

**FACULTY SENATE MEETING
MINUTES
November 12, 2003**

The meeting was called to order by Faculty Senate President Elizabeth Bird at 3:08 p.m. The Minutes from the October 22, 2003, meeting were approved as presented.

REPORT FROM FACULTY SENATE PRESIDENT ELIZABETH BIRD

Faculty Senate President Bird's report consisted of the following items:

- The Principles of Shared Governance document has been forwarded to Interim Provost Khator. A joint workgroup was established to study the implications of the document and to begin movement toward practical ways to implement it. The workgroup has met once and will meet again shortly.
- The new Emeritus Professor procedure has been forwarded to the Provost's Office. Vice Provost Robert Chang has sent it out for comments across the university primarily to department chairs. She will consult with Dr. Chang once comments are in and will decide whether the Senate needs to revisit the document for any reason. It is hoped that the procedure will be in place by spring semester.
- The Constitution and Bylaws amendments will go to a final Senate vote at either the December or January meeting.
- Sign up sheets were distributed to give Senators the opportunity to indicate their interest in serving on the following committees: (1) The Faculty Input Committee which provides faculty recommendations about the implementation of the *FAST!* Financial system. It also advises on USF policies and practices regarding financial operations. (2) The University Service Excellence Team whose goal is to bring USF to the next level of quality for everyone who works, visits, and attends classes here. All groups from the university are represented and all the meetings are conducted with shared governance in mind. The Senate representative will act as a liaison between the team and the Senate. (3) The Council on Diversity also needs one Senate member who will act as a liaison. This will be a university-wide council. (4) An ad hoc committee to look at issues of representation and Senate structure by reviewing practices around the country in order to reach some conclusions about whether USF's system is the best, and whether it should consider such things as redefining the constituencies, and perhaps expanding the Senate. (5) Seven review teams are being formed by Associate Vice President Kathleen Moore for the SACS Compliance Report. Each team will be responsible for reviewing, editing, and consolidating the submissions from the colleges, campuses, and educational support units in the seven areas covered by the report. These seven areas are governance and administration, institutional effectiveness, research and planning, faculty, educational programs, student affairs, and library and learning resources and financial and physical resources. Dr. Moore noted that it was very important to have faculty representation on these review teams and critically so for the governance, educational programs, faculty

and library and learning resource teams. She asks for people with a broad knowledge of the university as a whole and those with report writing and organizational skills. Members of these teams do not have to be Senators, they can be general faculty.

REPORT/PRESENTATION ON QUALITY ENHANCEMENT PLAN (Rudy Schlaf)

Commencement and Convocation Committee Chair Joan Kaywell introduced Professor Rudy Schlaf who presented “The Research Experience for Undergraduates Program at the College of Engineering” as part of an undergraduate research lecture series. Professor Schlaf’s presentation consisted of the following:

- The CoE-REU Program – An Overview
- Benefits for Students and Faculty
- Examples of REU Results in Professor Schlaf’s Lab
- Results by Summer 2003
- Sources of Information for Students

Professor Schlaf then introduced a “real” REU student, Monica Gonzalez who presented her research topic on Characterization and Design of Niosomes for Drug Encapsulation.

COMMITTEE REPORTS AND ACTION

a. Report from Commencement and Convocation Committee (Joan Kaywell)

Chair Kaywell announced that USF’s Commencement will be on December 13th, with the first ceremony at 9:00 a.m. in the College of Arts and Sciences, College of Visual and Performing Arts, and School of Architecture and Inter College Program. The second ceremony will be at 1:30 p.m. for the Colleges of Business, Engineering, Education, Medicine, Nursing and Public Health.

The Commencement and Convocation Committee will be soliciting information about convocations that faculty have experienced. From this information, recommendations will be made to Vice Provost Chang about ways in which to celebrate faculty and develop something unique to USF.

b. Nomination Recommendations from Committee on Committees (Ellis Blanton)

Committee on Committees Chair Blanton presented the following list of nominees for University-Wide Committees and Councils:

COMMITTEE ON COMMITTEES RECOMMENDATIONS FOR FACULTY SENATE STANDING COMMITTEES AND COUNCILS Fall Semester 2003

Academic Computing Committee

James Marshall (STPT)
Marianne Sarkis (FMHI)

Commencement and Convocation Committee

Miguel Labrador (ENG)

Faculty Committee on Student Admissions

Betty Epanchin (EDU)

Graduate Council

Susan Becker (COPH)
Roger Brindley (EDU)
Judith Ponticell (EDU)
Christopher Steele (VPA)
James Strange (CAS)
Brent Weisman (CAS)

Honors and Awards Council

Lindy Moody (NUR)
Rajan Sen (ENG)

Instructional Technology and Distance Learning Council

Bonnie Braur (STPT)
Ron Dulaney (ARCH)
David Williams (VPA)

Publications Council

Valerie Janesick (EDU)

Research Council

David Himmelgreen (CAS) Member-at-Large
Uday Murthy (BUS)
Daanish Mustafa (STPT) Member-at-Large
Etienne Pracht (COPH)
Gregory Teague (FMHI)
Joel Thompson (CAS)

Undergraduate Council

Pam Fleege (EDU)

University Honors Program Committee

Denisse Thompson (EDU)

**COMMITTEE ON COMMITTEES RECOMMENDATIONS FOR
PRESIDENTIAL COMMITTEES AND COUNCILS
Fall Semester 2003**

Athletics Council
Marchell Cuppett

Committee on Black Affairs
Chandra Foreman
Rony Francois
Paula Webster

Women of Status Committee
Kim Vaz

These nominations were reviewed and approved by the Committee on Committees, approved by the Senate Executive Committee and came to the Faculty Senate with a motion to approve. There was a call to question and the motion to accept this list of nominees was unanimously passed.

c. Proposed Changes to Library Council Charge (Ellis Blanton)

Chair Blanton presented changes to the Library Council charge that would raise the council's focus from being at a detailed operations level to being at a strategic level. These changes were put forth by the Chair of the Library Council, reviewed and approved by the Committee on Committees, approved by the Senate Executive Committee, and came to the Faculty Senate with a motion to approve. There was a call to question and the motion to accept these changes to the Library Council charge was unanimously passed.

NEW BUSINESS

a. Proposed Council on Educational Policy and Issues (Elizabeth Bird, Ellis Blanton)

Senate President Bird presented the following draft charge for a new council called the Council on Educational Policy and Issues (CEPI):

DRAFT

COMMITTEE: COUNCIL ON EDUCATIONAL POLICY AND ISSUES

AUSPICES: The CEPI is a standing council of the USF Faculty Senate and receives authority for its actions through that body.

CHARGE: The CEPI is concerned with all matters that influence the quality of education at the University. It deals primarily with issues, policies, and procedures that affect academic quality and environment on a University-wide basis.

RESPONSIBILITIES:

The council shall develop its own operating procedures, subject to the approval by the Provost. Functions of the council include:

1. Review existing academic policies and recommend to the Faculty Senate and Provost modifications that will improve academic quality and environment.
2. Initiate and recommend to the Faculty Senate and Provost new policies that address academic and educational quality and environment.

MEMBERSHIP:

1. Membership shall consist of one faculty representative from each college, campus and unit with voting representation in the Faculty Senate; one additional faculty representative from any college having more than 250 full-time faculty members; and a third faculty representative from any college having more than 400 full-time faculty members.

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.

2. One undergraduate student, to be appointed to a one-year term. May be reappointed for a second one-year term.
3. One graduate student, to be appointed to a one-year term. May be reappointed for a second one-year term.
4. Ex officio, non-voting members will include:
 - Provost or designee
 - Dean of Undergraduate Studies, or designee
 - Dean of Graduate Studies, or designee
 - VP of Health Sciences, or designee
 - VP of Student Affairs, or designee

If a member of the CEPI accumulates three unexcused absences per year from regularly scheduled meetings, he or she will cease to be a member, and will be replaced promptly

according to the standard procedures for nomination and appointment. Excused absences may be granted by the Chair or Vice-Chair of the Council, and shall not exceed four in number per year.

APPOINTMENT: Nominees will submit nomination forms to the Committee of Committees of the Faculty Senate which will review each nominee.

The Undergraduate Student member will be appointed by the Student Senate.

The Graduate Student member will be appointed by the Graduate and Professional Students Organization

CHAIR: The Chair will be elected from among the voting members.

This charge came to the Faculty Senate as a motion from the Senate Executive Committee and the Committee on Committees. President Bird explained that the rationale behind this council is that USF does not have such a group which makes it extremely unusual among major universities. In keeping with USF's move toward shared governance and putting the role of the Senate in the development of educational and academic issues, the Senate Executive Committee proposed the creation of this council. The council's responsibility will be to review existing academic policy and recommend modifications to the Senate. It will also initiate and recommend new policies that address issues of academic and educational policy. The motion to approve the establishment of the Council on Educational Policy and Issues was unanimously passed.

b. Report of Regional Campuses

Senate President Bird gave a brief background of the rationale behind the report before turning the floor over to Senator Steve Permuth, Chair of the Ad Hoc Committee on Intercampus Procedures. She pointed out that this report is advisory; it is not enforceable in any way. It came to the Faculty Senate as a motion approved and seconded by the SEC asking the Senate to approve the recommendations and forward the report to the President and the Provost for incorporation into the ongoing revisions and procedures which is being undertaken by Vice Provost Ralph Wilcox.

After Senator Permuth presented the strengths and weaknesses of the draft document Inter-Campus Operating Procedures (IOP) developed during the late spring and summer of 2003 by selected USF regional, central and academic associate dean administrators, he then proceeded to review the committee's recommendations. After his review, the floor was opened for discussion, and there were several outcomes from the discussion. One, was President Genshaft's willingness to work with the Faculty Senate on eliminating the disturbing conduct in attempts to quiet faculty from utilizing full academic freedom. Another outcome was the resurrection of the Faculty Senate news sheets to keep the

entire faculty informed of the events that affect them as a group. This will also provide another avenue by which faculty can provide feedback to the Faculty Senate.

A motion was made and seconded to accept the recommendations from the Ad Hoc Committee and forward them to the President and the Provost. The motion was unanimously passed.

ISSUES FROM THE FLOOR

- a. Senator Alan Sear asked where the written policies and procedures of the university are that define how the academic departments are established. General Counsel Steve Preveaux responded that the establishment of academic departments would be under the constitutional document of the university.
- b. Graduate Council Chair Sara Mandell requested that communications be sent out in hard copy to the people who need it and not be sent electronically. Senate President Bird responded that although she does not have the authority to authorize paper copies of everything that goes out at the university, she would look into it.

There being no further issues, the meeting was adjourned at 4:53 p.m.