USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
November 1, 2017
3:00 – 5:00 p.m., Marshall Student Center 3700

1. Call to Order, Review of Agenda (2 minutes)

2. Approval of Minutes from October 4, 2017 Meeting (2 minutes) (action item)

3. Reports by Officers and Council Chairs (45 minutes)
   a. College of Nursing Nomination – Matthew Knight (action item)
   b. Officer Vacancies – Jim Garey/Matthew Knight
   c. Update on Publications Council Chair – Rick Will
   d. Discussion of Senate Appointment Process – Governance Committee

4. Old Business
   a. Revisit Course Assessment Process – Tim Boaz (20 minutes) (action item)
   b. Strategic Planning Update – Terry Chisolm (10 minutes)

5. New Business
   a. Presentation on Quality Matters (10 minutes)

6. Report from Vice Provost Dwayne Smith (15 minutes)
   a. USF Tampa Syllabus Bank – Moneer Kheireddine, SG President

7. Report from USF System Faculty Council President Jim Garey (5 minutes)

8. Other Business from the Floor (5 minutes)

9. Adjourn

Next scheduled meeting: November 29, 2017
USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
November 1, 2017

Present: Kyna Betancourt, Tim Boaz, Nancy Cunningham, Jim Garey, Barbara Lewis, Jill Roberts, Alicia Rossiter, Oma Singh, Drew Smith, Rick Will

Provost’s Office: Terry Chisolm, Dwayne Smith

Guests: Moneer Kheireddine, Arianna Martinez, Christie Nicholas, Dennis Walpole

President Jim Garey called the meeting to order at 3:05 p.m. Due to a lack of quorum, no vote was taken on the minutes from the October meeting. Therefore, they will be voted upon via e-mail.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. College of Nursing Nomination – Nancy Cunningham

On behalf of Secretary Knight, Ms. Cunningham reported that Senator Teresa Gore from the College of Nursing has resigned. Dr. Sharlene Smith was nominated as her replacement. Since Dr. Smith would be replacing a Senator who has resigned, she is eligible for a one-year appointment effective immediately until the fall semester. She would also be eligible to apply for a full, three-year term during general elections in the spring. Due to a lack of quorum, no vote was taken at this time. Dr. Smith’s nomination will be circulated via e-mail to the SEC for a vote.

b. Officer Vacancies – Jim Garey

Senator Phil Van Beynen will be serving as Sergeant-at-Arms. The Member-at-Large position is still vacant. There is one vacancy on the USF System Faculty Council (SFC) that can be filled by either an elected Senator or an ex-officio member.

c. Update on Publications Council Chair – Rick Will

COC Chair Will announced that the Publications Council (PC) still does not have a chair. There is a pending request from a faculty member that cannot be acted upon until the council meets. Although the PC members voted to elect a chair by e-mail, no one has volunteered. Discussion was held. It was decided that COC Chair Will would work with Ms. Pipkins to set up a meeting of the PC. Past PC Chair Smith added that he would be willing to work with the new chair. President Garey and Past PC Chair Smith are to be copied on correspondence to the PC.
d. **New Senator Orientation** – Tim Boaz

Vice President Boaz volunteered to organize the new Senator orientation.

e. **Discussion of Senate Appointment Process** – Bylaws & Constitution Revision Committee

President Garey appointed Tim Boaz as chair of this committee consisting of Drew Smith, Christian Wells, Razvan Teodorescu and Barbara Hansen. The committee was charged with translating the proposals presented at the October Senate meeting to workable changes in the Bylaws and Constitution. At this time, Parliamentarian Smith presented the results of the committee’s work:

**Proposed Changes to the Constitution:**

**Article II.B. Membership**

The Faculty Senate shall be composed of sixty elected members apportioned among and representing academic units of the University of South Florida, and such ex officio members as described in the *Bylaws*. The Faculty Senate, by a two-thirds vote, may amend the number of senators at any time. Academic units, for the purposes of the Constitution, are the individual departments or department-equivalents within Academic Affairs and the individual colleges and schools within USF Health, the individual colleges and a single unit consisting of the USF Tampa Library, the FMHI Research Library, and the Shimberg Health Sciences Library.

Highlights of the proposed changes to this section include:
- the language may need to be voted on each year as units change;
- adapting the definition of what is an academic unit;
- need to hold a special discussion on how to handle Libraries; and
- data requested on number of faculty in departments is pending

NOTE: The Office of Strategic Planning and Accountability can provide the vetted file after November 30th of each year which will show the number of faculty within departments. Using this information, the apportionment can be determined per department within both Academic Affairs and USF Health.

**Article II.C. Apportionment**

1. **Formulation.** Annually prior to election, the membership of the Faculty Senate shall be apportioned according to the following method: Within Academic Affairs, each unit will be apportioned one senator. Within USF Health, each unit will receive an apportionment of senators based on the number of general faculty within that unit. The ratio of senators to general faculty within Academic Affairs and USF Health will be maintained at the same value. Equitably among academic units, based on the number of members of the general faculty in each unit. A unit’s apportionment is equal to: 100 x (Number of eligible faculty in unit / number of eligible faculty in university). Each unit shall have at least one elected Faculty Senator and no unit shall have more than 25
2. **Timing.** Apportionment will be made only once each year and will be based on the number of members of the general faculty listed on official records of the university on the first day of the spring semester of that year. The Secretary will provide a proposed apportionment to the Faculty Senate, which must be approved by a two-thirds vote of the Faculty Senate.

3. **Unit allocation.** Each of the units within USF Health Units shall, by majority vote of their general faculty, decide on a system of internal allocation of Faculty Senate representation. Units shall ensure that departments and other sub-units have direct representation rather than allocate all representation to the unit level, where possible. Units shall inform the Secretary of the Faculty Senate of the details of such allocations and any subsequent changes to them.

**Article II D. Elections**

4. **Terms.** The term of each Faculty Senate seat shall be three years, beginning the first day of the fall semester following the annual election. Elected senators may complete their three-year terms even in cases where their seat has been eliminated in later years due to reapportionment.

**Proposed Changes to the USF Faculty Senate Bylaws:**

**Article III. Committees and Councils**

A. **Faculty Senate Committees**

2. **Committee on Committees.** The Committee on Committees is composed of one Faculty Senator from each unit, college or college-equivalent. Members are elected by their units the Senators from their college or college-equivalent in the spring semester, to serve one-year terms to begin the following fall semester, or as vacancies occur outside of this cycle.

Parliamentarian Smith explained that the proposed Bylaws language can be voted on by the Senate only. This will be done after the Constitution changes have been dealt with. The process for addressing the proposed language changes is they are: (1) presented to the Faculty Senate in November; (2) voted on by the Faculty Senate in January; (3) forwarded to the general faculty for a majority vote; and (4) forwarded to President Genshaft for her review and approval.

Due to a lack of quorum at today’s meeting, the proposed language will be sent to the SEC via e-mail for a vote.
OLD BUSINESS

a. Revisit of Course Assessment Process – Tim Boaz

Vice President Boaz suggested that the assessment process should be revisited with the possibility of creating a new set of questions that would be more useful. Possible questions could address the issue of textbook usage and quality of courses; such as, how much did a student learn in a class? President Garey empowered Vice President Boaz to assemble an ad hoc committee to look at what other institutions are doing, compare it to USF, and make recommendations. SEC members suggested that there be people on the committee with technical and testing/evaluation expertise.

b. Strategic Planning Update – Terry Chisolm

Vice President Chisolm reported that a Strategic Planning Workshop has been established with fifty-two members. People from USFSM and USFSP will be attending as observers. Two meetings have been held with a third scheduled. Smaller workgroups have been set up. The target is to have a draft in the spring. An update will also be given at the full Faculty Senate in November.

NEW BUSINESS

a. Presentation on Quality Matters – Dennis Walpole and Christie Nichols

Representing Innovation Education (IE), Mr. Walpole and Ms. Nichols attended today’s meeting to provide background information on Quality Matters (QM) which the SEC members expressed an interest in learning more about at the October meeting. Mr. Walpole explained that QM was one of the action steps for strategic goals and associated tactics for online education for the 2025 Strategic Plan. A steering committee was tasked with creating a culture of quality for online education and had to choose, or develop, a rubric to work with online courses. The committee’s decision to choose QM was sent to the BOG. The purpose of QM is to make sure there are standards of quality for teaching online courses. It was pointed out that QM only applies to courses taught at 80 percent or greater online and not face-to-face courses. Mr. Walpole pointed out that if a course receives “quality” status, a Q will be indicated next to it in the online catalog. In addition, awards will be given for quality courses with decisions made by faculty and students. Test programs were piloted over the summer with IE continuing to work with faculty this fall. It was clarified that IE is the oversight on this project and will be innovating the QM rubrics in the spring.

REPORT FROM VICE PROVOST DWAYNE SMITH

Vice Provost Smith reported that Provost Wilcox was attending a meeting of all university presidents and provosts to review and discuss the multiple block tuition models available for USF. At this time, he gave the remainder of his allotted time to Mr. Kheireddine and Ms. Martinez of the USF Student Government.
a. **USF Tampa Syllabus Bank** – Moneer Kheireddine and Adrianna Martinez

Mr. Kheireddine and Ms. Martinez attended today’s meeting to present an online syllabus bank proposal from the USF Student Government (SG) with the intent of creating a dialogue with a formal presentation at the November full Faculty Senate meeting. SG is looking at ways such a system could impact students and student success by providing them with more information on courses which would give a frame of reference of the course and teaching style of professors. Mr. Kheireddine added that SG would like to have feedback from the SEC and Faculty Senate on what needs to be improved, as well as having the support of both groups. SG looks at this as a win-win for students and faculty. At this time the floor was opened for discussion. Mr. Kheireddine clarified that the project would be fully funded by the technology fee. In answer to the concern of how sustainable the system would be over time, Mr. Kheireddine assured the SEC that students will be informed that the syllabi are not up-to-date and are to be used as general reference only. The system has been tested but needs to be streamlined. There was no further discussion at this time. However, Mr. Kheireddine was asked to assist Vice President Boaz in getting student volunteers to work with him on the course evaluation project.

**REPORT FROM USF SYSTEM FACULTY COUNCIL (SFC) PRESIDENT JIM GAREY**

President Garey reported that the regional institutions are working on guidelines for policy #10-055 for academic units. A draft of the guidelines will be presented to the Faculty Senate in the near future.

**OTHER BUSINESS FROM THE FLOOR**

The action items that need SEC approval will be disseminated via e-mail.

There being no further business, the meeting adjourned at 5:04 p.m.