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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA**

December 4, 2013

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

1. Call to Order, Review of Agenda
2. Approval of Minutes from October 30, 2013 Meeting
3. Reports by Officers and Council/Committee Chairs (25 minutes)
 - a. Revised Charge from Honors and Awards Council – Marzenna Wiranowska (action item)
 - b. Council on Faculty Issues (Steve Permut)
 - c. Other Reports from Councils (Chairs) and Initiatives
4. Old Business
 - a. Report: Senate Action on Proposal for Realignment in the College of Education – Gregory Teague (10 minutes)
 - b. Proposed Tenure & Promotion Guidelines – Gregory Teague, Phil Levy, Steve Permut, Dwayne Smith (30 minutes)
5. New Business
6. Report from Senior Vice Provost and Dean Dwayne Smith (15 minutes)
7. Report from Faculty Senate President and USF System Faculty Council Vice President – Gregory Teague (5 minutes)
8. Other

Adjourn - Next Scheduled Meeting – January 8, 2014

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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
December 4, 2013**

Present: Ellis Blanton, Karla Davis-Salazar, Philip Levy, Wendy Nembhard, Steve Permuth, Scott Rimbey, Andrew Smith, Brianne Stanback, Gregory Teague, Michael Teng, Marzenna Wiranowska

Provost's
Office: Dwayne Smith

Guests: Norma Alcantar (T&P), Elizabeth Bell (T&P), Elizabeth Shaunessy-Dedrick (EDU), Arthur Shapiro (UFF), Barbara Spector (EDU), Graham Tobin (T&P), Vasti Torres (EDU)

The meeting was called to order at 3:00 p.m. by Faculty Senate President Gregory Teague. After introductions, a motion was made and seconded to approve the Minutes from the October 30, 2013 meeting as written. The motion unanimously passed.

Reports by Officers and Council/Committee Chairs

a. United Faculty of Florida (UFF) – Arthur Shapiro

Dr. Shapiro will be acting UFF President until Dr. Paul Terry returns from medical leave.

b. Revised Charge from Honors and Awards Council (HAC) – Marzenna Wiranowska

Chair Wiranowska presented the HAC charge with an update of revisions since the October 30 SEC (Senate Executive Committee) meeting which included two new operational issues: (1) An additional paragraph from the Bylaws was added to make the charge uniform with what is listed on the Faculty Senate web site. (2) A new procedure for Council members nominated for awards in which their nominations will be reviewed by previous awardees as outside reviewers (as suggested by the SEC).

Prior to today's meeting, Chair Wiranowska received from President Teague archival documentation on the issue of honorary degrees as USF System degrees. There was a proposal made at the SFC meeting on February 8, 2012, that the other institutions could nominate within their own institution and forward the nomination to the USF System President for final approval. President Teague commented that of the other System institutions, Sarasota/Manatee does not have a process in place. Another aspect of this issue would be to have a discussion about whether or not there are awards available across institutions, i.e., those here for which USFSP and USFSM faculty could apply, and those elsewhere for which Tampa faculty could apply; an exchange of catalogs needs to be made to assess this question. Also, how are honorary degrees sent to the USF System President? The other institutions will let Tampa know whether or not they are ready to perform that function. President Teague will put on the agenda for the SEC January

luncheon meeting with President Genshaft and Provost Wilcox about how to get honorary degrees from the other institutions.

Chair Wiranowska reported that the Council is waiting for feedback from the President's Office to the recommendation that instead of having multiple honorary degree titles that there be just one called "honorary causa." The Council feels this would simplify and make the process more consistent.

At this time, a motion was made and seconded to approve the proposed HAC charge. The motion unanimously passed.

b. Council on Faculty Issues (CFI) – Steve Permut

- CFI will be working on the assessment protocol for the president and provost. It is anticipated to have a report to the Senate in March.
- There will be closure on lecture capture in the spring.
- In conjunction with the Council on Educational Policy and Issue (CEPI), the two councils will focus on faculty issues and integrated concerns (such as the budget and raises) that are affecting faculty morale.

c. Undergraduate Council – Brianne Stanback

There is a draft of guidelines circulating for establishing credit hours which will be voted upon by the Undergraduate Council in January. It is a document in progress, and members of the Council have been tasked with getting the word out to faculty that it is being circulated.

d. On-Line Evaluation Process – Wendy Nembhard

- The committee has drafted language to be included in course syllabi. The draft has been approved by the Office of General Counsel and will be brought to the SEC before going to the Faculty Senate.
- Faculty concerns over the lack of control as to when evaluations are given to students have been addressed. The committee is proposing to limit it to the last week of classes.
- Dr. Cynthia Patterson, chair of the ad hoc committee, will be speaking with the Office of General Counsel to find out if there are any edicts regarding incentives.

e. General Education Council – Karla Davis-Salazar

- Council has reviewed course proposal for Arts and Sciences.
- The process of recertification of general education courses has resumed.
- Seven of the State-mandated courses do not exist at USF. A USF System meeting to discuss these course proposals will occur in December.

f. QEP – Karla Davis-Salazar

The committee is in the process of defining student learning outcomes.

g. Council on Technology for Instruction and Research (CTIR) – Andrew Smith

- CTIR is watching the Canvas transition that will be completed by January.

- No information has been received on the process for the student technology fee.
- h. Bylaws/Constitution Review – Andrew Smith
- A review of the first half of the Bylaws is complete.
 - The Constitution, as it is written, requires departmental level representation; therefore, the language would not have to be changed to reflect this process.
- i. Committee on Committees (COC) – Ellis Blanton
- In early January, the COC will begin the spring solicitation process to fill vacancies on the Faculty Senate Standing Councils. Chair Blanton explained that there are two solicitation processes: (1) a fall process to fill vacancies that exist in the fall, and (2) a spring process to fill current vacancies plus those that will open in the fall.

OLD BUSINESS

- a. Report: Senate Action on Proposal for Realignment in the College of Education – Gregory Teague

President Teague distributed copies of the memorandum to President Genshaft and Provost Wilcox that the Faculty Senate recommends the COEDU proceed as planned with its organizational realignment. A motion was made and seconded to approve the recommendation. The floor was opened for discussion. Dr. Shapiro asked Dean Torres where the documentation was of the savings of \$51,000, as well as how these savings would be reached; that is, how were these figures arrived at? President Teague interjected that this information had been provided to the Faculty Senate and that these questions remain for people in the college and does not require any change in the document. There being no further discussion or questions, a vote was taken on the motion and unanimously passed.

- b. Proposed Tenure & Promotion (T&P) Guidelines – Gregory Teague, Phil Levy, Steve Permuth, Dwayne Smith

Reminding the SEC that it would be acting on behalf of the Faculty Senate, President Teague and members of the T&P Ad Hoc Guidelines Revision Committee presented the final draft to the SEC for review, discussion, and approval. The floor was opened for discussion. Senator-at-Large Nembhard expressed concern about the use of excellence for promotion standards. She felt that interpreting what this means will be difficult for the college to work out. President Teague pointed out that the rating scale was being removed, and it would be up to the departmental T&P committees/units to specify the terms of performance profiles. If a candidate meets those criteria, he/she could qualify for tenure or promotion. He added that the next move in the process, in consultation with the administration, is to propose a plan as to how this information gets out to the people who write the criteria. Dr. Alcantar added that having the units be responsible for establishing criteria will give them the opportunity to decide what qualifications they want to see in their candidates.

Steve commented there were three areas the committee discussed in detail: (1) The decoupling of annual evaluations from the T&P documents. (2) Requiring a simple up or down vote, no rating. (3) Independent evaluations by department chairs.

At this time, President Teague reported that he had received no comments from the Senators on the final draft document. However, through one of the T&P Committee members, he did receive feedback from Dr. John Curran about the use of *will* vs. *must* in the third sentence of the last paragraph of section II. Timing D. Tenure upon initial appointment (page 8). The SEC discussed alternative words. The recommendation agreed upon was to reply to Dr. Curran that the use of *must* could be included in department criteria, but the document would retain the word *will*.

A brief discussion then took place about convening a committee to assess teaching; that is, what does it mean to be assessed and how does that happen. Also what role, if any, will the Faculty Senate have in the process? This assessment would be a follow-up to the T&P document.

There was no further discussion of the T&P document. The SEC felt the T&P Ad Hoc Guidelines Revision Committee had fulfilled its duty of producing a proposed set of guidelines for consideration by the Provost prior to the end of the fall 2013 semester. The motion unanimously passed.

REPORT FROM SENIOR VICE PROVOST AND DEAN DWAYNE SMITH

Dr. Smith reported that budgets have been distributed and the deans are moving forward. He then distributed and reviewed handouts on the following items:

1. Strategic Planning and Performance which was the accountability report to be presented to the BOT on Thursday, December 5.
2. The SUS Performance-Based 10-Metric Model from the BOG. He explained that the first eight metrics were selected by the State, the ninth (percent of bachelor's degrees without excess hours) was selected specifically for USF, and the tenth (number of post-doctoral appointees) was selected by USF itself. Two positions in post-doc humanities will be advertised for within the next few weeks.

Dr. Smith had the following future items for the Senate:

1. A review of the Emeritus professor process.
2. A revamp of the DUP procedures in which he would like to engage the Senate.
3. Consideration of a self-authored textbook policy. CEPI has a draft that could be vetted and turned into a formal policy, hopefully, by the end of next year.

On behalf of the Provost, Dr. Smith extended best wishes to everyone for the holidays and a thank you for all the work the SEC did this year.

OTHER

1. Vice President Levy reported that departments want to have the question addressed about the discrepancy of what is being heard about the budget from the State and from the university. They are looking to the Senate for an answer.
2. Dr. Tobin would like the Library Council to take up the issue of Taylor and Francis. The Taylor and Francis Group is a company that publishes online journal article databases used by many USF faculty and students in their teaching and research. Due to the current budget situation, USF may be forced to end its subscription to their databases. President Teague commented that the Library Council has been asked to meet and work on this. CEPI could also be involved.

There being no further business, the meeting was adjourned at 4:48 p.m.