for Publications Council – Ralph Wilcox (07/01/09 SEC Meeting)

15. Discussion of USF System Governance Document (07/01/09 SEC Meeting; 11/04/09 SEC Meeting; to be distributed to SEC by Larry Branch for edits)
16. Decision regarding display case (07/01/09 SEC Meeting)
17. Feedback from Office of General Counsel on issue of privacy and SafeAssign – Michael LeVan (10/07/09 SEC Meeting)
18. Request to President Genshaft that Steve Permut be added as a member of group discussing the USF System – Larry Branch (10/07/09 SEC Meeting)
19. Discussion of Articles III-VIII of Bylaws (12/02/09 SEC Meeting)
20. Request for Provost to report on the areas in which USF is excelling/lagging with regards to doctoral degree productivity and competing for students (11/04/09 SEC Meeting).
21. Feedback from CFI on draft definition of faculty statement – Paul Terry (11/04/09 SEC Meeting)
22. Timeline from General Counsel Steve Prevaux for revision of Post-Retirement Policy #0-614 – Emanuel Donchin (12/02/09 SEC Meeting)
23. Summation of questionnaire results regarding policies on textbook royalties – Emanuel Donchin (12/02/09 SEC Meeting)
24. CEPI findings and recommendations on proposed Promotional Track for Instructors – Emanuel Donchin (12/02/09 SEC Meeting)
25. Creation of ad hoc committee to prepare a Faculty Senate response to Article 13, Layoff and Recall – Laurence Branch (12/02/09 SEC Meeting)
26. Names of 10 Senators sent to Provost Wilcox for consideration of membership on ad hoc committee on Promotion and Tenure – Laurence Branch (12/02/09 SEC Meeting)
27. Strategic Performance Update Report to Faculty Senate – Graham Tobin (12/02/09 SEC Meeting)

## **Completed Items**

Report on textbook affordability – Tapas Das (12/02/09 SEC Meeting); completed 01/13/10 SEC Meeting)