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AY 2013/2014 SEC meeting minutes: 05 Jun 13

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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA**

June 5, 2013

3:00-5:00 p.m., Student Services (SVC) 5012

1. Call to Order, Review of Agenda, Introductions
2. Approval of Minutes from May 8, 2013 Meeting
3. Reports by Officers and Council/Committee Chairs (15 minutes)
 - a. Tenure & Promotion Guidelines Initiative – Greg Teague, et. al.
 - b. Reports from Councils (Chairs) and Initiatives (various)
4. Old Business
 - a. eXplorance Blue Update – Marvin Moore, Wendy Nembhard, Cynthia Patterson, Steve RiCharde (20 minutes)
 - b. SACS Update – Steve RiCharde, Karla Davis-Salazar, Sandy Cooper, Bill Biersdorf, Greg Teague (25 minutes)
 - c. Brief Updates on Budget Reengineering and Travel Management – Ralph Wilcox, Graham Tobin, Greg Teague (10 minutes)
 - d. Summer SEC Schedule
5. New Business
 - a. Changes in MCOM – John Curran (15 minutes)
6. Report from Provost Ralph Wilcox (25 minutes)
7. Report from Faculty Senate President and USF System Faculty Council Vice President – Gregory Teague (10 minutes)
8. Other
9. Adjourn - Next Scheduled Meeting – July 17, 2013

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USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
June 5, 2013

Present: Lisa Brown, Gail Donaldson, Karla Davis-Salazar, Sherman Dorn, Steve Permuth, Arthur Shapiro, Andrew Smith, Gregory Teague, Marzenna Wiranowska

Absent: Ellis Blanton, Randy Borum, Marilyn Burke, Versie Johnson-Mallard, Philip Levy, Tom Mason, Brianne Stanback

Provost's Office: Dwayne Smith, Graham Tobin, Ralph Wilcox

Guests: William Biersdorf, Sandy Cooper, John Curran, Barbara Lewis, Marvin Moore, Wendy Nembhard, Cynthia Patterson, Steve RiCharde, Shelley Stewart

Faculty Senate President Gregory Teague called the meeting to order at 3:00 p.m. Before proceeding with the meeting, introductions were made. The Minutes from the May 8, 2013 meeting were approved as presented.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

- a. Council on Faculty Issues – Steve Permuth
 - The lecture capture issue is under study.
- b. Research Council – Lisa Brown
 - Dr. Douglas Jessup will be the chair for the 2013-2014 academic year; vice chair has yet to be determined.
 - An in-depth report will be sent to President Teague.
- c. General Education Council – Karla Davis-Salazar
 - Based upon results of the survey sent by the Steering Committee to the faculty disciplinary committees, the social science course will be History. A sixth course has been added to the recommended Social Science courses – ECO X013 Macroeconomics. A sixth course has been added to Natural Sciences – AST X002 Astronomy. And, a sixth course has been added to Humanities – THE X000 Theatre Appreciation. These are all still “recommended” at this point.
 - The Steering Committee will be sending out guidelines.
 - The Council will work on how USF adopts courses.
- d. Graduate Council – Sherman Dorn
 - Approved the Graduate Catalog for next year.
 - Approved a normative statement about how advisors and professors should be interacting with students.

- e. Tenure and Promotion Guidelines Initiative – Gregory Teague
- Meetings are being held on a regular basis.
 - The committee is moving from discussions in principle to putting policy into draft form. President Teague will be consulting with the Office of the General Counsel on regulation versus a policy and seeking clarification of where in the document the language should be placed.
 - It is anticipated that a draft document will be presented to the Senate Executive Committee (SEC) by the end of the summer before it is presented to the Faculty Senate.

Secretary Donaldson inquired whether the new guidelines recommended by the T&P workgroup would result in modifications to the T&P application form that is currently in use. She noted that the current form does not appear to give applicants credit for work on research grants unless they are the PI or Co-PI of the grant project. This means that collaborative work completed as a Co-investigator would not be counted, even though collaborative research is encouraged by the Strategic Plan.

President Teague indicated that changes to the application form were not part of the immediate responsibilities of the T&P work group, but that relevant changes to the application would be expected to occur in a secondary phase of work. Senior Vice Provost Smith commented that the wording in the current application form was not meant to exclude work completed in the role of Co-Investigator and was not normally interpreted as such.

Secretary-Elect Barbara Lewis asked President Teague that the T&P Committee consider non-tenured faculty participation in the process.

OLD BUSINESS

- a. eXplorance Blue Update – Marvin Moore, Wendy Nembhard, Cynthia Patterson, Steve RiCharde

As chair of the Faculty Senate Ad Hoc Committee on Implementing Online Student Evaluation of Instruction, Senator Nembhard reported that the main concern expressed by students were privacy/confidentiality issues. Specifically, that they wanted reassurance that faculty did not have access to their evaluations.

Senator Cynthia Patterson will be committee chair next year.

Dr. Moore reported that 5,500 courses were included in the spring semester evaluation which generated 75,000 student responses. This was a 52 percent response rate which held steady against a 53 percent response rate for in-class evaluations. Overall mean responses were the same. The general feeling was that eXplorance Blue worked well, but the following issues did come up:

- Data for evaluations was located in different sources and had to be pulled together to make the evaluation process work.
- Duplicate faculty IDs created problems.

- Some faculty did not have an e-mail address and for this reason did not get evaluated.
- The definition of a course with multiple instructors needs to be corrected so that all instructors can be included.
- There were problems generating an email and sending it to all students at once; this needs to be worked on.
- Alternate date courses will be accommodated in the summer.
- The identity of laboratory instructors needs to be correctly listed in Banner, so that instructors are associated with the correct lab sections. Faculty need to be made aware of this, and departments need to make sure the information in Banner is correct.
- Some faculty did not receive e-mails about the pilot test.
- The ability to generate reports should be available in the next iteration.
- Work on creating a supplemental file is under way.
- The ability to review past reports is being repaired so that a generic link goes directly to the report.

Recommendations from SEC: Some faculty who were taking a course did not receive an e-mail to do an evaluation. Also, more analysis needs to be done to determine the minimum class size to be included in the online evaluation process.

Chair-elect Patterson reported the following items to be addressed next year:

- guidelines and policies for process,
- additional use of eXplorance during next semester,
- student privacy and the Sunshine law,
- the ability to vary the timing of evaluations during the semester,
- monitoring of response rates,
- student incentives,
- infrastructure issues,
- continued implementation, and
- possible syllabus language.

Senior Vice Provost Smith confirmed that language on how to interpret response rates for purposes of T&P was sent out.

Chair Nembhard added that the process has come a long way and most faculty seemed to be okay with it. However, the more faculty and students know about the process, the better.

- b. SACS Update – Steve RiCharde, Karla Davis-Salazar, Sandy Cooper, William Biersdorf, Gregory Teague

Dr. RiCharde reported that April 6, 2015 is the scheduled SACS onsite visit for the Tampa campus. The committee's focus will be on the QEP (Quality Enhancement Plan). The SACS report date is due September, 2014.

As a member of the SACS team, Dr. Davis-Salazar reported the following:

- The QEP needs to be more focused and aligned with the Strategic Plan. It is created from institutional data based upon what are students working on and how they are doing that work. The QEP will have a broad-based consistency across the university. Feedback will be solicited over the next two years. The QEP is due four to six weeks before the SACS visit.
- A QEP Steering Committee has been created, and its first meeting is scheduled for June 21, 2013.
- The QEP is used by SACS to find out how closely the institution is following the plan it has put into place.

Future updates will be provided by Drs. RiCharde and Davis-Salazar.

Dr. RiCharde added that twenty-two principles of the SACS requirement will have a distance learning component. Ms. Sandra Cooper, Director of University College, is taking the lead with this component. She explained that the three components of the comprehensive standards are faculty competence, faculty evaluation, and faculty development. For each of these standards, SACS requires the institution to specifically address the unique qualifications of faculty members who are teaching distance learning courses. Ms. Cooper distributed a handout listing the specifics. Senior Vice Provost Smith and Faculty Senate President Teague will be leading the campus in these three areas.

Mr. William Biersdorf, Multimedia Developer at University College, distributed an “Online Instructor Self-Check” handout which guides faculty through a process of documenting that those who teach electronically-delivered courses possess the unique qualifications to do so. In parallel, an online course verification and checklist was created. This online instrument guides instructors through the process of documenting that each online course includes items as required by COC-SACS for electronically delivered courses, certificates and programs. A survey will go out to all instructors who will be teaching distance courses in Fall 2013. By Spring 2014, a response to the survey will be required in order to teach an online course.

Provost Wilcox added that the Fall 2013/Spring 2014 the self-study is due. He said that implementation has to occur immediately and, in order for this to happen, help from faculty and staff across campus is needed.

When asked where USF is on credentialing, Dr. Moore responded that presentations have been given to all colleges as to what needs to be done. There is a piecemeal review of official transcripts in Human Resources. A list of faculty with transcripts on file will be sent out to each college/department.

- c. Brief Updates on Budget Reengineering and Travel Management – Ralph Wilcox, Graham Tobin, Gregory Teague

During the recent meeting on budget reengineering, two issues came up: (1) There seemed to be agreement that the committee could move forward to draft principles, and (2) progress has been made in that people recognize how challenging the process can be; however, there is still confusion. The process is taking longer than anticipated. There was nothing new to report on the Travel management process.

- d. Summer SEC Meeting

President Teague asked everyone to put a tentative hold on July 17 for the next meeting.

NEW BUSINESS

- a. Changes in COM – John Curran

Dr. Curran attended today's meeting to consult with the SEC about the dissolving of the Center for Transitional Science and Innovation in the College of Medicine. Due to funding issues the center has been rearranged. Faculty were either put back into a department or will retire; all staff have been placed in alternate locations. It was clarified that since this center was not an academic unit, the USF System policy on restructuring was not applicable to this situation, although the SEC appreciated Dr. Curran's coming to report on the change.

REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox distributed and reviewed the highlights of the USF System Initiatives Funded by the 2013 Legislature and Approved by Governor Scott. Items of particular interest were the Florida Center for Cybersecurity at USF and the potential changes to base tuition. Legislative proviso language provides for the Board of Governors to submit a report on the Florida Center for Cybersecurity at USF, including proposed operating and capital budget, to the Governor and Legislative Leadership by December 1, 2013.

The Board of Trustees (BOT) will be meeting on the St. Petersburg campus on June 6, 2013. On June 18-20, the Board of Governors (BOG) will be on the Tampa campus for its annual approval of work plans. President Teague added that an invitation has been received from the Advisory Council of Faculty Senates for faculty to have breakfast with the BOG, and he would accept recommendations from the SEC.

There being no further business, the meeting was adjourned at 5:10 p.m.