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AY 2013/2014 SEC meeting minutes: 17 Jul 13

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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA**

July 17, 2013

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

1. Call to Order, Review of Agenda
2. Approval of Minutes from June 5, 2013 Meeting
3. Reports by Officers and Council/Committee Chairs (25 minutes)
 - a. Update on Lecture Capture – Steve Permuth
 - b. Out-of-Cycle Approval of Council Nominations – Ellis Blanton
 - c. Update on Tenure & Promotion Guidelines Initiative – Greg Teague, et. al.
 - d. Other Reports from Councils (Chairs) and Initiatives
 - e. Annual Reports
4. Old Business
 - a. August Meeting
5. New Business
 - a. Update on Office of Graduate Studies – Dean Dwayne Smith (10 minutes)
 - b. Update & Discussion RE: President's Budget Directive –
Dwayne Smith (10 minutes)
 - c. Discussion of Open Access Journal Options – Tom Mason, et. al. (10 minutes)
6. Report from Senior Vice Provost Dwayne Smith (20 minutes)
7. Report from Faculty Senate President and USF System Faculty Council Vice President –
Gregory Teague (5 minutes)
8. Other
9. Adjourn - Next Scheduled Meeting – August 14, 2013

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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
July 17, 2013**

Present: Ellis Blanton, Lisa Brown, Sherman Dorn, Barbara Lewis, Tom Mason, Steve Permuth, Andrew Smith, Gregory Teague

Absent: Randy Borum, Marilyn Burke, Gail Donaldson, Karla Davis-Salazar, Versie Johnson-Mallard, Philip Levy, Arthur Shapiro, Brianne Stanback, Marzenna Wiranowska

Provost's

Office: Nick Setteducato, Dwayne Smith

The meeting was called to order at 3:05 p.m. by Faculty Senate President Gregory Teague. For the benefit of guests, introductions were made. The agenda was approved as presented. The Minutes from the June 5, 2013 meeting were approved as written.

REPORTS BY OFFICERS AND COUNCIL/COMMITTEE CHAIRS

- a. Update on Lecture Capture – Steve Permuth
Dr. Permuth, Chair of the Council on Faculty Issues, is waiting to hear from General Counsel Steve Prevaux to schedule a meeting.
- b. Out-of-Cycle Approval of Council Nominations – Ellis Blanton
Senator Blanton, Chair of the Committee on Committees (COC), presented three nominations for the Honors and Awards Council for out-of-cycle approval. He explained that the council has work to do now, and these nominations need to be approved so that the work can commence before the fall semester begins. This would be the second term for Drs. Marzenna Wiranowska and Srinivas Katkoori. Dr. Eleni Manolaraki was approved for another council, but was not selected; therefore, her credentials have been reviewed by the COC. A motion was made and seconded to approve the three nominations. The motion unanimously passed.
- c. Update on Tenure and Promotion (T&P) Guidelines Initiative – Gregory Teague, et. al.
President Teague reported the following:
 - Draft documents are being developed on the T&P process which will be presented to the Faculty Senate on September 18 for input and a formal vote.
 - There will be a meeting of department chairs with Senior Vice Provost Dwayne Smith and members of the T&P committee on Thursday, July 18 to get their reaction to the committee's work and solicit input.
 - Meetings with deans and with chairs of the department T&P committees will be scheduled.

- In terms of document structure, the Provost would like there to be a policy on T&P rather than merely a guidelines document alone.
- It was clarified that the work of the committee is at the institution level – USF, i.e., Tampa – and not system-wide. However, the two other Senates, which have their own initiatives underway, are being kept informed, and suggestions regarding revision may flow in either direction.

d. Other Reports from Council Chairs and Initiatives

1. CEPI – Tom Mason
Chair Mason reported that the council will be meeting in September at which time it will finalize language for a policy concerning the use of instructor authored/published course materials to prepare it for promulgation.
2. Bylaws
President Teague will solicit Senators to assist Parliamentarian Drew Smith in reviewing the Bylaws. A list of issues will be presented at the next meeting.
3. QEP
President Teague reported that this group has had a preliminary meeting.
4. ITN – Travel Management
Mr. Setteducato, Executive Director in the Provost's Office, reported that although USF was working with a potential partner, it fell through and a decision was made to reopen negotiations. The committee will be reconvened. It is hoped to begin piloting by the end of the fall semester or by the end of the year. The committee's goal is to provide a value added service with expense savings. Mr. Setteducato added that responses to the ITN have been coming in.

e. Annual Reports – Gregory Teague

Annual reports have been received from the Research Council and the Council on Technology for Instruction and Research. President Teague reminded everyone that reports are due by the beginning of fall semester.

f. Student Affairs Committee – Steve Permeth

As a member of the search committee for the Vice President of Student Affairs, Dr. Permeth reported that the group is working on how it can bring students and faculty together as a contribution to student success. To that end, a number of faculty appreciation gatherings will be taking place during the fall. In addition, meal plans are available for faculty and staff through USF Dining Services via payroll deduction. Dr. Permeth advised the Student Affairs Committee to be in touch with a faculty member who can assist in disseminating information to faculty.

OLD BUSINESS

a. August Meeting

President Teague will be out of the country during the regularly scheduled August SEC meeting. Therefore, it has been rescheduled for August 14.

NEW BUSINESS

a. Update on Office of Graduate Studies – Dean Dwayne Smith

Due to new economic realities, Dr. Smith will be taking on the additional title and responsibilities of dean of graduate studies at USF, effective August. The Graduate School will become the Office of Graduate Studies under this change, with a goal of redoubling its support for graduate education, strengthening services for graduate students, and streamlining related business processes. He explained that it was a cost-savings decision to move the dean position into that of a current administrator. The core center of elements will be retained, but the office will become a help center to units on how to help colleges help their graduate students. Dean Karen Liller will return to teaching in the College of Public Health.

b. Update & Discussion RE: President's Budget Directive – Dwayne Smith, Nick Setteducato

Dr. Smith provided a scenario as to how USF is experiencing a budget reduction for 2013-2014. Mr. Setteducato attended today's meeting to assist in the discussion and to answer questions. He explained that the causes for this reduction are due to accrued liabilities and an accounting change imposed on the depreciation of assets. Therefore, reserves, expenditures, and cash flow need to be brought into balance. To do this, deans have been provided with target reductions and have been mandated to provide a plan about how they think this can be accomplished. Mr. Setteducato commented that the targets are preliminary. The impacts will be revisited and the timing for the target this year (33 million dollars) may have to be pushed back. He added that although the replenishment of revenues has not taken place, USF is still being productive without additional funding.

Discussion was held as to what role the Faculty Senate has in this process and to find a way to have more faculty involved. Dr. Permuth suggested that a communique be sent to faculty about what is going on. President Teague concurred with the suggestion and added that a description of the pathway to this point be included which would make it more comprehensible. In addition, the Provost should make the value known to the deans of having the faculty engaged.

Dr. Sherman Dorn, Graduate Council Chair, commented that under the purview of the Faculty Senate, President Teague could establish an ad hoc committee to create an informed judgment of what the consequences of the target reductions would be on faculty. President Teague is willing to convene such a committee, as well as work with Mr. Setteducato on how to communicate to faculty about what is happening and how the administration is dealing with it.

c. Discussion of Open Access Journal Options – Tom Mason, et. al.

As part of today's meeting materials, CEPI Chair Mason provided information about open access journals with the purpose of asking that the Faculty Senate consider recommending use of sponsored institutional membership to bring down the cost to faculty of publishing in open access journals that charge author fees. Membership would

allow faculty to publish without paying the fee to do so. He suggested the creation of a subcommittee to collect information and look at ways to create efficiencies in order to see where USF is and whether or not there are ways to improve. Dr. Mason felt it should be a university-wide issue, and the committee should comprise representatives from various disciplines.

President Teague will convene a group to do an informal, preliminary cost analysis of having an institutional membership for publishing in open access journals. Members should be CEPI Chair Mason and chairs of the Publications, Library, and Research Councils.

REPORT FROM FACULTY SENATE PRESIDENT AND USF SYSTEM FACULTY COUNCIL VICE PRESIDENT GREGORY TEAGUE

President Teague had two items. Looking ahead to the upcoming year:

1. The issue of a regular communique from the Faculty Senate needs to be addressed.
2. A Sergeant-at-Arms needs to be identified. Notwithstanding the fine, longstanding service cheerfully rendered by S@A Arthur Shapiro, the bylaws call for at least a respite between terms in office, so the position should turn over for the coming academic year. SEC members are asked to participate in the quest.

There being no other business, the meeting was adjourned at 4:45 p.m.