**MINUTES**

**USF System Faculty Council**

**January 17, 2019**

**9:30 am -12:00 pm**

**USF Sarasota-Manatee, Chancellor’s Conference Room**

**Present:** Deanna Michael (President); Fawn Ngo (Vice President); Ray Arsenault (USFSP); Tim Boaz (FS President USFT); Robin Ersing, (USFT); Jim Garey (Vice Provost); Mike Gillespie (FS President USFSM), Steve Lang (UFF); Steve Permuth (USFT) Zoom; Patricia Pettijohn (USFSP) Zoom; Arthur Shapiro (USFT); Sandra Stone (USFSM); Philip Van Beynen (USFT) Zoom

**Guests:** Jane Rose; Faizan Ali; Lynn Lynch

**Recorder:** Mary Lehmann (Academic Affairs USFSM)

1. Call to order. Dr. Deanna Michael called the meeting to order at 9:40 a.m.
2. Introductions were made around the room.
3. Approval of Agenda.

***Motion:*** *Dr. Robin Ersing moved to approve the agenda; Dr. Sandra Stone seconded; motion carried.*

1. Approval of Minutes from November 15, 2018. Tim Boaz suggested the title of the minutes be changed from Agenda to Minutes. He added that he believes it was Jenifer Schneider who provided the update for Tampa at the last SFC meeting. Deana Michael noted the changes to be made*.*

***Motion:*** *Tim Boaz moved to approve the minutes as amended; Robin Ersing seconded; motion carried and the minutes were approved as amended.*

1. New Business
   1. Intercampus Committee for Program Review. Dr. Tim Boaz expressed the need to assemble a group that will review curricular alignment proposals. He pointed out, proposals must be put together, approved and in place by the coming fall in order to be forwarded to SACS. Dr. Garey detailed the steps; the proposals must go to the Academic Program Advisory Council (APAC), then to the Academics and Campus Environment Committee (ACE), then to the Board of Trustees (BOT) before being submitted to SACS. Dr. Michael explained that with the current structure, a program change has to go through a 60-90 day approval process, and then a 30-day concurrence process to resolve differences. The Council agreed, with the current timeline and procedures, an expedited process is called for, and the most effective way to accomplish this is to recommend to the three Faculty Senates that they assemble an ad hoc committee. The ad hoc committee would be charged with passing a joint resolution to identify a structure and a timeline for implementing an expedited course of action, to present to USF Administration (APAC) for approval. There was discussion about the accreditation process, especially with regard to program and campus cycles, and the effects of any curriculum changes on accreditation. This would be an important consideration for curriculum alignment.

***Motion:*** *Dr. Tim Boaz moved that the SFC ask the three Faculty Senates to collaborate to create an intercampus ad hoc committee for curriculum integration; Dr. Ray Arsenault seconded; motion carried.*

* 1. Tampa Strategic Plan. Dr. Greg Teague was unable to attend; Dr. Michael shared a summary of their correspondence. The strategic plans for USFT and the USF System were both due for renewal. Tampa has completed the renewal process. Dr. Garey stated there is an active System plan, however further development has been deferred.
  2. Implementation committee information—General discussion. Dr. Michael reported that consolidation implementation committees have been appointed. Dr. Michael is on the Executive Subcommittee of the USF Consolidation Implementation Committee, tasked with defining department, school and college structure. She commented that fundamental institutional-structure decisions are currently being made; faculty is involved in their curricular roles and in consultation, and administrators are making decisions, on academic structure. She briefed the Council, *as long as* *affected faculty are consulted,* administration has fulfilled its obligation pursuant to USF System Policy 10-055; any reason(s) for opposition must be documented and forwarded to the administration. Dr. Garey said it is crucial that the people on the taskforce teams not only go to the team meetings, but also communicate with as many colleagues as possible about what is happening and bring feedback; the next step in consolidation is planning the implementation process, and faculty feedback is very important.
  3. Proposed USF Policy 0-617 Recruitment and Hiring of University Employees—Deanna Michael. Administrative Services with Human Resources of USF are working on an update to their hiring policies. Dr. Michael distributed a proposal draft to council members and encouraged the Council to share with colleges and other faculty members; she commented that the draft is open for comments and therefore open for changes.

1. Old Business
   1. Reports from CIC Subcommittees—Fawn Ngo. Dr. Ngo reported that the final considerations of the CIC subcommittees were submitted to the BOT on Monday. She noted the topics of particular interest were faculty tenure and promotion, faculty governance, and home campus for faculty. Dr. Michael shared that the Consolidation Implementation Teams’ Executive Committee will be meeting tomorrow whereby definitions for terms used in dealing with these topics will be delineated; having clarity will enable the workgroups to make decisions necessary for a fully actionable plan. In addressing the home-campus discussion, Dr. Garey said that primary and secondary workplace are terms used in the Collective Bargaining Agreement (CBA), Article 9.5. He explained, if the administration wants to reassign a faculty member to a different campus, a 9-month notification period is required. Further, if a faculty member is asked to teach on a different campus, a 90-day notification period and reimbursement for mileage is required. Apropos the home campus discussion, Dr. Steve Lang briefed the Council, at the last contract-bargaining meeting a related matter was revisited; about 3-4 years ago, a piece was added to an article in the CBA, - if there are any changes to a designation or an assignment, a new appointment letter needs to be issued.
   2. AAU information—Deanna Michael. Dr. Michael showed a report about the AAU (American Association of Universities) and Citation Impact (Mukherjee, Sanberg, Chavez, USF, 2018). The report provides a brief history of USF publications and citations, a comparison to AAU preeminence institutions, and suggestions for enhancing citation impact. Dr. Garey explained that the State has a specific set of criteria and once met, an institution is admitted to preeminence; belonging to the AAU is by invitation only after meeting a rigid set of requirements. Comparisons, he clarified, are based on an index that tracks the frequency of a publication’s citations. He stressed the importance that every faculty member create a Google Scholar profile, where a comprehensive, thorough listing of his/her publications can be found.

Patricia Pettijohn added, it is important there be a uniform way of describing the institution, namely University of South Florida—spelled out, i.e., not an acronym, and after consolidation, drop the name of the specific campus. Dr. Michael mentioned another way to increase impact is to submit article preprints to USF digital repositories to be readily available for [USF Libraries] internal searches. Ms. Pettijohn agreed, but stressed the need to check with the library to be certain the copyright license allows the pre-publishing of the article. Dr. Michael announced that the administration has plans to establish a citation impact team and will launch a research dissemination hub to ensure people’s work gets out. She also mentioned workshops for social media strategies and protecting digital identity will be offered.

1. Office of System Provost – Jim Garey. Dr. Garey referred to a presentation to the BOT from January 14, specifically a slide tracking preeminence criteria and benchmarks. He emphasized the importance of the student graduation rate and its impact on performance based funding; Admissions and Student Services will combine efforts to enhance student success.

Dr. Garey said collective bargaining is continuing; the third bargaining session with United Faculty of Florida (UFF) will take place at the end of the month, and there is an upcoming session of the Service Employees International Union (SEIU) which should have a major effect for adjuncts. There is a very wide variation in teaching assignments for adjuncts at USF which have complicated the issues.

Dr. Garey talked about Team A, the Consolidation Planning Committee that is reviewing Faculty Governance. Initially, attention has been directed to tenure; creating an action plan for university guidelines is relatively straightforward, whereas issues with college-, school-, department-, and academic-unit guidelines will be more complex. If this cannot be achieved by the July 1, 2019 cycle [with a 1-year waiting period], there is still a possibility that it could go into effect in the next year cycle, but only after consultation and approval of United Faculty of Florida (UFF). Team A is also reviewing the definition of home campus; the primary place of work is the main campus assignment and there is already language for that in the CBA, as previously discussed. However, if a faculty member makes the request to be reassigned to a different campus, there is currently no provision in the CBA to address this. Dr. Garey said the team is currently working on a process for that.

There was discussion about the convenience of online courses as it relates to travel time and logistics. Dr. Garey shared there have been some very advanced steps taken to integrate online education with all the curricula to create a “digital ecosystem” at USF. However, he reassured the Council, USF does not want to become primarily an online university.

Questions were raised about the effect of consolidation on cross-campus salary discrepancies. Dr. Garey said it would be expedient to do a real comparison, and he will ask Theresa Chisolm to run an analysis.

1. UFF Report—Art Shapiro and Steve Lang. Dr. Shapiro reported that second negotiations will begin on February 1. Dr. Lang commented there is a lot of opportunity now to put new articles on the table, and consequently the team is seeing new articles being drafted.
2. Institutional Updates.
   1. Tampa – Tim Boaz/Jenifer Schneider. Nancy Cunningham, a Senator and Librarian, has resigned. Ann Pipkins, administrative support to Faculty Senate, has retired.
   2. St. Petersburg – Ray Arsenault/Patricia Pettijohn. The Faculty Senate met two days ago with most of the discussion around consolidation. The search for a Regional Vice Chancellor has been suspended.
   3. Sarasota – Mike Gillespie/Sandra Stone. The Faculty Senate submitted a request/proposal to administration identifying the main resource issues it would like to have addressed. Dr. Gary responded, an inventory is necessary to ascertain faculty composition, how many are research active, and how many are tenured; only with an objective assessment can a proposal be made. Dr. Stone mentioned a concern among some faculty about the definition of the role of instructor. Also, the topic of converting instructors to a tenure-track line was discussed.
3. Adjournment. The meeting adjourned at 12:10 p.m.
4. Future meeting dates:

February 21 USFT

March 21 USFSP

April 18 USFSM

May 16 USFT