MINUTES
USFSM Faculty Senate Meeting
Friday, February 13, 2015
9:00 – 11:00 p.m.
B333

Present: Dr. Tricia Hunsader (COE), Dr. Richie Reich (CAS), Dr. Michael Gillespie (CAS), Dr. Fawn Ngo (CAS), Dr. Richard Borghesi (COB), Dr. Nicholas Mastracchio (COB), Dr. Colleen Lord (COE), Dr. Stephen Rushton (COE, Alternate for Jody McBrien), Dr. Susan Gordon (CHTL), Dr. Sunita Lodwig (CHTL), Dr. Anurag Agarwal, At-Large (COB), Dr. Jean Kabongo, At-Large (COB)
Guest: Dr. Sandra Stone (RC)
Regrets: Dr. Jody McBrien (COE)
Recorder: Ms. Christine Rock (Academic Affairs)

1. Approval of Agenda
   a. February 13, 2015

   Michael Gillespie had concerns about restructuring. Tricia Hunsader stated it will be added to the agenda under New Business as item 7 f. Restructuring.

   Motion: A motion was made by Richard Borghesi to approve the agenda. Jean Kabongo seconded the motion. All were in favor. Motion passed.

2. Approval of Minutes
   a. January 22, 2015 meeting

   Motion: A motion was made by Jean Kabongo to approve the minutes with revisions. Nick Mastracchio seconded the motion. All were in favor. There was 1 abstention; the remaining votes were in favor. Motion passed.

   Tricia Hunsader updated the Faculty Senate on Terry Osborn’s visit to the SFC meeting. Terry Osborn updated the SFC on the strategic plan. He discussed the timeline, received feedback and took notes. He communicated his findings to Sandra Stone which initiated her request to attend this meeting.

4. Strategic Plan Discussion - Dr. Sandra Stone
   Tricia Hunsader updated Sandra Stone and the Faculty Senate on USF St. Petersburg’s current implementation efforts of their strategic plan. They have challenges and are working through them. Sandra Stone discussed the strategic plan timeline. She noted changes with the strategic plan can be made as needed. The goal is to create an efficient environment with discipline-focused synergy. There are many variables to consider. There is an interest that the institution’s infrastructure should complement our future academic focus. A discussion needs to take place to refine our mission, vision and values to ensure that they communicate our identity.
5. Standing Committee Reports

a. Academic Programs Committee (APC) – Richie Reich
   - Biology program has added an elective
   - Business Minor program
   - APC Guidelines were approved last semester
   - Risk Management Insurance – New Minor will be offered to all majors

Tricia Hunsader requested Richie Reich to forward an updated copy of the APC Guidelines to Christine Rock.

b. Awards and Rewards Committee – Stephen Rushton for Jody McBrien
   - A correction was received via email on February 20, 2015, that there have been three nominations: Richie Reich for Service, Richard Borghesi for Tenured Research and Wan Yang Pre-tenured Research with no nominations for Teaching. The deadline for nominations is March 17, 2015.
   - There are now four awards of $1,000 each, instead of 3 awards of $500 each.

Tricia Hunsader informed Stephen Rushton of the charge to formalize the Awards and Rewards procedures.

c. Constitution and By-Laws – Rick Borghesi
   - Approval of amendment changes to the constitution is discussed in the New Business section.

d. Core Curriculum Committee (CCC) – Mike Gillespie
   - The CCC approved two new courses as pillar courses
   - An offer was extended to a candidate for Core Curriculum Coordinator. There is a tentative verbal acceptance from the candidate, pending some administrative details.

e. Tenure and Promotion Committee (TPC) – Anurag Agarwal
   - TPC evaluated two new hires that the COB is trying to hire with tenure and rank of associate. The first candidate was approved for hire with tenure and rank. The second candidate was approved with tenure and rank as well. One more in IT with tenure and associate is still to be determined.
   - Two sabbatical applications this year. The sabbaticals will be reviewed along with the mid-tenure reviews.

Discussion ensued about additional modifications to the T&P Guidelines updates. (Addendum A)
**Motion:** A motion was made by Nick Mastracchio to approve the T&P Guidelines revisions. The motion was seconded by Jean Kabongo. All were in favor. Motion passed.

6. **Other Committee Reports**

a. **Faculty Development Committee – Susan Gordon**
   Susan informed the senate there were two applications reviewed for support funds. The faculty development committee is seeking direction on category expectations for their guidelines. Tricia Hunsader recommended Susan Gordon to contact Richie Reich for assistance.

b. **Quality Matters (QM) Implementation Task Force – Colleen Lord**
   - Colleen updated the Faculty Senate on the QM initiatives. USFSM needs to have a review process in place for SACS and best practices for e-learning (full/hybrid online). QM selection was based on their reputation and has been implemented at USF and USF St. Petersburg.
   - There are eight general standards. Colleen will forward the standards upon request.
   - There are two phases of the QM process: an internal peer review and a QM external review process of the course.
   - Faculty may volunteer to attend a professional development session to understand the QM rubric and for internal peer review training.
   - Selected courses may be reviewed by internal peer reviewers. Once the course successfully passes the internal review, there is the option to have the course go through the QM external review process. The process is expensive and USFSM may only put forward one course a year. Successful approval with the external review will allow usage of the QM logo on the course as recognition for meeting the stringent standards of Quality Matters.
   - If you serve on the internal review team, you may receive a stipend.
   - This is a QM pilot process and will not be included in faculty evaluations. Upon one-year completion of the pilot, it will be determined if the process is working for faculty and should be continue.

There was some interest in general standards for instruction, especially online, for adjuncts.
c. Quality Enhancement Plan (QEP) Committee – Tricia Hunsader
   - Tricia Hunsader informed the committee Gerald Nosich will be a guest speaker with a tentative date of Tuesday, April 7, 2015. He is very popular with the faculty of the University of Louisville and has led workshops there for 6 years.
   - On August 18 or 19, there will be a full-day professional development session on critical thinking.

7. Old Business
   a. Update of procedural guidelines for all standing committees
      Completed under Standing Committee Report section
   b. Ad-hoc committees for pre-tenure faculty, instructors, visiting faculty, and adjunct faculty – update and faculty feedback.
      There was an inquiry regarding pushback for not having formal committees. There is only one faculty member who has expressed concerns, and Michael Gillespie will do a follow-up discussion to address any concerns.
   c. USFSM Tenure and Promotion Guidelines – compliance with System Regulation 10-105 and System Policy 10-116 re System Policy 0-001 – updated from T&P Committee

8. New Business
   a. Constitution and Bylaws: Revision of Amendments sections – Rick Borghesi gave a brief overview of the previous faculty senate structure. The new language includes that the Senate will require a vote to propose an amendment to the constitution. The new revisions to the Constitution and Bylaws are as follows:

      Amendments to this Constitution may be proposed through written petition from at least 51 percent of the Senate.

      All amendments to this Constitution must be approved by a two-thirds majority vote of the Senate at a meeting with a quorum present. All amendments to the Constitution must also be ratified by the Regional Chancellor.

      All amendments to the associated Bylaws must be approved by a 60 percent majority vote of the Senate at a meeting with a quorum present.

Motion: A motion was made by Stephen Rushton to approve the Constitution and Bylaws revisions to move this forward for a faculty vote. The motion was seconded by Richie Reich. All were in favor. Motion passed.
Tricia Hunsader will inform the faculty the above motion was a unanimous vote and that based on her recent analysis of the other SUS institutions in the state of Florida, the majority have the same guidelines in place. She informed the senators to be sure to communicate to their constituents in their colleges, why the revisions to the Constitution and Bylaws were done this way.

b. Strategic Planning: Discussion of Scholarship/Service strategic goals
   On February 23, the strategic goals will be presented.

c. Feedback from FS College Conversations in January
   – Issues that impact Quality of Instruction
     • Room scheduling – effect on quality of instruction
       Room scheduling is limited due to our relationship with Lifelong Learning. Their contract allows them access to the room without advance notice. A room cannot be guaranteed if scheduled by faculty or staff due to LLL’s priority. Large classes are scheduled in small rooms with inadequate electrical outlets. Quality of instruction is a concern.
     • Lack of integrity in student testing for online courses – effect on learning quality of instruction. Virtual proctoring?
       Tricia informed the Senate of Sunita Lodwig’s concern to have a system available for online proctoring.

       Collen Lord will contact E-Learning regarding online proctoring.

At 10:50 am, the meeting was interrupted by someone from Lifelong Learning who informed the senate that they were meeting in a room reserved exclusively for their use during the weekdays.
   – Proposed revisions of Constitution and Bylaws (handout from Jan meeting).
   – The Constitution and Bylaws Committee will begin the revision process. If there are any concerns or comments, the Senators will contact Rick Borghesi.
   – Tabled until next meeting.

d. Impact of proposed college restructuring on senate and committee composition
   Tabled to next meeting.

e. Restructuring
   These issues were addressed in the Strategic Plan Discussion with Sandra Stone.

9. Items for March Agenda

   Adjournment at 10:55 am
Addendum A

In Section III-C. TENURE AND PROMOTION PROCEDURES

Step 1 (iii) should read:

Committee Charge: In the fall the committee will select a chair.

Following an evaluation of the applicants, the committee will vote and make their recommendations.

Step 2 through 6 should be renamed 3 through 7

A new Step 2 should be added as follows:

2. Tenured Members of Candidate’s Unit: In accordance with USF Regulation Number USF10.105, all tenured members of the candidate’s college who are not serving on either the College Tenure and Promotion committee or the USFSM Tenure and Promotion Committee shall vote on the candidate’s application via secret ballot. If the secrecy of the vote has the potential of being compromised because of low count of votes, all tenured members should be included in the College Tenure and Promotion Committee where a secret ballot will be taken. It is recommended that if there are five or fewer tenured faculty members in the college then all tenured faculty serve on the College Tenure and Promotion Committee.