USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
January 17, 2018
3:00 – 5:00 p.m., Marshall Student Center 3700

1. Call to Order, Review of Agenda

2. Approval of Minutes from November 29, 2017 Meeting (2 minutes) (action item)

3. Reports by Officers and Council Chairs
   a. Proposed Bylaws Language Revisions – Drew Smith (action item)
   b. Presentation of Election Documents – Matthew Knight, Drew Smith (action item)
   c. Brief status of Gen-Ed proposals – Kyna Betancourt

4. Old Business
   a. Proposal from CAS Faculty Council for USF to join Tuition Exchange - Article 24.12 of Current CBA
   b. Course Assessment - Article 24.13 of Current CBA – Tim Boaz (action item)

5. New Business
   a. Proposal from CAS Faculty Council to Modify Tuition for Employees Article 24.12 of Current CBA – Steven Walczak (action item)
   b. Propose a Senate-sponsored Symposium in the Fall: External Drivers to the University Curriculum
   c. Civics Requirement
   d. Fuse program – Paul Dosal, Fai Howard

6. Report from Provost Ralph Wilcox (15 minutes)

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: February 7, 2018
USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
January 17, 2018

Present: Kyna Betancourt, Tim Boaz, Nancy Cunningham, Jim Garey, Barbara Hansen, Matthew Knight, Barbara Lewis, Richard Manning, Steve Permuth, Alicia Rossiter, Oma Singh, Drew Smith, Phil van Beynen, Rick Will

Provost’s Office: Dwayne Smith, Ralph Wilcox

Guests: Fai Howard, Paul Dosal, Paul Atchley, Steve Walczak

President Jim Garey called the meeting to order at 3:05 p.m. The Minutes from the November 29, 2017 meeting were approved as presented.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Proposed Bylaws Language Revisions – Drew Smith

Following up on the proposed Bylaws language revision regarding the change of Senate representation from college to a department model, Parliamentarian Drew presented the following:

Proposed changes to the USF Faculty Senate Bylaws and Constitution

Bylaws

Article III A. 2. (current text):
The Committee on Committees is composed of one Faculty Senator from each unit. Members are elected by their units…

Replacement text:

The Committee on Committees is composed of one Faculty Senator from each college or college-equivalent. Members are elected by all Senators from their college…

Constitution

Article II B. Membership

The Faculty Senate shall be composed of sixty elected members apportioned among and representing the 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 colleges and a single unit consisting of the USF Tampa
Article II C. Apportionment

1. **Formulation.** Annually prior to election, the membership of the Faculty Senate shall be apportioned equitably among academic units, based on the number of members of the general faculty in each unit. A unit’s apportionment is equal to: $100 \times \left( \frac{\text{Number of eligible faculty in unit}}{\text{number of eligible faculty in university}} \right)$. Each unit shall have at least one elected Faculty Senator and no unit shall have more than 25 elected Faculty Senators. The ratio of Senators to general faculty within USF Health shall be set at the same value as the ratio of Senators to general faculty within Academic Affairs. Within Academic Affairs, each department will be apportioned one Senator. One additional Senator will be apportioned to represent all Academic Affairs general faculty who are not otherwise represented by a departmental Senator. Within USF Health, each unit will receive an apportionment of Senators based on the number of general faculty within that unit.

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.

3. **Unit allocation.** Units Each of the units within USF Health 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. The term of an elected Senator is not affected by reapportionment.

One minor revision to the formulation section of the apportionment language was suggested and made. There being no further discussion, a motion was made and seconded to present the proposed language revisions as amended to the Faculty Senate at its January meeting. The motion unanimously passed.
The following apportionment calculation of Senators to the USF Faculty Senate was also presented:

For Academic Affairs, each department listed above will be apportioned 1 Senator. One additional Senator will be apportioned to represent all Academic Affairs general faculty members who are not affiliated with one of the listed departments.

For USF Health, the total number of Senators will be the number of Senators apportioned to Academic Affairs, divided by the total number of general faculty in Academic Affairs, and then multiplied by the total number of general faculty in USF Health, rounded to the nearest whole number. Within USF Health, each College (and Shimberg Health Sciences Library) will be allocated a number of Senators based upon their percentage of the total number of general faculty in USF Health, with each unit receiving at least 1 Senator.

This new process turns the elections over to departments. It was pointed out that the at-large Academic Affairs seat election must be conducted by the Secretary.

b. Presentation of Election Documents – Matthew Knight

Secretary Knight presented the 2018/2019 Election Schedule and a draft of the apportionment pointing out that the final version will be ready for the January Faculty Senate meeting.

c. Brief Status of General Education Proposals – Kyna Betancourt

Chair Betancourt reported that the General Education Council (GEC) was reviewing the 72 courses it received. Not all colleges submitted all of their allotted courses. The GEC is also beginning to work on the student learning outcomes for the next two tiers of the pyramid and will be finalizing those by the end of the semester.

OLD BUSINESS

a. Proposal from CAS Faculty Council for USF to join Tuition Exchange – Jim Garey

President Garey brought Article 24.12 of the 2016-2019 USF Collective Bargaining Agreement to the attention of the Senate Executive Committee (SEC). The article states that “the University agrees to appoint a system wide committee to explore the subject of tuition assistance for spouses and children of bargaining unit members. The UFF shall be given membership on this committee”

He proposed that a committee be set up to look into this issue. After a brief discussion, Provost Wilcox volunteered to accept responsibility to take charge of this to work with the administration, the USF System Faculty Council, and the USF United Faculty of Florida president. Chair of the Council on Faculty Issues (Barbara Lewis) commented that she would like to serve on this committee.
b. Course Assessment – Article 24.13 of Current CBA – Tim Boaz

Vice President Boaz reiterated his interest in forming a committee to look at course assessment as stated in the article: “The University and the United Faculty of Florida shall appoint a system wide committee, within forty-five (45) days of the ratification of the Collective Bargaining Agreement to discuss all aspects of evaluation by students of the teaching/instruction by employees. The University President or representative shall appoint the university members of the committee and the President of the University Chapter of the United Faculty of Florida shall appoint the United Faculty of Florida members of the committee.” It was decided that Vice President Boaz should continue working on a committee to include the Office of Undergraduate Studies and the chair of the General Education Council.

NEW BUSINESS

a. Proposal from CAS Faculty Council to Modify Tuition for Employees – Article 24.12 of Current CBA – Steven Walczak

On behalf of the CAS Faculty Council, Dr. Walczak attended today’s meeting to present the following proposal for modifying the current Employee Tuition Program (ETP):

The purpose of the ETP is to enable full-time faculty and staff who have passed their probation period to more fully utilize the resources of the campus in reaching their educational goals to build a learning community. The program pays for up to 6 credit hours of allowable course work per semester (Fall, Spring, Summer).

Unfortunately, employees are required to be admitted to the University (University of South Florida, including the Tampa, St. Petersburg and Sarasota/Manatee campuses). Additionally further barriers to taking courses exist, such as payment of a $30 admissions fee and immunization requirements. We therefore propose to amend the current ETP in the following way:

1. All full-time faculty and staff (following their probation period) will be automatically enrolled at the University in a non-degree seeking status as part of their hire benefits. This status shall remain in force so long as the employee retains full-time status and remains in good standing at the University and maintains a 2.0 GPA for all non-degree courses taken at the University, or the employee voluntarily applies for degree seeking status.

2. Since all faculty and staff have already satisfied University requirements for health and immunizations upon employment and furthermore, since many of these faculty and staff interact with students regularly, that any further health or immunization requirements be waived for faculty and staff in regard to registering for classes under the ETP.

3. The technology fee will be covered along with normal tuition coverage. Additional special fees will still remain the responsibility of the employee learner.

4. All faculty and staff non-degree students, as part of the ETP program, are still
responsible for meeting any course prerequisite requirements. It is further recommended that faculty and staff non-degree students meet with an advisor or the instructor of record prior to taking upper division or graduate courses, regardless of prerequisites, to make sure they understand the course content and the minimum expected prior understanding expected by the instructor of regular students enrolling in the course.

5. Enrollment still remains on a space available basis.

This policy change will be retroactive to all current faculty and staff and will be enacted prior to the beginning of the first academic year following enactment of this policy.

After a brief discussion, Provost Wilcox commented that faculty need to determine their priorities by having a coherent, coordinated conversation to decide on what is the most important. President Garey asked Provost Wilcox to consider creating a committee to look at all the articles presented at today’s meeting by funneling them into a broader arena. Dr. Walczak will report to the CAS Advisory Council that the proposal is moving forward to another committee.

b. Propose a Senate-Sponsored Symposium in the Fall: External Drivers to the University Curriculum – Jim Garey

President Garey shared his thoughts on bringing in people from other universities to get a broader prospective of how they are dealing with external drivers. He thinks it would be beneficial to hear what they are doing and to possibly learn from them. SEC members were asked to provide feedback to him on this idea. Dr. Hansen commented it would be helpful to have specifics of where USF is being influenced from. Provost Wilcox suggested President Garey also talk with the presidents of the other System Faculty Senates.

c. Civics Requirement – Jim Garey

Now that it is state law for colleges to meet a civics requirement, a mechanism needs to be put into place on how to ensure that graduates fulfill it. The requirement will be effective this fall for incoming students. It was suggested that someone from the Office of Student Success address the issue at the next SEC meeting.

d. FUSE Program – Paul Dosal, Fai Howard

Before turning the floor over to Dr. Howard, Vice Provost Dosal gave the history behind the creation of FUSE which is a high achieving strategic program for transfer students. Dr. Howard, who will be taking over the lead on developing the FUSE program, reported that it is still in the early stages, and the success of the program has yet to be determined. One of her goals is to ensure everyone is clear about the program as it moves forward. Dr. Dosal added that the program will be carefully monitored.
REPORT FROM PROVOST RALPH WILCOX

Provost Wilcox’s report focused on two items:

1. Enrollment – The overall System enrollment is 47,000 with 41,000 of that number enrolled on the Tampa campus. Transfer student population declined, as did the numbers of MA and Ph.D. students for the spring.

2. House Bill (HB) 423 – Accreditation consolidation of University of South Florida branch campuses – The bill, proposed to the Legislature on January 16th, states that by June 30, 2020 the three separate accredited institutions of the USF System must consolidate into a single, accredited institution. If passed into law within 60 days, the Board of Trustees (BOT) will prepare a plan that will go to the Board of Governors (BOG) by January, 2019. The Provost pointed out that if this bill becomes law, this administration has three goals: (1) taking care of all faculty, staff, and students across the System, (2) ensuring that there will never be a lapse in reaching accreditation, and (3) complying with the state law as it is deemed to be in the best interest of USF.

REPORT FROM USF SYSTEM FACULTY COUNCIL PRESIDENT JIM GAREY

The council will be meeting on January 25th. President Garey will have a report at the February SEC meeting.

OTHER BUSINESS FROM THE FLOOR

a. Graduate Council Issue – Steve Permuth

   Chair Permuth raised the issue of the quality of dissertation committee chairs. Due to the lack of time at today’s meeting to adequately address the issue, it will be discussed at a future SEC meeting.

There being no further business, the meeting was adjourned at 5:18 p.m.