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AY 2013/2014 SEC meeting minutes: 04 Jun 14

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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA**

June 4, 2014

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

1. Call to Order, Review of Agenda
2. Approval of Minutes from May 7, 2014
3. Reports by Officers and Council/Committee Chairs (30 minutes)
 - a. Update on Leadership Assessment Process – Barbara Lewis
 - b. T&P - Greg Teague and Ralph Wilcox
 - c. Reports from Other Councils/Chairs and Initiatives
4. Old Business
 - a. Summer Meeting Schedule – Greg Teague
5. New Business
 - a. P-Cards: Training Methods & Eligibility – Lisa Brown (10 minutes)
 - b. Preliminary Discussion: Conducting Unscheduled Business – Greg Teague & Steve Permut
6. Report from Provost and Executive Vice President Ralph Wilcox (25 minutes)
7. Report from USF Faculty Senate President and USF System Faculty Council Vice President Gregory Teague (5 minutes)
8. Other Business from the Floor

Adjourn - Next Scheduled Meeting – July 2, 2014

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**USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES**

June 4, 2014

Present: Ellis Blanton, Barbara Lewis, Wendy Nembhard, Steve Permuth, Scott Rimbey, Andrew Smith, Gregory Teague, Michael Teng, Marzenna Wiranowska

Provost's

Office: Paul Dosal, Ralph Wilcox

Guests: Lisa Brown

President Teague called the meeting to order at 3:07 p.m. The agenda was approved as presented. The Minutes from the meeting of May 7, 2014 were accepted as written.

REPORTS BY OFFICERS AND COUNCIL/COMMITTEE CHAIRS

a. Update on Leadership Assessment Process – Barbara Lewis

Secretary Lewis reported that the assessments are published and ready to be sent to faculty. Discussion was held and the closing date for filling out the assessments will be September. Senator Steve Permuth will be in touch with President Teague if there is a need for extra Senators to review the results.

b. T&P Update – Greg Teague and Ralph Wilcox

Provost Wilcox reported that at the June 5 Board of Trustees (BOT) meeting, proposed amendments to USF System Regulations 10.105 (Faculty Tenure) and 10.106 (Faculty Promotion and Change in Assignment), as well as USF Policy 10-116 (Tenure and Promotion), will be on the consent agenda for consideration. He added that USF 10.105 has completed the promulgation process and should be implemented within the next few days. The next steps for addressing the Guidelines for Tenure and Promotion are to: (1) tie up any loose ends; (2) settle on a timeline for implementation; and (3) seek assurances from the deans and department chairs that their own guidelines will be in alignment by Fall Semester 2015.

President Teague added that the T&P committee, although not unanimous, was strongly in favor of changing the language to make it possible to open the door to allow a college to have different probationary periods for different schools. Provost Wilcox responded that he would wait on action on the guidelines by the BOT before fine tuning any language and establishing a timeline. He will also be in touch with Dr. Charles Lockwood, Senior Vice President for USF Health, to have him set expectations in the College of Medicine to move the guidelines out.

President Teague reported that the T&P Committee had suggested a web site to display department criteria/documents to provide role models and to promote where the group is going.

c. Appointment of Committee on Committees (COC) Chair – Greg Teague, Ellis Blanton

At a previous SEC meeting, it was discussed and agreed that in order to ensure an appropriate transition of COC chairs during the summer the incoming chair would be approved by the SEC and appointed by the Faculty Senate President at the same time the officers are elected during the spring semester. It was also recommended that this new process be added to the Bylaws. Senator Lisa Brown expressed interest in being the COC chair for 2014-15. A motion was made and seconded to endorse her as such and unanimously passed.

d. Emeritus Guidelines – Steve Permuth

It is anticipated that a policy will work its way through to the SEC and Faculty Senate in September.

e. Lecture Capture Issue – Wendy Nembhard

Senator-at-Large Nembhard suggested to Drew Smith, co-chair of the Faculty Senate Ad Hoc Committee on Classroom Capture, that intellectual property rights for on-line courses need to be made concrete. Provost Wilcox responded that the yet-to-be created committee will work on this issue within the next few weeks.

f. Consultant Visits to Campus – Greg Teague

Dr. Cheryl Cardell, Senior Vice President for SACS and assigned liaison to USF, is scheduled to be on campus Monday, June 9th. A representative from Academic Analytics, a provider of high-quality, custom business intelligence data and solutions for research universities, will also be visiting USF on the same day. Provost Wilcox commented this is an opportunity for USF to learn about tools/instruments to gauge instructional productivity. He added that he would be willing to present a high level overview to the Faculty Senate of the use of such an instrument should there be an interest.

g. Budget Model Process – Greg Teague

Although the process has proceeded slowly, there has been tangible progress. Deans will be meeting with the budget committee in the coming months.

OLD BUSINESS

a. Summer Meeting Schedule – Greg Teague

If the level of business is low, a meeting will be cancelled. Therefore, President Teague will poll SEC members in a few weeks to find out who will be available to meet in July. He will do the same for the August meeting.

NEW BUSINESS

a. P-Cards: Training Methods & Eligibility – Lisa Brown

Senator Brown brought to today's meeting the issue of P-card training for continuing card holders. She explained that a p-card user renewing a card has to complete either on-line or in-class training regardless of whether or not the holder has any infractions on their card. Provost Wilcox commented that the regulations regarding the p-card training was related to negative findings by the State Auditor. Senator Brown wanted to put this before the SEC for further consideration of a possible change in procedures such as having them fine-tune the requirements based upon the use of the card; for example, a tiered approach. President Teague reported that he had been in touch with Mr. Mike Abernathy, Director of Purchasing Services, and was told that USF is following p-card training requirements and there was nothing that could be done at this time. However, the issue will be reviewed.

b. Orbitz for Business

Several SEC members expressed concern about the mandatory use of Orbitz for Business for travel, especially when travel is not fully funded by the University, and that the site is not user friendly. Provost Wilcox encouraged faculty to reach out to Assistant Vice President Nick Setteducato with concerns about Orbitz for Business. President Teague will also ask Mr. Setteducato to join the SEC at a future meeting to address concerns.

c. Preliminary Discussion: Conducting Unscheduled Business – Greg Teague & Steve Permut

Future discussion will occur on ways to have adequate communication without declaring a full SEC meeting. President Teague and Senator Permut will prepare information and bring it back to the SEC which has been asked to think about ways to do this.

REPORT FROM PROVOST AND EXECUTIVE VICE PRESIDENT RALPH WILCOX

Provost Wilcox's report consisted of the following budget highlights:

- performance funding
- special projects
- capital funding
- policies passed

President Teague commented that the topic of excess hours as USF's #10 matrix for performance funding will come back to the Faculty Senate in the fall.

Dr. Charles Adams has been hired as the new Dean of the Honors College. He will join USF in August, but there will be a Welcome for Dr. Adams on Thursday, June 12 to which the SEC was invited.

The new BOT Chair and Vice Chair will be elected at the June 5th meeting.

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

As President of the USF System Faculty Council for 2014-15, President Teague will also be a member of the Board of Trustees. He invited the SEC, over the next couple of meetings, to provide him with things that will be helpful in his next role such as areas where there is the opportunity to make some difference.

There being no further business, the meeting was adjourned at 5:06 p.m.