

Minutes

Attendees:

Kwang-Sun Blair

Maura DeJesus

Matthew Foster

Tracy-Ann Gilbert-Smith

Ruby Joseph

Telisha McKenzie

Debra Mowery

Kimberly Read

Adrian Ruiz

Svetlana (Lana) Yampolskaya

Absent:

Catia Cividini-Motta

Elizabeth (Liz) Ingram

Tammy Jorgensen-Smith

Marilyn Stern

Call to Order:

Lana called the meeting to order and noted there is a problem with the Teams invitations. Some people did not receive the notification. She will be sure to send a new invitation for future meetings and a reminder email before the next meeting.

Minutes:

Ruby moved to approve the minutes, and Maura seconded the motion. The Council unanimously approved the minutes for the last meeting.

CBCS Faculty Council:

For the last four years, Marilyn has served as the alternate CFS representative member of the CBCS Faculty Council. She has served for two terms, so she will step down. Tina currently serves as the voting member. Because the Governance Council votes on CFS representation for this committee, Matt asked to be elected as the alternate. Debra clarified from the governance document that the positions had to be one tenure-track faculty and one non-tenure-track faculty. Matt is tenure-track, so as per the governance document, he could not serve in that Tina is also tenure-track. Debra proposed that we support Matt's service regardless because he would be a good representative for CFS, and CFS has consistently had two tenure-track faculty on this committee for at least four years.

The committee felt that an open call should be sent to the faculty to gauge interest. Matt believes that Catia previously sent an email, but she received no responses. After considerable discussion, the committee agreed to the following:

1. Lana will follow up with Catia
2. If Catia did not receive any other interest, the Council supports Matt's bid today.
3. If Catia didn't send the email, Lana will draft an email to all faculty asking for self-nominations, and Kim will distribute the email to the faculty.
4. If a vote is needed, Lana will create a Qualtrix poll to hold the vote outside of a meeting.

AMENDMENT: Catia did not send an email to the faculty regarding service on the CBCS Faculty Council. Lana has drafted an email that Kim will distribute today.

Elections:

The committee needs to organize elections for new governance council members. The following individual's terms will end on May 31:

Telisha McKenzie (Staff)
Maura DeJesus (Staff)
Elizabeth Ingram/Co-Chair (Administrative)
Ruby Joseph (Assistant in)
Debra Mowery (Research Faculty)
Matthew Foster (Tenure-line Faculty)
Marilyn Stern (Representative, CBCS Faculty Council)

Thus, the committee will need to conduct an election to replace two staff, one admin, one assistant in/associate in/instructor, and two tenure-line faculty members.

AMENDMENT: Marilyn Stern currently serves as the representative of the CBCS Faculty Council. This committee will need to ask another CFS member of the CBCS Faculty Council to serve when Marilyn steps down. And, we only need to elect one tenure-line faculty.

Tracy-Ann shared the process for past elections. Tracy-Ann worked with Lynn to set up the Qualtrics polls, and then Lynn would send a notice of the open position asking for nominations. When the nomination period closed, Lynn would send the specific employee class links for voting. Tracy-Ann will send the Qualtrics links to Kim, who will now handle the email distribution. The elections will be held in May.

Ruby noted that some committee members had served multiple terms, so she feels we should recruit fresh representatives. Ruby encouraged the committee members to recruit candidates and to nominate.

Kim will be considered administrative for this committee's purpose, so she will continue to serve for her full term. Matt and Debra both noted that they are willing to serve again. Ruby plans to recruit a replacement for her position.

Updates:

IRB – Debra explained that she has received many questions regarding who should approve IRBs for students, so she contacted IRB. There is now new language that lays out in detail who will be responsible for a student's IRB. Debra noted that the guidelines will be sent soon.

Curriculum Committee – Debra shared that Curriculog, the curriculum proposal system, is currently closed until the fall. We cannot propose new courses at this time. The Curriculum Committee had its last meeting in March, and there will be no additional meetings for the rest of the year.

CFS Master's Program – The program is losing several faculty members at the end of the semester. David Chiriboga and Carol Lewis are retiring, and Norin Dollard will be leaving USF. Debra is working with Mario to identify other faculty members to cover courses, and they hope to bring in new faculty. Debra was proud to announce that Heather Groves won a scholarship, and she has been accepted as a graduate student in the RMHC program.

Open Floor Discussions:

Lana opened the floor, but there was no further discussion.

Next Meeting:

The next meeting will be in the fall. We don't need an exact date, but sometime in August. Lana will send a doodle poll and a Teams invite based on responses.