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USFSP Faculty Senate Meeting : 2013 : 01 : 11 : Minutes

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UNIVERSITY OF SOUTH FLORIDA, ST. PETERSBURG

FACULTY SENATE

Meeting Minutes

January 11, 2013

I. Recognition of Members and Alternates:

Members Present: Susan Allen, Kaya van Beynen, Ella Schmidt, Wei Guan, Steve Lang, Alternate Present: Guda Gayle-Evans for Cynthia Leung
Members absent with apologies: Cynthia Leung, Chris Davis

II. Recognition of Guests: Dr. Norine Noonan, Dr. Bill Hogarth

III. Approval of Agenda: Unanimously approved. Dr. Gayle-Evans and Kaya van Beynen requested to include College of Education and Library issues, respectively, as "New Business"

IV. Approval of Minutes from Previous Meeting: Unanimously approved.

V. Administration Reports:

Bill Hogarth: 1) Susan Allen requested funding to purchase license/contract for Survey Monkey for the Senate in order to implement an evaluation of administrators this spring. Bill Hogarth approved this. Norine Noonan indicated Senate should contact Jeff Reisberg for issues related to setting and license.

2) Where does USFSP stand in regards to enrollment? Dr. Hogarth indicated that the plans to build a third dorm are on their way. Norine Noonan indicated that the construction of the new facility is needed as we have a policy that requires freshman students who live within a 30-mile radius to live on campus. As of now, we have run out of space; we have doubles that are used as triples and triples housing four students in both buildings. At this point a third dorm is needed just to house students who are living in university housing now and will want to return to dorms next year.

The Hilton might be used for returning students starting in the fall of 2013. Though transfer students should be encouraged to live on campus, Steve Lang indicated that those students many times are commuters with family responsibilities, etc.

3) There is a need to create a program (similar to STAR) for returning students that could predict their success, especially for the 25% lowest percentile. Some sort of an "academic boot camp" is being planned for next fall to help those students. The performance of these students will be monitored through regular "academic updates."

Norine Noonan: 1) As a matter of courtesy and concurrency the Academic Policy on Testing and Examinations was presented for faculty input and review in order to address the event of multiple final exams on the same day.

- Academic Affairs has revised the Policy and has eliminated “doctoral qualifying examinations” and added “thesis defenses.”
- A “hierarchy of priorities” for tests and students situations has been included.
- Senate representatives from the College of Education, Dr.’s Lang and Gayle-Evans pointed out that students with clinical activities (leadership practicum, internships, etc.) might run into conflict. Dr. Norine Noonan requested specific language to deal with this situation, which will be added to the revised policy.
- Dr. Noonan reiterated that no Final Exams can be administered on the last week of classes. It is clear that lab tests can be administered during last week of classes, but there is some discrepancies in written information as to whether non-comprehensive tests can be administered that week. The most important issue is to not administer “comprehensive” final exams except during final exam week.

VI. Action Items

- A. Revision to Testing and Final Examinations Policy (see above)
- B. Class meeting times: a) Guda Gayle-Evans expressed concerned with safety issues regarding classes that start at 6PM and end at 10PM and the lack of police presence during those times. Dr. Hogarth indicated that indeed the police do their ‘rounds’ during the day, but more can be done as when students go on field trips and the police is informed so that they can be on campus when students return. Hogarth will make sure that class schedules are shared with the Police.

b) Dr. Gayle-Evans asked whether 6Pm classes can start earlier. Dr. Noonan indicated that there are issues with staff leaving at 5PM, 5:30PM could be an option but unfortunately does not adhere with schedule patterns

c) There was discussion about the importance of Police presence in the evenings. Dr. Hogarth will check into this.

d) Kaya van Beynen reported that there are no procedures or drills in place for lockdowns at the Library. Hogarth will take this issue to the Police.
- C. Annual Evaluation Process of Administrators
 - Chris Davis apologized through email for not being able to attend. Susan Allen shared several formats for possible surveys.

- Members discussed types of questions and possible audience, anonymity, length, dissemination, use of percentages/rating scales and qualitative analysis.
- Survey Monkey provides percentages and organizes commentaries. The Senate would edit comments if appropriate and organize them by themes.
- Kaya and Susan will draft a letter clearly stating the confidentiality, dissemination, etc. inviting faculty members to participate in the survey.
- It was agreed to stop asking for Tampa's input as their lack of response was seen as delaying tactics. Susan will communicate with Chris about this issue.
- The committee chose to use IDEA survey, though there might be copyright issues.
- It was agreed that members will bring their suggestions to the next meeting (i.e. other questions, items, etc.). Susan will convert the IDEA survey into a Word document for members to share suggestions and include suggestions already made.

VII. Business Items for Discussion

A. Updates

- a. Formation of DL Committee: the DL committee is in place. Susan Allen will meet with members on January 16th at 2pm. The committee includes Kevin Wang, CAS; Tom Ainscough, COB; Zafer Unal, COE; and Gary Austin, Library
- b. Bullying Committee: Steve Lang indicated that there will be a meeting this coming Monday (1/14) where committee members will draft the policy.

B. Union Report – Steve Lang

Union committee in place; University Committee still in the works.

C. Other Business

- 1) Barnes and Noble – Dr. Gayle-Evans reports that free Desk copies are no longer provided by the bookstore even for Adjuncts who are appointed at the last minute. Julie Jakway came into the meeting at the end to confirm this policy. She suggested that those individuals should contact their College secretary and request to use the P-Card and at the end of the semester they could return the desk copy (or when their desk copy would have arrived)
- 2) Discussed concerns about having to pay to use campus facilities for educational and meeting functions. For example, Guda reports that the COE Clinical Coordinator uses DAVIS 130 to hold meetings there from 8-4PM for student teaching interns and needs to pay for the use of the room. Dr. Noonan stated that funds are made available to Colleges through E&G funds and they are responsible for paying these fees.

3) Susan will invite Kathy Arthur to our next meeting for discussion about the status of General Education changes.

Meeting was adjourned at 3:30PM

Summary

Motions		Approval Status	
		_____ made the motion.	
		_____ seconded the motion.	
		_____ made the motion.	
		_____ seconded the motion.	
Actions (Follow-up)	Person(s) Responsible	Deadline (if any)	
Investigate obtaining Survey Monkey contract with Jeff Reisberg	Susan Allen	Before the next meeting	
Draft letter for administrators' evaluation	Susan Allen & Kaya van Beynen	Before the next meeting	
Convert IDEA form to Word, add edits discussed, & look into Copyrt. issues	Susan Allen & Kaya van Beynen	Before the next meeting	