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## **AY 2012/2013 FS meeting minutes: 2012-09-19**

Faculty Senate

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**FACULTY SENATE MEETING**  
**September 19, 2012**  
**3:15 – 5:15 p.m. \*\*\***  
**Chamber Room 4200 Marshall Student Center**

1. Call to Order
2. Moment of Silence for Colleagues
3. Welcome – Introduction of Officers and New Senators
4. Approval of April 18, 2012 Minutes
5. Reports by Officers and Council Chairs
  - a. Call for Committee on Committees Members – Ellis Blanton (5 minutes)
6. Old Business
  - a. Update on Outstanding Items – Gregory Teague
7. New Business
  - a. Results of New On-Line Student Evaluation of Instruction – Paul Dosal, Stephen RiCharde, Marvin Moore (35 minutes)
  - b. Transition from Blackboard to Canvas – Michael Pearce (15 minutes)
8. Report from President Judy Genshaft (15 minutes)
9. Report from Provost Ralph Wilcox (20 minutes)
10. Report from USF System Vice President Gregory Teague (10 minutes)
11. Report from USF United Faculty of Florida – Paul Terry (5 minutes)
12. Report from Faculty Senate President Gregory Teague (10 minutes)
13. Issues from the Floor (5 minutes)
14. Next scheduled meeting – October 17, 2012
15. Adjourn to Reception

## **USF FACULTY SENATE MEETING MINUTES**

September 19, 2012

The meeting was called to order at 3:15 p.m. by Faculty Senate President Gregory Teague.

### **MOMENT OF SILENCE FOR COLLEAGUES**

Before conducting business, there was a moment of silence for the following colleagues who passed away during the 2011-2012 academic year: John Wolan, W. Wade Burley, Sr., Phil Bosserman, Bradley Nickels, Alma Bryant, Lloyd Jones Bray, Jr., Donald Lee Roy Lantz, Daphne Washington, Michael Kovac, Ralph Donald Wyly, Jr., Herbert Kimmel, and Ben Flower.

### **WELCOME – INTRODUCTION OF OFFICERS AND NEW SENATORS**

President Teague introduced and welcomed the new Senators for 2012-2013: William Black and Rosemary Closson (College of Education), Norma Alcantar (College of Engineering), Claudia Dold and Barbara Lewis (Libraries), William Marshall (College of Medicine), Afriyie Johnson (College of Nursing), and Kamila Dell (College of Pharmacy). The new officers are: Philip Levy – Vice President, Gail Donaldson – Secretary, Arthur Shapiro – Sergeant-at-Arms, Elizabeth Bird – Parliamentarian, and Steve Permuth – Senator-at-Large.

### **APPROVAL OF APRIL 18, 2012 MINUTES**

A motion was made and seconded to approve the minutes from the April 18, 2012 meeting. There was no discussion or corrections. The motion unanimously passed to approve the minutes as written.

### **REPORTS BY OFFICERS AND COUNCIL CHAIRS**

a. Appointment of Committee on Committees Chair – Gregory Teague

President Teague announced that Senator Ellis Blanton has agreed to continue as Chair of the Committee on Committees (COC) for 2012-2013.

b. Call for Committee on Committees Members – Ellis Blanton

Chair Blanton announced that the Faculty Senate council nomination process is reaching the point where it will soon be time to review nominations to fill current vacancies. He explained that in order to complete the review, one Senator from each college is needed to serve on the COC. For those colleges that have only one Senator, for example Marine Science and Pharmacy, the Senator is automatically named to the committee. At today's meeting, Chair Blanton asked that Senators from the other colleges decide amongst themselves who will be their representative. Without a representative on the COC, that

college does not have a voice in shared governance. Senators should let Ms. Ann Pipkins in the Faculty Senate Office know of their interest in serving on the COC.

c. Out-of-Cycle Vacancies – Gail Donaldson

Secretary Donaldson called for Senate nominations to fill vacancies that still exist from the spring election in the following colleges: Arts and Sciences (4), Behavioral and Community Sciences (1), Business (1), Engineering (1), Medicine (3), and Nursing (1). As of today, 2 nominations have been received for Arts and Sciences, 1 for Behavioral and Community Sciences, and 2 for Medicine. The Senate Executive Committee (SEC) will appoint eligible faculty for 1 year terms. Secretary Donaldson asked Senators to encourage their colleagues to apply. The deadline for nominations is 5:00 p.m. on Friday, September 28<sup>th</sup>.

**OLD BUSINESS**

a. Update on Outstanding Items – Gregory Teague

The Senate Executive Committee (SEC) has reviewed the follow-up items for the Faculty Senate, with the following results:

- Item 1. Invitation to Mr. Skip Holtz [or other USF Athletics representative] to attend Senate Executive Committee to which Senators would be invited (FS Mtg. 03-31-10; revised SEC 3-7-12). This item will be revisited by the SEC.
- Item 2. Proposed language from CEPI for USF Policy 4.0108-Tuition Waivers to be forwarded to the administration for consideration (FS Mtg., 11-17-10); Steve Permuth (SEC meeting 3-7-12). This item will be deleted.
- Item 3. Senator Steve Permuth, UFF representative, suggested that the Faculty Senate consider creating a subcommittee to look into a self-insurance plan (FS Mtg. 03-21-12). The SEC agreed to keep this item open, but it will be reframed.
- Item 4. Creation of Welcoming Committee, suggested by Senator Steve Permuth, for USF Polytechnic faculty transitioning to USF Tampa campus (FS Mtg. 04-18-12). This item will be deleted.

**REPORT FROM PRESIDENT JUDY GENSHAFT**

President Genshaft did not give a formal report, but thanked those who were able to attend her Fall Address which was held before today's Faculty Senate meeting. The Senate, in turn, congratulated her on surviving a tough year.

## NEW BUSINESS

- a. Results of New On-Line Student Evaluation of Instruction – Paul Dosal and Marvin Moore

Dr. Marvin Moore of the Office of Institutional Effectiveness, Academic Planning and Review, presented the results of a pilot study conducted this past summer. He explained that the university has purchased a new software application, eXplorance Blue, which supports online-based student evaluations of teaching. This application has several potential advantages, including support for local hosting, flexible scheduling, customization of questions and reports, and the ability to handle team-taught courses and cost effectiveness. Student comments can be handled within the online system, eliminating the need to have comments typed as done with the current paper system. Whereas the current paper evaluation system costs roughly \$144k per semester, costs associated with the online system should be less than \$90k per semester.

A pilot test of the system was conducted by the Office of Institutional Effectiveness during the 2012 summer session. Thirteen volunteer instructors/courses were included in the pilot. The pilot test used the same 8 evaluation questions used in the existing paper system; however, these questions could be tailored at the college level and possibly to the department level in the future. Response rate was a key issue examined during the pilot test. It was found that response rates for the pilot online system were similar to those historically obtained with the existing paper system (typically in the range of 60-70%). Faculty feedback was positive; no feedback request was made of students. It is anticipated that the on-line process will be fully in place by spring semester 2013. Where it goes from here with the process rests solely with the faculty; however, the Provost indicated that full implementation would need to occur by the Spring 2013 semester. There will be a faculty committee to oversee and evaluate the process and help set parameters. Provost Wilcox will solicit volunteers through the deans across the university including USF Health. The floor was opened for discussion.

It was clarified that the committee should be able to shape and evaluate content, response rate, and timing (i.e., control of when to activate the online evaluation). It was recommended that the committee include a broad spectrum of volunteers to allow more of the burden to fall on the shoulders of tenured faculty. In response to the concern of confidentiality versus anonymity of respondents' identifies, Dr. Moore stated that, while the system would not be completely anonymous, only a few people would be able to access the data.

Senator Kathryn Hyer made the motion that the Faculty Senate endorse a plan to use the new online evaluation process in the fall for online courses. The motion was seconded and discussed. Provost Wilcox asked for clarification on whether or not the motion pertained to all online courses. The motion was revised to "the Faculty Senate endorses this process and must be used in the fall for all on-line courses." The revised motion was discussed. A question was raised regarding blended (partially online) courses and the use of the evaluation. Going by the Board of Governors definition of on-line courses, the motion was revised to read "the Faculty Senate endorses this process and must be used in



the fall for current and all fully on-line courses.” A vote was taken and the motion passed with 1 abstention.

b. Transition from Blackboard to Canvas – Michael Pearce

Vice President Pearce attended today’s meeting to give background information on the university’s transition from Blackboard to Canvas. He explained that the decision to move to Canvas was not a technology-driven decision, but instead was a functionally-driven decision based on an evaluation of various available systems by the LMS (Learning Management System) Review Committee. This committee is tasked with ensuring that the LMS used at USF continues to meet the needs of faculty, staff, and students as the university moves into the 21<sup>st</sup> Century. An internal evaluation and test environment was established during the summer/fall of 2011 with the outcomes vetted through the appropriate academic groups. There was a 90 percent vote to move to Canvas due to its open-based system, flexibility, and user friendly capabilities. The University has extended its current license for Blackboard through December, 2013 in order to ensure a smooth transition to Canvas. A full transition is expected to be complete by that time (December, 2013). Questions regarding the transition may be sent to Vice President Pearce ([mpearce@usf.edu](mailto:mpearce@usf.edu)).

## **REPORT FROM PROVOST RALPH WILCOX**

Provost Wilcox’s report consisted of the following items from the Board of Governors (BOG) meeting held the previous week:

1. Change in general education course requirements. As of the 2014-15 academic year, general education course requirements will be reduced from 36 to 30 hours, with general education courses limited to five courses in each of 5 disciplinary areas. Statewide committees have been formed to determine the five courses to be offered in each area; these committees are comprised of faculty from State colleges and universities. USF has representation on four of the five committees, and the Provost has tasked Deans Eisenberg, Moy and Sullins to keep the USF academic community apprised of the committees’ progress. The reduction in general education course requirements will have significant budget impacts on all universities.
2. Excess credit hours. Senators were asked to remind students that when they take more than the required number of credit hours to graduate, it will cost them significantly. Students need to be kept on track to take courses required and move them to graduation. This same message will also be sent to advisors.
3. Capital development. In the recent past, PECO funds have provided \$40-\$50M per year to USF; however, in the coming year estimates indicate that \$30M or less will be available for institutions across the state. USF’s share of these funds will not even cover its deferred maintenance costs. John Long reported that there is now discussion of revising Florida’s debt structuring guidelines to ease this situation, and that a draft report is due out in approximately one month.

4. Shifting funding paradigm. There is a shifting paradigm in regard to revenue; that is, there has been a collapsed increase in revenue but an increase in tuition revenue. The State will no longer fund enrollment growth. Funding for the 2013-14 fiscal year will be performance-based as opposed to being based upon enrollment figures. In addition, fifteen million dollars has been allocated for performance-based funding contingent upon information technology performance. The funding will be shared by more than four universities. Vice Provost Graham Tobin is coordinating USF's application for these funds which is due next week.
5. Thirteenth university. A thirteenth university, in the form of a virtual university, has been advocated by the incoming Speaker of the Florida House of Representatives.
6. Statewide pre-approval process for new programs. There will be a State-wide preapproval process for new programs, due to the concern of duplicated programs across the State. Due to budget issues, it is unlikely that USF will support any new program proposals that require new funds.
7. Budget issues

Due to the \$37M reduction in its recurring base budget, the Tampa campus will embark upon a budget rebasing that will bring its recurring expenditures in line with its recurring revenue. Everyone (faculty, staff, and students) needs to be engaged in setting priorities. John Long, Provost Wilcox and USF-Health CEO Stephen Klasko will lead the process.

Although it is anticipated that the state will restore \$37M to USF's budget next year, USF is being cautious about its expenditures. USF is burning through its cash reserves quickly and needs to align the next 5-year strategic plan with budget and enrollment plans. Dr. Paul Dosal is heading efforts to develop a 5-year strategic enrollment plan.

## **REPORT FROM USF SYSTEM FACULTY COUNCIL VICE PRESIDENT GREGORY TEAGUE**

Vice President Teague introduced USF System Faculty Council (SFC) President Christopher Davis who is a faculty member on the St. Petersburg campus. In his capacity as USF System President, Dr. Davis is also a member of the Board of Trustees.

Dr. Teague reported that the SFC has an active agenda for this year. It has provided feedback on the USF proposed System Policy on Criminal Background Checks. The SFC will be reviewing the proposed new School of Public Policy and Urban Affairs. The awarding of honorary degrees will be reviewed to determine how the process can be system-wide. The SFC is in the process of drafting its Constitution.

## **REPORT FROM USF UNITED FACULTY OF FLORIDA PRESIDENT PAUL TERRY**

President Terry reported the following:

- The UFF USF Collective Bargaining Team has been approved and appointed. Members are: Robert Welker, Chair (COB), Frank Prytle (ENG), Lisa Rapp-Paglicci (CBCS), Steve Permuth (EDU), Adrienne Berarducci (NUR), Steve Lang (St. Petersburg), and Ross Alander (Sarasota). The first organizational meeting with the USF System Administration will be on Monday, September 24, during which the current collective bargaining agreement (2010-13) will be negotiated.
- Over the next couple of weeks, all in-unit employees will be receiving via Survey Monkey a collective bargaining survey for input on prioritizing bargaining items.
- The Florida Supreme Court has heard UFF's case regarding the 3% reduction in faculty retirement benefits. A final ruling has yet to be made, but it seems likely that the ruling will favor UFF. If this occurs, the state will need to find money somewhere to restore these funds, and it's possible that the Governor will once again target retirement funds.
- USF System President Judy Genshaft was commended in her handling of the former USF Polytechnic situation. A special commendation was given to Dr. Kathleen Moore, USF System Associate Vice President and Senior Vice Provost Dwayne Smith for their work with faculty and staff during the transition.

## **REPORT FROM FACULTY SENATE PRESIDENT GREGORY TEAGUE**

President Teague's comments consisted of the following items:

- He alerted the new Senators that when they receive e-mail messages from "Faculty Senate" that they are actually from Ms. Ann Pipkins, Administrative Specialist to the Faculty Senate.
- He asked that Senators be more engaged in their colleges and work on ways to communicate more actively with faculty within and outside their units and with college-level governing bodies.
- The budget rebasing project will move forward soon; specifics of faculty involvement will become clear as the structure becomes defined.
- The tenure and promotion guidelines will be revisited, and President Teague will be asking for volunteers to participate.
- Faculty volunteers are needed to work on the committee for the evaluation of instruction.
- Faculty volunteers are also needed to work on the transition from Blackboard to Canvas project.



- Change in education and attitudes need to be dealt with; that is, there is a need to have a way of thinking forward and the Senate should be that body from which it should emanate. The Senate needs to be aware of how it might react to those kinds of changes and be more innovative with colleagues and councils to make it a more active and visible body.

## **ISSUES FROM THE FLOOR**

1. Senator Wendy Nembhard asked whether it was necessary to use both the attendance cards and the sign-in sheet to record attendance at Faculty Senate meetings. President Teague suggested she discuss this with Sergeant-at-Arms Arthur Shapiro.
2. It was suggested that the agenda for Faculty Senate meetings be distributed to all faculty with a list of Senators attached.

President Teague announced that the next Faculty Senate meeting is scheduled for October 17, 2012. Before adjourning, he invited everyone to the reception immediately following the meeting.

The meeting was adjourned at 5:22 p.m.

## **ADDENDUM**

### **Follow-Up Items Faculty Senate**

1. Invitation to Mr. Skip Holtz [or other USF Athletics representative] to attend Senate Executive Committee to which Senators would be invited (FS Mtg. 03-31-10; revised SEC 3-7-12). Will be revisited by SEC (09-19-12).
2. Senator Steve Permuth, UFF representative, suggested that the Faculty Senate consider creating a subcommittee to look into a self-insurance plan (FS Mtg. 03-21-12). Item will be reworded in response to budget needs (FS Mtg., 09-19-12).
3. Faculty are needed to serve on the committee to review the tenure and promotion guidelines (FS 09-19-12).
4. Faculty are needed to serve on the committee to monitor the evaluation of instruction process (FS 09-19-12).
5. Faculty are needed to work on the Blackboard to Canvas transition (FS 09-19-12).