Present: Dr. Tricia Hunsader (COE), Dr. Richie Reich (CAS), Dr. Michael Gillespie (CAS), Dr. Fawn Ngo (CAS),
Dr. Richard Borghesi (COB), Dr. Colleen Lord (COE), Dr. Jody McBrien (COE), Dr. Susan Gordon (CHTL),
Dr. Sunita Lodwig (CHTL), Dr. Jean Kabongo, At-Large (COB)

Phone: Dr. Anurag Agarwal, At-Large (COB), Dr. Nicholas Mastracchio (COB)
Guests: Dr. Osborn (RVCSA), Dr. Carlos Jimenez-Angueira

Recorders: Ms. Sarah Fayard, Academic Affairs
Ms. Christine Rock, Academic Affairs

1. Approval of Agenda
   a. Thursday, January 22, 2015

   **Motion:** A motion was made by Dr. Jody McBrien to approve the agenda. Dr. Michael Gillespie seconded the motion. All were in favor. Motion passed.

2. Approval of Minutes
   a. the November 7, 2014 meeting

   **Motion:** A motion was made by Dr. Jody McBrien to approve the minutes. Dr. Richie Reich second the motion. All were in favor. Motion passed.

3. Review of Important Elements of Robert’s Rules of Order
   a. General Overview

4. Discussion of the Role of Faculty Senate – Shared Governance
   a. American Association of University Professors (aaup) highlights

5. Discussion of the Role of Senators in a representative Senate
   a. Overview
   b. Constitution and Bylaws Revision for Consideration discussed. Review of Items 1 m. i-vii.

   **Motion:** A motion was made by Dr. Jean Kabongo that the Faculty Senate will elect a senator to serve as a liaison to each of its standing and ad-hoc committees. The motion was seconded by Dr. Jody McBrien. All were in favor. Motion passed.

   Discussion ensued regarding the nomination and election process for Faculty Senate committees.
Motion: A motion was made by Dr. Michael Gillespie to nominate and elect Senators to serve as a liaison for the following committees:

1. Academic Programs Committee (APC) – Dr. Richie Reich
2. Awards and Rewards Committee – Dr. Jody McBrien
3. Constitution and Bylaws Committee – Dr. Richard Borghesi
4. Core Curriculum Committee – Dr. Michael Gillespie
5. Tenure and Promotion Committee (TPC) – Dr. Anurag Agrawal
6. Faculty Development Ad-Hoc Committee – Dr. Susan Gordon

The motion was seconded by Dr. Jody McBrien. All were in favor. Motion passed.

6. Committee Reports

- **Academic Programs Committee (APC)**
  - APC has recently approved History, Criminology, Biology and ISS proposals. Also, VAWA language has been approved and added to the syllabus template.

- **Awards and Rewards Committee**
  - A vote needs to take place for a Chair.
  - Materials will be distributed soon for 2014-2015 faculty award nominations.

- **Constitution and By-Laws**
  - Last fall approved new versions of the constitution and bylaws

- **Core Curriculum Committee (CCC)**
  - Candidates for Core Curriculum Coordinator visiting campus
  - Working on assessments

- **Tenure and Promotion Committee (TPC)**
  - Last fall five (5) applications were evaluated: 4 for tenure and promotion to associate professor, 1 from associate professor to professor.
  - Dr. June Benowitz was elected to complete Dr. James Curran’s vacant position of T&P Committee Member At-Large
  - Chair seat is vacant. A chair decision will be made soon.
  - T&P Guidelines document revisions will be updated to meet the USF System parameters
  - Deadline for sabbaticals is February 13, 2015
  - If there are any new hires considered for appointment with tenure, they will have to be evaluated.

- **Faculty Development Ad-Hoc Committee**
  - First Teach and Greet meeting was successful.
  - Second Teach and Greet scheduled for Friday, January 23, 2015
  - The next meeting will be scheduled soon.

- **Quality Enhancement Plan (QEP)**
  - In the process of bringing a QEP speaker to visit the campus this spring
  - The goal is to write up the QEP report by the end of the semester and to have a kick-off

Motion: A motion was made by Dr. Richard Borghesi to elect Dr. Tricia Hunsader as QEP liaison. The motion was seconded by Dr. Michael Gillespie. All were in favor. Motion passed.
7. Old Business

Procedural Guidelines Updates

Discussion ensued regarding standing committee guidelines documents.

Dr. Jody McBrien will determine guidelines for the Awards and Rewards Committee.

**Motion:** A motion was made by Dr. Colleen Lord for the standing and Ad-Hoc Committees of the Faculty Senate, to have the liaisons examine where their committees are in the process of updating the procedures and guidelines for their committees and to try to have their procedures and guidelines updated by the end of the semester.

Dr. Jean Kabongo amended the motion to include new guidelines created for committees that don’t currently have guidelines. He stated every committee should have guidelines describing how to do business. Dr. Colleen Lord was in agreement with this amendment. The motion was seconded by Dr. Richie Reich. All were in favor. Motion passed.

Ad-Hoc Committees

Discussion ensued regarding the purpose of the proposed rank-based Ad-Hoc Committees. These committees were envisioned to give a voice to pre-tenure, instructor, visiting and adjunct faculty.

**Motion:** A motion was made by Dr. Michael Gillespie to not form the volunteer ad-hoc committees. Communication will be sent to tenure, pre-tenure, instructor, visiting, and adjunct faculty groups to make them aware of the new representative structure, how their voices can be heard as well as representative contact information. The motion was seconded by Dr. Richie Reich. All were in favor. Motion passed.

8. New Business

Quality Matters (QM)

Discussion ensued on the implementation of the QM pilot.

Dr. Osborn was invited to the meeting. He informed the Faculty Senate the accreditation focus is to determine and ensure online rigor is equal to classroom rigor. He updated the Senate that a QM task force has been developed. The Faculty Senate needs to determine if they agree QM is the platform for the pilot. If not, the Faculty Senate needs to determine which platform to use. He continued to discuss possible criteria options for the pilot.
**Motion:** The following motion was made by Dr. Michael Gillespie:

1. Faculty Senate will sign off on the implementation plan prior to implementation.
2. QM will be piloted for 2015 (spring, summer, fall).
3. QM data will only be used in aggregate for administrative purposes. Faculty members can request their own individual data.
4. Faculty will evaluate QM at the end of 2015 and may choose to replace it with a different system.

The motion was seconded by Dr. Richard Borghesi. All were in favor. Motion passed.

Discussion ensued referencing the T&P Guidelines.

**Motion:** A motion was made by Dr. Richie Reich to refer the issue to TPC to verify that the T&P Guidelines are in compliance with the USF system regulations and policies, 10-105 and 10-116, by the next Faculty Senate meeting on Friday, February 13, 2015, at 9 am. The motion was seconded by Dr. Jody McBrien. All were in favor. Motion passed.

Dr. Hunsader requested all Senators to make an effort to read and review the *Constitution and Bylaws Revisions for Consideration* handout, compare to the current Constitution and Bylaws and create a list for the next Faculty Senate Meeting on Friday, February 13, 2015, at 9 am.

It was mentioned that a Faculty Senate representative to the Quality Matters Implementation Task Force needs to be elected.

**Motion:** A motion was made by Dr. Michael Gillespie to elect Dr. Colleen Lord to be the Quality Matters Representative. The motion was seconded by Dr. Richie Reich. All were in favor. Motion passed.

9. Faculty Senate College Elections (Addendum A)

10. Faculty Senate Constitution and Bylaws Vote (Addendum B)

Adjournment at 3:40 pm
Addendum A

Results from Faculty Senate Online Elections

Date: January 8, 2015

Faculty Senate Tenure and Promotion Committee Election - Dr. June Benowitz, the new Faculty Senate Tenure and Promotion Committee At-Large, received 46 total recorded votes out of 46 participating votes.

Dates: January 20, to February 12, 2015

Faculty Senate College of Arts and Sciences (CAS) Election - Dr. Jessica Grosholz, the new Faculty Senate CAS Alternate, received 19 total recorded votes out of 19 participating votes.

Faculty Senate College of Business (COB) Election - Dr. Carlos Jimenez-Angueira, the new Faculty Senate COB Alternate, received 10 total recorded votes out of 10 participating votes.

Faculty Senate College of Education (COE) Election – Dr. Stephen Rushton, the new Faculty Senate COE Alternate, received 8 total recorded votes out of 8 participating votes.

Faculty Senate College of Hospitality and Technology Leadership (CHTL) Election – Dr. Katerina Berezina, the new Faculty Senate CHTL Alternate, received 5 total recorded votes out of 5 participating votes.
Addendum B

Results from Faculty Senate email vote for the Constitution and Bylaws Revision (see email below). The vote was held from February 3, to February 4, 2015.

The vote was unanimous.

On February 3, 2015, the following email was sent to all Faculty Senators to request an online vote:

Hello all,

I spoke with several faculty senate leaders from other state institutions at the Advisory Council to Faculty Senates (ACFS) meeting in Tallahassee last week, and they impressed on me the importance of amending our constitution and bylaws sections on amendments. Our current documents require that we take a vote of all 'Faculty' rather than just the senate in order to amend the Constitution or Bylaws. Other Senate leaders told me (and I confirmed by reviewing their constitutions/bylaws), that their institutions only require a vote of the senate. Given all of the changes we need to make now, plus those that will result from reorganization, I don't think we can be productive in getting the job done if every amendment has to go before the entire faculty.

In order to begin the revision process, we need an affirmative vote of at least 51% of the Senate. Please reply to this email to indicate whether you support or do not support this change. If the majority are in favor, Rick Borghesi will have the Constitution and Bylaws Committee draft the revision for review at our next meeting (hopefully that timeline is do-able). When the senate has settled on the language, we will move forward with a vote of the entire faculty.

Also, Dr. Stone is on the agenda for 9:00 at our next meeting. She is coming to discuss the Strategic Planning process and will be squeezing us in between meetings.

Thanks!

Tricia D. Hunsader, Ph.D.
Faculty Senate President
Coordinator of Assessment
Assistant Professor | College of Education
University of South Florida Sarasota-Manatee