USF FACULTY SENATE MEETING
April 18, 2018
3:00 – 5:00 p.m.
Chamber Room 4200 Marshall Student Center

1. Call to Order, Review of Agenda

2. Approval of Minutes from March 21, 2018 Meeting (action item)

3. Report from Faculty Senate President Jim Garey (5 minutes)

4. Recognition of Senators and Officers – Jim Garey (10 minutes)

5. Reports by Officers and Council Chairs (25 minutes)
   a. Council Recommendations – Richard Will (action item)
   b. Council Term Limits – Richard Will (action item)
   b. Presentation from Graduate Council/Graduate School – Steve Permuth, Ruth Bahr, Associate Dean, Graduate Studies

6. Old Business
   a. Syllabus Bank – Kevin Yee and Moneer Kheireddine (10 minutes) (action item)

7. New Business (25 minutes)
   a. Predatory Journals Statement (Barbara Lewis) (action item)
   b. Mental Health Counseling at USF (Rita Debate)
   c. Call for USF System Faculty Council Members – Jim Garey/Matt Knight
   d. 2018/2019 Meeting Schedule – Jim Garey

8. Report on USF System Faculty Council Activities – Jim Garey (5 minutes)

9. Report from UFF President Arthur Shapiro (5 minutes)

10. Report from USF System President Judy Genshaft (15 minutes)

11. Report from Provost and Executive Vice President Ralph Wilcox (15 minutes)

12. Other Business from the Floor (5 minutes)
Faculty Senate President Jim Garey called the meeting to order at 3:02 p.m. The Minutes from the March 21, 2018 meeting were approved as amended.

REPORT FROM FACULTY SENATE PRESIDENT JIM GAREY

President Garey reported that the USF Consolidation Task Force was not fully constituted at this time. The first meeting of the task force will be Wednesday, April 25. The thirteen-member task force will submit recommendations to the USF Board of Trustees (BOT) by February 15, 2019. He reminded Senators that this task force is advisory-only to the BOT.

Under the new election process, Senate vacancies were being filled at an impressive rate. As of today’s meeting, there were 8 vacancies in Academic Affairs, 1 in Pharmacy, 2 in the College of Public Health, and 12 in the College of Medicine. Over the summer, efforts will continue to fill as many vacancies as possible before the beginning of Fall semester.

Last summer Dr. Paul Sanberg, Senior Vice President for Research, asked President Garey to lead an initiative to form a new chapter of the Sigma Xi Science Honor Society at USF. Sigma Xi is the leading Science and Engineering Research Honor Society and was established in 1886 at Cornell University. Teaming up with Michael Cross, USF Director of Undergraduate Research, and Victoria Stuart, USF Research Assistant Program Director, they approached faculty and students across the university about the idea and the response was uniformly and enthusiastically supportive. A final proposal was submitted in Fall of 2017 and received provisional approval in December. The installation ceremony is scheduled for April 20, 2018 and will include the induction of 20 undergraduate and 20 graduate student members into Sigma Xi. Dr. Tee Guidotti is a past president and member of the Sigma Xi Board and will be on hand for the installation ceremony.

RECOGNITION OF SENATORS AND OFFICERS – Jim Garey

As is customary for the last Senate meeting of the academic year, President Garey recognized the following out-going Senators for their service:

Behavioral and Community Sciences
Annette Christy (2016-2018)

College of Education
Barbara Shircliffe (2015-2018)

College of Engineering
Piyush Koria (2017-2018)
Libraries
Matthew Knight (2015-2018)

College of Medicine
Sally Alrabaa (2015-2018)
Ruisheng Liu (2015-2018)
David Wheeler (2016-2018)

College of Pharmacy
Kristy Shaeer (2015-2018)

College of Public Health
Etienne Pracht (2015-2018)

College of the Arts

Secretary Matthew Knight was presented a plaque in recognition of service to his colleagues from 2015-2018.

REPORTS BY OFFICERS AND COUNCIL CHAIRS


On behalf of the Committee on Committees (COC), Chair Will presented the following list of nominations that had been vetted by the COC, the Senate Executive Committee (SEC) and Senior Vice Provost Dwayne Smith. He pointed out that there were some vacancies that were contested.

Council on Educational Policy and Issues
Evangeline Linkous (CAS)
Erini Serag (PHARM)

Council on Faculty Issues
John Liontas (EDU)
Mark Witte (USF Health)

Council on Technology for Instruction & Research
Timothy Boaz (CBCS)

Faculty Council on Student Admissions
Katie Tricarico (EDU)
The nominations came to the Senate with a motion to approve. After clarification that there will be another round of solicitation for nominations in the fall, the motion unanimously passed.

b. **Council Term Limits** – Richard Will

At the April SEC meeting, a discussion was held regarding standing council term limits for faculty. At the request of the SEC, COC Chair Will reviewed all standing council charges to determine how term limits are addressed. The conclusion was that although term limits are indicated in each charge, the verbiage is not consistent across councils. Therefore, the following recommended change was presented to the Faculty Senate for consideration:
“Faculty members of the council will be appointed for staggered three-year terms, with one third retiring each year. Members may serve two consecutive terms, after which they must retire from the council for one full year before seeking re-appointment.”

Chair Will pointed out that the new verbiage would replace any comments regarding “faculty membership term limits” currently in a council’s charge. For example, this will remove language from a few council charges that allow exceptions to the term limits, such as the General Education Council charge which states: “Retiring members may not be reappointed during the year following the last year of their terms unless appointed to a vacancy on the council.” In addition, this would have no impact on any statements regarding student term lengths, nor on any statements regarding faculty representation on the councils. This recommended change was approved by the SEC and came to the Senate floor with a motion to approve. Discussion of the proposed change was held. It was clarified that the verbiage would be added to the Bylaws. There being no further discussion, the motion unanimously passed.

c. Presentation from Graduate Council/Graduate School – Steve Permuth-Graduate Council Chair, Ruth Bahr-Associate Dean, Graduate Studies

During a review of the Graduate Council Operating Procedures, Dean Bahr reported there were two concerns that came out of discussions: (1) the council was very slow to reply to what was being asked of it, and (2) no one was sure of what the council did. A Graduate Council Data Request for 2017-2018 was compiled consisting of policy issues discussed, policy issues researched, and policy revisions approved (a copy of which was provided for today’s meeting). Upon review of this information, it was determined that the council is understaffed to handle the number of course proposals received, which causes the council to be slow when things are received late or at the last minute, and the infrastructures needed to be better organized. Dean Bahr pointed out that her goal is to help keep faculty abreast of all things that affect graduate students, such as proposals, policies and fellowships. Another goal is to help with student recruitment and assist with handling the necessary paperwork.

One other area of concern is the composition of dissertation committees; that is, who should be chair and who should be the major professors. Dean Bahr is considering bringing back the stipulation that faculty must be a member of the graduate faculty in order to serve on a dissertation committee. She indicated she would like to discuss the issue of faculty credentialing at a future Senate meeting.

OLD BUSINESS

a. Syllabus Bank Update – Kevin Yee and Moneer Kheireddine

Before turning the floor over to Dr. Yee and Mr. Kheireddine, President Garey informed the Senators that at its April meeting the SEC fully endorsed the syllabus bank proposal. At this time, Dr. Yee reviewed the rationale for a syllabus bank and provided new
The idea was introduced of having each syllabus watermarked with “historical example” so there would be no question that the syllabus on file is not the current one. A faculty overview suggested:

- Everything is automated for faculty, as long as they have a syllabus in Canvas.
- Syllabi are “grabbed” (scraped) automatically from Canvas.
- The program to scrape will look for any document attached to a “syllabus,” or any file elsewhere in the course labeled syllabus.pdf or syllabus.doc (and similar variations).
- The program will automatically link the document and course number with instructor.

Dr. Yee pointed out that faculty could choose to let the scraping happen automatically, or view/change/delete or delete all and never scrape them again. Although the process would be automated, there would still be some sense of control over what students would see.

The floor was opened for discussion with the following comments:

- It was clarified that having the syllabus bank set up in this manner would facilitate the SACS requirement.
- It was reiterated that the uploaded data could be watermarked.
- Provost Wilcox asked the Senate to look into a standardized syllabus, as well as a policy that would not allow a faculty member to decline. Some Senators expressed having this be optional.
- The question was raised as to whether or not the syllabus bank could be a System issue. President Garey will have the topic added to the April agenda of the System Faculty Council.
- Senators were reminded that the goal of the syllabus bank is to reduce students’ uncertainty about a course.

There being no further discussion, a motion was made and seconded that the USF Faculty Senate approve the development of a syllabus bank. The motion unanimously passed.

**NEW BUSINESS**

a. **Predatory Journals Statement** – Barbara Lewis

On behalf of the SEC ad hoc committee, Chair Lewis prefaced the discussion of the statement by providing background for the creation of such a document. She explained that the document is for junior faculty and a reminder to chairs, full professors and mentors that they have a responsibility for working with faculty on determining what a predatory journal is. At an earlier SEC meeting, Provost Wilcox clarified that the university is seeking guidance on predatory journals from the Faculty Senate as it is a faculty/Faculty Senate issue to address. He asked for a clear statement of position as to where the faculty and USF stands on predatory publishing. At that time, President Garey
asked for a small committee composed of people within the colleges to work on a statement and/or guidelines. Senator-at-Large Richard Manning, CFI (Council on Faculty Issues) Chair Barbara Lewis and HAC (Honors and Awards Council) Chair Barbara Hansen volunteered to serve as the core of the ad hoc committee. The document presented at today’s meeting, University of South Florida Faculty Senate Statement on Evaluation of Open Access Publishers and Journals, was the result of the committee’s work. Chair Lewis brought the document to the Senate floor with a motion to approve. The floor was opened for discussion.

Dr. Hansen voiced concern that this document needs more deliberation because it does not include input from such entities as the USF Health Shimberg Library, the College of Public Health or the School of Pharmacy. She recommended that this be taken under advisement and requested broader input. Chair Lewis responded the document only informs faculty and mentors of the issue and that it is only a recommendation, not a requirement. President Garey pointed out that it was a living document and should be viewed as such. He suggested that it be approved as the Senate’s statement that will be worked on over the summer by the ad hoc committee. Provost Wilcox added that the committee work was commendable and a good start, but the need to continue the conversation is important. There was a vote called to adopt the statement as a living document to be worked on over the summer to make it more conclusive. The motion unanimously passed.

b. Mental Health Counseling at USF – Rita DeBate, Captain Mike Klingebiel, Detective Sergeant Todd Gregory

Dr. DeBate, Associate Vice President of Health and Wellness, was joined by Captain Klingebiel and Detective Gregory to provide the Faculty Senate with an overview of Digital Stakeout and how the police department utilizes this product to identify potential, threatening problems. Working in conjunction with SOCAT (Students of Concern Assessment Team), a system-thinking approach has been created to synthesize information. SOCAT acts as an assessment team to gather details and coordinate care. Senators were encouraged to contact either of these individuals for information on referrals and/or training.

c. Call for USF System Faculty Members – Jim Garey/Matt Knight

Except for the position as Secretary, the officers for next year will be:

Vice President – Tim Boaz
Sergeant-at-Arms – Philip van Beynen
Senator-at-Large – Richard Manning
All will be members of the USF System Faculty Council. A motion was made and seconded to approve these Senators for the indicated positions. The motion unanimously passed.

A call for Secretary will be sent out.
REPORT ON USF SYSTEM FACULTY COUNCIL ACTIVITIES – Jim Garey

President Garey reported that the Council will be meeting on April 26 during which it will elect a new president and vice president for the 2018-2019 AY. The Council will also continue examining faculty governance options under consolidation.

REPORT FROM USF SYSTEM PRESIDENT JUDY GENSHAFT

President Genshaft’s report consisted of the following items:

• President Garey and the Senators were congratulated and thanked for all of their hard work this academic year.
• USF’s preeminence status will be addressed at the June Board of Governors’ meeting.
• All eleven Commencements this year are filled.
• The first Consolidation Task Force meeting is scheduled for April 25, 2018 at USFSP.
• This year USF will be focusing on preeminence and consolidation for accreditation.

REPORT FROM UFF PRESIDENT ARTHUR SHAPIRO

The next UFF meeting will be held on April 20 in the Sabal Room of the Marshall Student Center. Everyone was invited to attend.

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