USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
August 1, 2018
3:00 – 5:00 p.m., Marshall Student Center Room 3700

1. Call to Order, Review of Agenda

2. Approval of Minutes from July 11, 2018 Meeting (action item)

3. Reports by Officers and Council Chairs (20 minutes)
   a. Replacement of SIGS (School of Interdisciplinary Global Studies) Senator – Drew Smith (action item)
   b. Vacancies: Senate, Officers, System Faculty Council – Tim Boaz

4. Old Business (45 minutes)
   a. Update on Syllabus Bank Project – Nancy Cunningham, Kevin Yee
   b. Predatory Journal Ad Hoc Committee: Members and Next Steps – Barbara Lewis
   c. Update on USF System Strategic Plan – Greg Teague

5. New Business (30 minutes)
   a. New Senator Orientation – Discuss Venue – All (action item)
   b. Request for faculty representation on USF Sustainability Committee – Tim Boaz
   c. Review of Senate Test Web Site – All (action item)

6. Report from Provost Ralph Wilcox (15 minutes)

7. USF System Faculty Council Report – Tim Boaz (5 minutes)

8. Other Business from the Floor (5 minutes)

9. Adjourn

Note: This is the last SEC meeting of this group for the 2017-2018 AY
President Tim Boaz called the meeting to order at 3:02 p.m. The agenda was accepted as presented. A motion was made and seconded to approve the Minutes from the July 11 meeting after the recommendation was made to strike the last sentence on page 1 due to a lack of clarification. The motion unanimously passed.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Replacement of SIGS (School of Interdisciplinary Global Studies) Senator – Drew Smith

SIGS Senator Peter Funke will be on leave for the 2018-2019 AY. Although the SEC (Senate Executive Committee) could fill the vacancy, under the new process SIGS held an election during which Dr. Scott Solomon was elected to replace Senator Funke. The SEC was asked to confirm this replacement. A motion was made and seconded to do so. The motion unanimously passed. Dr. Solomon will be appointed to a one-year term after which he is eligible to run for election to serve a three-year term if Senator Funke does not return.

b. USF System Faculty Council Vacancies – Tim Boaz

President Boaz asked for clarification regarding the seven Tampa representatives on the SFC (System Faculty Council). Currently, they are himself (as President), Robin Ersing (as Secretary), Richard Manning (as Member-At-Large), Nancy Cunningham (as At Large SFC Representative), and Steve Permuth (also as At Large SFC Representative). He had 2 questions: (1) What will happen to the vacant vice president position? This issue has not been resolved, and was tabled until the September meeting. (2) Was Dr. van Beynen (as Sergeant-At-Arms) willing to serve as SFC representative next year? Since the meetings do not conflict with his teaching schedule, Dr. van Beynen was willing to serve. This means six of the seven representative slots are filled.

OLD BUSINESS

a. Update on Syllabus Bank and Policy Project – Nancy Cunningham

Ms. Cunningham, Chair of the Council on Educational Policy and Issues (CEPI), explained that the project came about as a result of a request from then-President Jim
Garey. Dr. Kevin Yee, Assistant Dean of Enrollment Planning and Management, was put in charge of a syllabus bank project that had been proposed by Student Government and which had received Tech Fee funding for implementation. Joining forces with Dr. Yee, a CEPI subcommittee was formed and asked to investigate other universities as to their practices regarding access to, and retention, of syllabi. The subcommittee also investigated the practices of USF departments. The following investigative results were presented at today’s meeting: Student Tech Fee 2016-2017: Syllabus Bank; Syllabus Summer Project CEPI + Undergraduate Studies; USF Syllabus Template: Current Status; Beyond USF-T; USF Syllabus Practices (Storage, etc.); Survey Commentary; Review of AAU Institutions, University Policies on Syllabi (by CEPI); and Syllabus Guidelines (USF-T): Current Status. After the presentation, the floor was opened for discussion. Vice Provost Garey added that there should be a statement on the syllabus about what happens in the event of a hurricane and classes are canceled. Dr. Permuth asked that the SEC discuss the legal issues of ownership; that is, who owns the content of the syllabi as well as the syllabus. Past President Teague clarified that the university owns the document; the writer owns the information.

Vice Provost Garey clarified that Provost Wilcox asked that CEPI create guidelines for a syllabus bank so that a policy can be written by the fall semester. The SEC was reminded that the Senate can propose policy language but cannot create policy. Parliamentarian Smith pointed out that the issue could be assigned to a council to create language with support from the Faculty Senate; that is, CEPI would create language to send to the Faculty Senate to ask for its support. Therefore, President Boaz asked CEPI to bring proposed policy language to the SEC before it goes to the Faculty Senate. Ms. Cunningham will also contact the Office of the General Counsel about the issue of ownership.

b. Predatory Journal Ad Hoc Committee: Members and Next Steps – Barbara Lewis

Ms. Lewis reported that the committee felt there are additional issues to be addressed such as predatory conferences, invitations to serve on editorial/advisory boards, as well as the addition of an introductory statement explaining the purpose of the document. At this time, an action plan was discussed for moving the document forward. Dr. Hansen recommended that the name of the document be changed. Ms. Lewis commented that if the areas are addressed that she presented then she would consider the document complete at this time. Vice Provost Garey reminded the SEC that this will be a living document to be revisited when it is warranted.

The status of the committee membership was discussed. Drs. Hansen, Manning and Permuth will remain members; Ms. Lewis’s membership is tentative (depending upon whether or not she continues as chair of the Council on Faculty Issues). It was agreed that the committee will remain as is to work on the new issues and resubmit a new version of the document. At the recommendation of Dr. Hansen, President Boaz will reach out to USFSP for a faculty member to join the committee.
c. **Update on USF System Strategic Plan** – Greg Teague

After giving the background for the creation of the System Strategic Plan (SSP), Dr. Teague pointed out that the main issue is that the SSP is now on a course marking time to the consolidation. It will be important to keep alive those things that go into the SSP from the 3 institutions. In order to do this, it will be necessary to look at the 3 institutional plans to create a unified whole plan. A future of higher education group will be created to look at trends. If anyone is interested, there will be a group constructed with on-line interaction. Two issues were raised: (1) How does one get ideas for general discussion in the world of faculty? (2) It would be helpful for people to know what is happening with regards to the consolidation; that is, some kind of communication from the task force. In response to this last comment, Dr. Chisholm shared with the group that the Consolidation Task Force is having an open house on Wednesday, August 22, at 3 p.m. in the Marshall Student Center, Room 3707. Open houses are also scheduled at USFSP on September 11 and at USFSM on October 2.

**NEW BUSINESS**

a. **New Senator Orientation – Discuss Venue – All**

Senator-at-Large Manning was not at today’s meeting; therefore, the discussion was tabled.

b. **Request for Faculty Representation on USF Sustainability Committee** – Tim Boaz

In response to a request from Dr. Peter Stiling, Assistant Vice Provost of Strategic Initiatives, President Boaz solicited for and received replies expressing interest in serving from Drs. Phil Levy, Sharon Hanna-West, and Patrizia La Trecchia. The names of all three individuals will be forwarded to Dr. Stiling.

c. **Review of Test Web Site for USF-T Faculty Senate – All**

President Boaz reported that IT has built a test web site for Faculty Senate by incorporating the information from the current site. After a cursory review of the test site, Dr. Boaz would like the following to be addressed: the scope of content provided on the site, structure and navigation of the site, and review of items that should have parallel organization. He asked for volunteers to form an ad hoc committee to look at the current test site and to make recommendations to improve the site. Parliamentarian Smith volunteered to chair the committee; Dr. Betancourt volunteered to be part of the committee.

**REPORT FROM PROVOST’S OFFICE**

Since neither Provost Wilcox nor Senior Vice Provost Smith were at today’s meeting, the vice provosts present gave a joint report consisting of the following items:
• Summer Commencement will be held on Saturday, August 4 with two ceremonies.
• The main focus now is consolidation.
• There will be another meeting to discuss the Tampa Strategic Plan (no information available at this time).
• Although USF did not receive any new funding, staff raises have gone through; there will also be raises for faculty.
• On July 5, 2018, a memo was sent out to slow down curriculum changes.

USF SYSTEM FACULTY COUNCIL REPORT – Tim Boaz

Dr. Boaz reported the following items from the July 19 meeting of the SFC:

• The proposed reorganizations were approved from the Colleges of Public Health and Medicine.
• There were continuing discussions about consolidation issues. The Faculty Affairs Subcommittee on CAP is working on the organization of faculty governance under consolidation.
• Dr. Raymond Arsenault is the new Faculty Senate President at USFSP.
• At its August 16 meeting, the SFC will be reviewing a reorganization proposal from the USFSP College of Education.

OTHER BUSINESS FROM THE FLOOR

President Boaz asked the SEC’s assistance with filling vacancies on the Standing Councils. He thanked Drs. Hansen (Honors and Awards Council), Betancourt (General Education Council) and Ms. Cunningham (Council on Educational Policy and Issues) for their service as council chairs.

President Boaz announced that the USF System Technology Fee process for this year will begin soon. He will disseminate to the SEC the Guiding Principles that the review panel uses, along with a list of areas of focus that are being targeted for awards.

There being no further business, the meeting adjourned at 4:43 p.m.