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USFSP Faculty Senate Meeting : 2014 : 02 : 07 : Minutes

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University of South Florida St. Petersburg
Faculty Senate
Meeting Minutes
February 7, 2014
1:30 P.M.
BAY 220

I. Recognition of Members and Alternates: Steve Lang (President), Deanna Michael (Vice President), Ella Schmidt, Wei Guan, Jamie McHale, and Kaya Van Beynen (Members).

Members Absent: Chris Davis.

II. Recognition of Guests: Sophia Wisniewska (Regional Chancellor) and Donna Knudsen (Director of Graduate Studies).

III. Approval of Agenda: Ella Schmidt made a motion and Wei Guan seconded to approve the agenda with minor corrections. The agenda was unanimously approved. The corrections include "Library sign-off on GE courses" should be "Library sign-off on undergraduate courses" and the future meeting date should be April 11 instead of April 1.

IV. Approval of Minutes from Previous Meetings

Deanna Michael moved and Ella Schmidt seconded to approve the minutes of Oct. 18, 2013, Nov. 22, 2013 and Jan. 10, 2014 with minor corrections. The minutes were unanimously approved.

V. Administration Reports: Regional Chancellor Sophia Wisniewska

- Deanna Michael shared a concern by the College of Education Council (see the attached letter) that the selection of membership for campus committee is being done without consultation with the College of Education Council and the Dean. There is overburdened committee work assigned to some tenure-earning faculty members which could adversely affect their research productivity and professional development. These junior faculty members should be protected. Wei Guan added that in addressing a similar issue, the College of Business faculty has recently approved a new statement added to the existing College of Business' Governance Document that "*Assistant professors will be appointed to one committee. Any additional requests for service assignments for assistant professors must be presented to the CBC for approval.*" Jamie McHale indicated that department chairs in the College of Arts and Sciences should also be informed and consulted with regarding faculty's committee assignments.

Chancellor Wisniewska responded that the case for that particular faculty member may be just for the recent strategic planning process. The Chancellor will work with Vice Chancellor Vivian Fueyo to review the related policies and procedures to avoid too much burden falling on those junior faculty members' shoulders.

- The strategic planning process has been going well. There have been a couple of good meetings with the faculty with a lot of good inputs. Vice Chancellor Vivian Fueyo has recently communicated with the Deans to make sure that all faculty members have a voice in strategic planning process.

- There will be no fees increase for students in the next academic year. The three proposed fees have been pulled off.
- The governor has requested paying attention to programs with under-enrollment. Steve Lang asked what matrix is being used to evaluate a program and stated that students in some small programs are almost all got hired after their graduation. Chancellor Wisniewska replied that the Board of Governors treats the USF system as one institution. There is no way to avoid the current criteria but we will try to protect our new programs even though the enrollment may not be at a desirable level.
- USF Day at the Capitol in Tallahassee will be held on February 12, 2014. The focus is on the funding for the new College of Business Building.
- The four Deans have met quite frequently recently for the strategic planning and retention issues.
- Steve Lang mentioned that there are on-going conversations between the Colleges of Education in Tampa and St. Petersburg about the possibility of jointly offering a Ph.D. program and some doctor level courses could be taught on this campus if the Tampa campus hosts the Ph.D. program.

Chancellor Wisniewska replied that individual departments will not make institutional level decisions. Although SACS approved two Ph.D. programs for this campus, it seems a mistake because SACS may have confused our institution with the College of Marine Science. In looking forward to the future, we need conversations in line with the new strategic plans and available faculty resources. Otherwise, when the SACS visits us next time, we may not be up to the Ph.D. level research requirements.

- Jamie McHale asked how the USFSP makes reporting in the state university system. Chancellor Wisniewska said that the Board of Governors treats the USF system as one institution not as three separate institutions so that there is one report required from the USF system. This may be a favorable thing for us. But SACS treats the USFSP as a separate institution.

VI. Action Items

A. Donna Knudsen – Director of the Graduate Studies

- Ms. Donna Knudsen expressed her appreciation for the opportunity to meet with the faculty senate. She presented the history, responsibilities and major functions of the Office of Graduate Studies (See the attachment) which is the administrative office for about 550 active graduate students in 17 degree programs and 4 graduate certificates.
- Steve Lang asked about graduate advising. Donna replied that graduate advising is different from undergraduate advising because there is no general equation requirement and varies from program to program. Therefore, there is no advisor in the graduate studies office. All advising is through the graduate faculties in the individual colleges. There is a brief discussion on the compensation for the faculty graduate advisors in terms of course release and/or stipends.

- Jamie McHale asked about the benefits of having the graduate programs. Donna Knudsen responded that there are no state funding dollars specific for the graduate programs but the graduate programs distinguish USFSP from the other higher educational institutions in the Pinellas County.
- Steve Lang asked Donna Knudsen to provide recommendations for the Faculty Senate to promote the graduate programs in the current strategic planning process. She suggests: (1) more investments in the graduate programs by the institution; (2) increase in marketing budget from the current zero dollar; (3) a more coordinated recruiting efforts between the graduate studies office and the individual colleges with the recruiters reporting to both the college deans and to the graduate study office. Currently there is no recruiter in the graduate studies office.
- In response to the question of enrollment plans, Donna Knudsen presented a comprehensive analysis of graduate enrollment from fall 2009 through fall 2013 in USFSP in terms of home campus student headcount, impact of new graduate programs and home campus fundable SCH (see the attachment). She suggested that the USFSP graduate enrollment goals (home campus graduate student headcount) over the next five years from 2014 through 2018 should be about 3.5% increase per year and about 18% cumulative increase over the five-year period.

B. University System Council Report

Steve Lang reported that the System Council reviewed the school fire arm policy and discussed the issues related to honorary degrees and university distinguished professors. Currently there are no system-wide awards for honorary degrees. However, the honorary degrees are awarded by the individual campuses.

C. Reports on Committees

a. UGC Chair and meetings

Deanna Michael indicated that the Undergraduate Council (UGC) has not made a report to the Senate in the last two years. She actually went through all the undergraduate council's meeting minutes and found out that two proposals have lost (left in the Office of Records and Registration). There is a communication problem between the undergraduate council and the colleges.

Time was devoted to discussing concerns about the preparedness of the UGC to receive the dozens of new course applications soon forthcoming as part of the GE initiative that Kathy Arthur (chair of General Education Committee) has spearheaded. Steve was able to confirm that Tom Ainscough remains Chair and is standing ready to receive the applications. Ella indicated that Tom would be receiving them in two waves, first existing courses with new approval paperwork accompanying and second, new proposed

courses. Receipt dates would be in February and May. Only Tom would receive the submissions, via email attachment (no paper copies). Ella confirmed that she will advise Tom as to the expected receipt dates so Tom can convene his committee to review.

b. Library sign-off on undergraduate courses

Kaya Van Beynen stated that for every new major or degree program, there is a corresponding need for the library resources (books, journals, and data bases etc.). If the library is not timely informed on a new degree program, it will not be prepared to allocate proper funding in the budgeting process. She suggested keeping the library in the loop in that the library is informed as soon as a new program is approved.

Kaya Van Beynen made a motion that Regional Vice Chancellor for Academic Affairs adds a specific place for the library sign-off on the new program approval form. The motion was approved unanimously. Steve Lang will send an email to Dr. Vivian Fueyo, Interim Regional Vice Chancellor for Academic Affairs, within a few days.

D. Letter from COE Council (attached)

See above the discussions with Regional Chancellor Sophia Wisniewska in Section V Administration Reports.

VII. Business Items for Discussion:

A. Spring Survey of Campus Administration

There is a brief discussion on how to implement this year's faculty survey of campus administrators. Steve Lang will contact Susan Allen for the Survey Monkey account and notify the Regional Chancellor Sophia Wisniewska about this year's faculty survey of campus administrators and request the funding for the Survey Monkey fees.

B. Collective Bargaining Report / P&T

The negotiation of the new collective bargaining agreement between the Board of Trustees and the UFF is in an impasse.

C. Dates for Meetings (continuing)

- Feb. 7
- March 7
- April 11
- May 2

D. Proposed Future Guests

- Carol Hixon (TBA)

The meeting was adjourned at 3:42 P.M.

Summary

| Motions | Approval Status |
|--|-----------------------------------|
| To approve the agenda | Ella Schmidt made the motion. |
| | Wei Guan seconded the motion. |
| | The Senate voted to approve, 6-0. |
| To approve the minutes of Oct. 18, 2013, Nov. 22, 2013 and Jan. 10, 2014 with minor corrections. | Deanna Michael made the motion. |
| | Ella Schmidt seconded the motion. |
| | The Senate voted to approve, 6-0. |
| Regional Vice Chancellor for Academic Affairs adds a specific place for the library sign-off on the new program approval form. | Kaya Van Beynen made the motion. |
| | Wei Guan seconded the motion. |
| | The Senate voted to approve, 6-0. |

| Actions (Follow-up) | Person(s) Responsible | Deadline (if any) |
|--|-----------------------|----------------------|
| To contact Susan Allen for the Survey Monkey account. | Steve Lang | As soon as possible. |
| To contact Tom Ainscough, chair of UGC, about the expected receipt dates of the approval paperwork for the existing and new courses from the CAS Academic Programs Committee (APC) so that he can convene his committee to review. | Ella Schmidt | As soon as possible. |
| To notify the Regional Chancellor about this year's faculty survey of campus administrators and to request the funding for the Survey Monkey fees. | Steve Lang | As soon as possible. |