USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
AGENDA
September 12, 2018
3:00 – 5:00 p.m., Marshall Student Center Room 3700

1. Call to Order, Introductions, Review of Agenda

2. Approval of Minutes from August 1, 2018 Meeting (action item)

3. Reports by Officers and Council Chairs
   a. Update on COC Membership for 2018-2019 – Rick Will
   b. Senator absenteeism – Phil Van Beynen
   c. Undergraduate Council Membership – Jill Roberts
   d. Senate Vice President Vacancy – Tim Boaz, Drew Smith

4. Old Business
   a. Proposed Syllabus Bank Language – Nancy Cunningham, Kevin Yee
      (action item)
   b. Update on new Faculty Senate web site workgroup – Drew Smith

5. New Business
   a. New Senator Orientation – Discuss Venue – All (action item)
   b. Tenure & Promotion workgroup of Faculty Affairs subcommittee for CAP – Greg Teague
   c. Retirement of President Genshaft

6. Report from Provost Ralph Wilcox

7. USF System Faculty Council Report – Tim Boaz

8. Other Business from the Floor (5 minutes)

9. Adjourn

**Next Meeting:** October 10, 2018
USF FACULTY SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
September 12, 2018


Provost’s Office: Dwayne Smith

Guests: Greg Teague, Kevin Yee

President Tim Boaz called the meeting to order at 3:06 p.m. The agenda was accepted as presented. A motion was made and seconded to approve the Minutes from the August 1st meeting. The motion unanimously passed.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Update on COC Membership for 2018-2019 – Rick Will

Dr. Rick Will, Chair of the Committee on Committees (COC), has heard from units with continuing Senators and is working with College of Behavioral and Community Sciences (BCS) and College of Engineering on getting newly elected Senators. He will continue to seek volunteers. Once all seats are filled this will provide more people to serve on committees.

b. Senator Absenteeism – Phil van Beynen

Dr. van Beynen (Sergeant-at-Arms), brought attention to the procedure in monitoring absenteeism of Senators at Faculty Senate meetings. Specifically, he inquired as to the role of the Sergeant-at-Arms in following up on absences. He reported that last year he followed up with Senators and most indicated that they forgot to sign in. Also discussed was how rigid we should be given we are hard pressed to get participants in the Faculty Senate. President Boaz clarified that the Bylaws say a Senator is deemed to have resigned his/her seat if they miss 3 meetings in a semester or 4 meetings in a year. After discussion by the committee it was agreed that after a Senator misses 2 meetings in a semester, they should be contacted by email with a copy to the chair asking them to consider if they are still available to carry out their duties and if not, to please find someone else in the department as a replacement.

c. Undergraduate Council Membership – Jill Roberts

Dr. Jill Roberts, Chair of the Undergraduate Council (UC), reported that there were not enough UC members to review online courses. She asked if there should be a seat on the
council given to Innovative Education. There was a discussion as to the process for adding a seat to a council of the Faculty Senate including whether the seat would be Ex-Officio or a voting seat. It was discussed that changing membership on a council might change the charge. The process would be to have the Council put the change forward to the Committee on Committees (COC), and then it would move to the Senate Executive Committee, and then go for a full vote of the Faculty Senate. Dr. Roberts also reported that communication with the Assistant Dean of Undergraduate Studies indicated that the Undergraduate Council should be comprised of equal representation from the 3 USF campuses and that the number of seats should fit the number of students in each unit. There is concern over this announcement since it has not been discussed by the Council or the Faculty Senate. Dr. Drew Smith (Parliamentarian), shared that Councils are defined by governing documents of the Faculty Senate and that any change must come from the FS, not another body. A question for future discussion is how councils will be structured after the university consolidation.

d. Senate Vice President Vacancy – Tim Boaz, Drew Smith

The issue of filling the vacant FS position of Vice President had been tabled from the August meeting. Dr. Smith, Parliamentarian, believed the bylaws were vague as to whether the election was for an “interim” VP position. Members discussed the process used to fill the VP position when Dr. Phil Levy stepped down as FS President and then Vice President Dr. Michael Teng became President. Dr. Jim Garey was subsequently elected VP. This was described as precedent to fill the open slot. Consensus was reached that upon resignation of Dr. Garey as President, Dr. Boaz moved into the position in accordance with the constitution leaving the seat of Vice President vacant. Dr. Ersing, Secretary, will prepare an announcement to be sent out to Senators seeking nominations with the election for VP to be held at the September FS meeting.

OLD BUSINESS

a. Proposed Syllabus Bank Language – Nancy Cunningham, Kevin Yee

Ms. Cunningham, past Chair of the Council on Educational Policy and Issues (CEPI), along with Dr. Kevin Yee, Assistant Dean of Enrollment Planning and Management, presented the SEC with draft language for a policy on syllabus creation and access. Dr. Yee confirmed that the draft included input from USF St. Pete and USF Sarasota-Manatee faculty. A discussion of the proposed policy language followed including: Clarification that this document is not meant to be a template and that additional information may be needed or added for accreditation and/or other purposes; that a course number be added after prefix; that student learning outcomes are needed to assess achievement as part of SACS however, learning objectives are optional as they refer to topics the instructor intends to cover; and, assignments and due dates should be included since syllabus serves as a contract between learner and instructor. Dr. Yee agreed to locate where the language for the academic integrity statement originated. A motion was made and seconded for requested amendments to be made and forwarded to President
Boaz so the document can be sent out with the FS packet. The motion unanimously passed.

b. Update on new Faculty Senate web site workgroup – Drew Smith

Drew Smith, Parliamentarian, reported that a new Faculty Senate website is being developed and although the path will likely change, the website itself will not. It was suggested that Ann Pipkins and the FS Secretary have permission for updating website content. The workgroup will review the content and structure of the web site and make recommendations for revision of the site.

NEW BUSINESS

a. New Senator Orientation – Discuss Venue – All

Senator-at-Large Manning reported that the last orientation involved a lunch and Powerpoint presentation. Participants found it valuable. We have more than 20 new Senators now so it was suggested that the orientation be held in a conference room with coffee/bagels. The suggested date is Wednesday October 3rd. Ann will assist Dr. Manning.

b. Tenure & Promotion workgroup of Faculty Affairs subcommittee for CAP – Greg Teague

Dr. Greg Teague reported that the subcommittee has been divided into a T&P group and a Governance Structure group. While participants from the Tampa Campus have been less involved in discussing implications, both the St. Pete and Sarasota-Manatee faculty are concerned about equity in resources to support scholarship compared to Tampa. In terms of T&P guidelines, faculty at SP and SM feel they will be treated unjustly if held to the same standards used to assess Tampa faculty. Suggestions to address this include allowing an extension of the tenure clock for those needing to adjust to new standards, and/or developing guidelines consistent with expectations given the availability (or lack thereof), of resources on different campuses. Also raised were implications of joining with faculty who have a different academic culture than that of the Tampa campus. Dr. Dwayne Smith, Senior Vice-Provost will send out to faculty what has been proposed thus far.

c. Retirement of President Genshaft – Tim Boaz

Tim Boaz reported that the BOT is moving rapidly to form a search committee and requested input on creating a short list of members from the SEC and FS that would be recommended to serve. The group felt immediate action was necessary since the process is moving quickly. Dr. Garey clarified that the search committee could not have more than 15 members and it should be comprised of BOG, BOT, students, faculty, alumni, and community stakeholders. A motion was made and seconded that Drs. Boaz, Teague,
Walczak, and Manning be nominated to serve as faculty representatives on the search committee. The motion unanimously passed.

REPORT FROM PROVOST’S OFFICE

Since Provost Wilcox was not at today’s meeting, Senior Vice Provost Smith provided an update on the following items:

- Questions have been raised as to why President Genshaft has decided to retire at this time. Dr. Smith shared that she has achieved much in her tenure at USF and feels this is the time to move on. Dr. Smith distributed a handout from the InfoCenter with 2018 student profile data. He referenced a decline in international enrollment and noted that as the economy improves, graduate enrollment dips are anticipated. He shared that the Honors College has enrolled its largest class in history, up 100 from last year with increased SAT scores. He also noted USF achieving pre-eminence, becoming a chapter of Phi Beta Kappa, and rising in the public institution rankings to 58 up from 68 last year according to US News and World Reports.

USF SYSTEM FACULTY COUNCIL REPORT – Tim Boaz

No report at this time.

OTHER BUSINESS FROM THE FLOOR

A question was raised as to the status of looking into a policy on supporting family education at USF. Dr. Garey believed a committee was formed but would need to get an update.

Dr. Manning suggested that in our role as Senators we might consider supporting some resolutions/amendments on the ballot this November (e.g. on raising university fees, on restoring voting rights of nonviolent convicted felons, etc.). President Boaz suggested putting something together to bring to the SEC group. Suggestions were made for possible Op-Ed pieces or articles in the Oracle.

There being no further business, the meeting adjourned at 5:12 p.m.