

**SENATE EXECUTIVE COMMITTEE MEETING
MINUTES
December 3, 2003**

Present: Michael Barber, Glen Besterfield, Elizabeth Bird, Ellis Blanton, Susan Greenbaum, Andrew Hoff, Sara Mandell, Jana Futch Martin, Sandra Schneider, Thomas Terrill, Nancy Jane Tyson

Provost's Office: Robert Chang, Phil Smith, Ralph Wilcox

The meeting was called to order at 3:05 p.m. The Minutes from the November 5, 2003, meeting were approved as presented.

**REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT
ELIZABETH BIRD**

President Bird's report and announcements consisted of the following:

- First, was the shared governance initiative. There has been one meeting and another is scheduled for next week, in which discussion will occur about how to put these principles into practice.
- The revised Emeritus Professor procedures have been forwarded to the Provost.
- The Council on Educational Policy and Issues and the Committee on Faculty Issues are part of the shared governance initiative to put faculty back to where they belong in the decision-making process.
- An ad hoc committee will be established to look at issues of representation on the Senate to include smaller units. There may not be any changes in the current process, but an ad hoc committee can determine if there are other models that might come into play that would make the Senate more representative and relevant to the faculty at large.
- She spoke at a recent Board of Trustees (BOT) meeting at which she mentioned two main things. First, she addressed the issue of the Big East Conference by pointing out that USF seems to have accepted the premise that in order to compete it has to have luxurious new facilities, highly paid coaches, and the kind of infrastructure that supports this level of athletics.

Yet, when it comes to the academic infrastructure, the message always seems to be – do more with less. She also pointed out that to compete with major research universities, USF first must compete academically, and that means faculty. She presented to the BOT information on the average salaries of faculty members in the fifteen new Big East schools. Out of those fifteen, USF is fourteenth at every level -- Professor, Associate Professor, and Assistant Professor. Discounting West Virginia (ranked number fifteen), USF full professors earn 84 percent of the average at the other thirteen schools. USF associates and assistants do better,

earning 89 percent of the average. USF full professors earn less than 70 percent of their counterparts at the highest paid Big East School. The obvious point is that academic quality costs money, just as athletic quality does.

She told the BOT that one does not become a great university by playing football against great universities. Outstanding faculty do not choose a university because of its basketball statistics. They choose places that offer stimulating teaching opportunities, well-equipped labs, funds for research travel, and rewards for a job well done. Some of those colleges USF will be playing in the Big East *are* great academic institutions, but they were great academically before they were athletic powerhouses. She hopes USF does not end up getting it backwards.

- She reiterated what she said at the November Faculty Senate meeting. That is, she and many faculty she has spoken with, are concerned about the progress toward collective bargaining. Meanwhile, USF is in somewhat of a limbo when it comes to faculty rights and responsibilities that are in the old contract, but not in the new rules. She asked for some answers, and other Board members agreed that faculty deserve those answers.
- In response to a message sent out by Vice Provost Robert Chang to deans asking what concerns do their faculty have, some she has heard mentioned include but are not limited to:
 - Full details of contract issued to faculty upon appointment
 - Equity in assignments, and rights to discuss these with department chair and/or dean
 - Responsibility of Board to look at class sizes
 - Adequate notice if being moved to another principal place of assignment
 - Adequate technology support
 - Sustained performance evaluations (post-tenure review)
 - Advance notice that classes will be observed by peers
 - Rights to be reassigned if non-reappointment based on financial, curricular decisions, etc.
 - Rights to an office, to the freedom to attend professional conferences, control over personal papers, and to a 9 percent salary increase upon promotion and many more.

President Bird thinks the least faculty can ask for is an Interim Faculty Handbook which spells out these concerns. She has told President Genshaft that she will be pursuing these questions and hopes that answers will be forthcoming very soon.

- The Regional Campus Report resulted in a meeting being held the following week with all the campus CEOs and deans. The result of this meeting was that confusion does, indeed,

reign and another meeting has been scheduled. President Genshaft has pledged to conduct an EO investigation on the Lakeland campus.

- She has received an informal request from a faculty member who was non-reappointed. This person has requested that a Senate committee be formed to look into the circumstances and recommend whether the decision was reached fairly. President Genshaft thinks this would be a good thing to do. As soon as a formal request has been received from the individual, President Bird will proceed. If anyone is interested in participating or can recommend someone, they should contact President Bird.
- One of her goals is to get the website properly renovated and to get recent information on there. It is important for the Senate to communicate with the faculty, and she will work on setting up a mechanism to do so.

Vice President Greenbaum asked about the status of the Provost search. President Bird responded that there were to be telephone interviews narrowing the list of candidates to three or four for interviews. She has not heard anything more if that has actually happened. The original goal was that they were going to come in before Christmas.

Vice President Greenbaum brought up the issue of parking during the first two weeks of classes each semester. She feels that the denying of appeals by Parking and Transportation Services for legitimate reasons is a bad principal and she would like to argue that. President Bird agreed that there are areas of concern but questioned whether or not the Senate Executive Committee (SEC) wants to do anything about them. However, she will invite Parking Services Director Gregory Sylvester to a future SEC meeting.

A separate discussion was held regarding faculty salaries. Sergeant-at-Arms Michael Barber pointed out that when raises are capped, the compression is increased. That creates a problem with inversions where faculty with less time are now earning more than senior faculty. Part of the problem is that faculty do not know what the comparative salaries are, so there should be a better job of publicizing what these averages are so faculty get to know whether they are getting reviewed properly. It would also be helpful to publish the administration salaries. President Bird responded that the Provost's Office keeps the best figures on the OSU comparative data because the gross averages are across the board and it is difficult to make comparisons. Associate Provost Phil Smith added that OSU isolates research institutions so USF can be compared to research institutions regionally or nationally. It is the best faculty salary data source there is. He is willing to make the data available. President Bird would like for two or three SEC members to look at that data and try to make some useful conclusions.

REPORT FROM ROBERT CHANG FOR INTERIM PROVOST KHATOR

Interim Provost Khator was unable to attend today's meeting and a report was given by Vice Provost Robert Chang on her behalf and consisted of the following:

- There will be a second meeting next week which will include deans, chairs and vice presidents to identify areas of governance so that committees can be charged to look into those issues.
- The Provost's Office has sent supplemental funding to the colleges knowing that due to the recent cuts, colleges may be using some of the money for cuts instead of giving it back to the state. Hopefully, this supplemental funding will restore summer classes. The objective is to maintain the summer offerings that USF had in 2003. USF is exploring a department-based summer pilot program. The idea is to provide more courses for the students, more summer hiring opportunities for faculty members while at the same time creating a pilot program with discretionary funding for departments.
- The Provost's Office has received some feedback from department chairs and deans on the revised Emeritus Professor Proposal. It was scheduled to go out as a directive from the Provost's Office, however, there is the issue of the free parking with green permits. It used to be free parking for Emeritus Professors in the Park and Ride which is a \$35 remote lot. Moving it to green permits creates a \$120 difference. This issue needs to be addressed as quickly as possible before the directive can be sent out to the university. He has talked with Vice President Carl Carlucci and there are some procedures that need to be done, after which he will report back to the SEC.

REPORTS BY OFFICERS AND COUNCIL CHAIRS

a. Research Council (Sandra Schneider)

Research Council Chair Schneider announced that the internal awards process for the fall is going very well. The council is working to get feedback to the individuals that apply in order to provide them with the opportunity to improve their research.

One of the things the Research Council is concerned about is that the Internal Awards process has consumed about 90 percent of the council's time. What the council has to do is to figure out how it can continue to contribute to the internal awards process and how it can expand in other areas. Chair Schneider asked how do possible agenda items make their way to the Research Council? The council wants to find out ways that the Faculty Senate might bring issues to the council that are in need of being evaluated. What are the communication lines that can make the council effective?

The last item had to do with the review of the internal awards burden by creating subcommittees. What is the role of the Research Council in restructuring and how can the Faculty Senate be involved? President Bird pointed out that if the Research Council wants to revise its charge the changes must be submitted to the Committee on Committees and then to the Senate. This is where the council would suggest a few ways to organize the subcommittees. Chair Schneider commented that it would be appropriate to create a mechanism for getting information to the Research Council. President Bird agreed that there needs to be a line of communication established whereby information

can be disseminated to the appropriate committees and councils. She added that she will think about some ideas for next year.

NEW BUSINESS

a. December Faculty Senate Meeting

President Bird announced that there were no items of discussion for the December meeting. She will postpone a review of the Bylaws and Constitution until the January meeting. At this time, a motion was made and seconded to cancel the December Faculty Senate meeting unless there is an emergency BOT meeting that warrants it. The motion was unanimously passed without any discussion.

OLD BUSINESS

a. Revisions to Bylaws

President Bird explained that she had received additional changes to the Bylaws from a number of people since the SEC looked at them earlier this semester. At today's meeting the previous and new revisions were presented and discussed.

A motion was made and seconded to delete the sentence in Article V., section A.1. Committee on Committees, that reads "Each representative on the Committee on Committees is elected by the Senators of the respective college/campus/unit." The motion unanimously passed.

A motion was made to add the chair of the Publications Council as a member of the Senate Executive Committee in Article V. B. 1. Composition (of the Executive Committee). The motion died due to a lack of a second.

President Bird asked for discussion of additional language to Article VIII. B. Nominations to University-Wide Committees and Councils which read "Department Chairs are considered to be members of the general faculty; other administrators who hold faculty appointments are not eligible for membership if their administrative assignment is 50 percent or greater." The majority of the SEC members felt that having administrators on faculty-run committees and councils creates a problem with shared governance in that there could be a situation where a council is chaired by an administrator. At this time, a motion was made and seconded to include the new language regarding administrators serving on university-wide committees and councils. The motion passed with one objection.

Sergeant-at-Arms Barber turned the discussion to Article VII. B. Excessive Absence. There were two points that he wanted to discuss. One was about whether two missed meetings per semester or two meetings in the academic year should be allowed. The other was what constitutes an excused absence. President Bird pointed out that the original Bylaws said two missed meetings in a year. It was suggested to do two in a

semester. Sergeant-at-Arms Barber suggested that the attendance roster be put on the website. Then faculty can then check to find out how many meetings they have missed. He asked the SEC what it is he is supposed to enforce. After additional discussion, a motion was made and seconded to add the following statement to the Bylaws: “The Sergeant-at-Arms will monitor attendance and make a determination as to the validity of any excuse for absence.” The motion unanimously passed. A second motion was made and seconded to revise the statement regarding unexcused absences to read “A senator who fails to notify the Sergeant-at-Arms of absences from two regular meetings, without an alternate, in any semester is presumed to have resigned from the Faculty Senate.” The motion unanimously passed.

NEW BUSINESS

The issue of the university undergraduate and graduate catalogs was opened for discussion. The Undergraduate and Graduate Councils have been asked to approve the catalogs by December 12th before it is promulgated. Undergraduate Council Chair Glen Besterfield commented that the Undergraduate Council has already approved the undergraduate catalog; therefore, it is now out of the council’s jurisdiction. President Bird commented that it seems that Tallahassee is asking the Senate to take responsibility for the catalogs and give them its seal of approval which does not seem appropriate. The councils have done what was necessary and it should not become something that the Senate takes over.

Vice Provost Wilcox offered the rationale that the undergraduate and graduate catalogs in Florida are viewed as rule. The catalogs have to move through this promulgation process. In discussions with the undergraduate and graduate deans it was felt that in the true spirit of shared governance USF should provide faculty the opportunity to play a significant role in the promulgation process. Some of the catalog will be now mandated from Tallahassee. Graduate Council Chair Mandell stated that she had not received the catalog, nor had she heard anything yet. Vice Provost Wilcox explained that the process has had to back up through promulgation. That is, the catalogs have been sent them back to regional campuses to ascertain whether they have moved through the USF curriculum approval process.

President Bird stated that in the future those kinds of issues that are not specifically graduate or undergraduate those should go through the Council on Educational Policy and Issues. It should be made clear to everybody on all the campuses that every single issue that is academic has to go through a committee. Vice Provost Wilcox responded that at least for this year the councils should focus primarily on the new changes and not go back through those that have already been reviewed. President Bird added that as long as there is a mechanism that shows that anything that gets into the catalogs has gone through some faculty committee of some kind then that would take care of it. It is not necessary for any one committee to take a five hundred page document and read it and make decisions. This could be explained to the deans and CEOs next year so that they understand the process.

Vice Provost Wilcox announced that the university is looking to advance the cycle. For example, the approval process will start with the calendar year so January of 2004 will be 2005-

2006 because this time next year the catalogs need to be going through the promulgation process without the last minute panic.

There being no further business, the meeting was adjourned at 5:03 p.m.