

**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG**  
**Faculty Senate Meeting**  
**Friday, April 21, 2006 8:10AM**  
**Library Conference Room – 3rd floor**

Present: Ambe Njoh, Jim Fellows, Deb Henry, Ron Hill (departed at 9:30 am), Bonnie Braun for Deanna Michael, Kim Stoddard, Kathy Weedman, David Naar (departed at 9:30 am)  
Guests: Erin Dunn, Director of Financial Aid  
Hugh Lafollette, College of Arts & Sciences  
Mark Durand, Academic Affairs (departed 10:10 am)

Meeting was called to order at 8:12 AM

### **Announcements**

Mark Durand announced that Kathy Weedman is now on a tenure-track faculty line.

### **Old Business**

Increasing the size of the Senate

It was recommended that this discussion be taken up by the 2006/2007 Senate although COE representatives reported that COE faculty wants to keep the representation the same.

USFSP representative to Tampa

Until an over-arching body exists that represents the entire USF system, the college of Arts and Sciences faculty want to continue to participate in the Tampa Senate, especially for funding opportunities. Kim reminded the Senate of the original discussion and vote concerning the Senate's involvement. The current Senate agreed that the availability of minutes on the activities of both USF Senates was sufficient to keep abreast of any issues. Mark Durand reiterated that funding issues will probably become non-issues soon. Jim stated the following motion for the record. Ron seconded the motion; all approved.

*The USF SP Senate does not object if the USF SP College of Arts and Sciences sends an official representative from their college to the Tampa Senate.*

Gen Ed Committee

Ambe continued the discussion on the best way to establish a committee to proceed with this work. Bonnie Braun said the Undergraduate Council did not feel qualified to serve in this capacity. The general education courses must be ready for the fall of 2007. Kathy moved that the General Education committee consist of six college faculty in a ratio reflective of the number of Gen Ed courses each college offers. That is, four from CAS, and one each from the COB and COE. There should also be one library faculty and one advising faculty (probably CAS advising). Jim seconded; Jim, Ambe, Kim, Kathy, Deb, and Bonnie were in favor. Senators will acquire volunteers; notify Ambe who will then notify Mark.

### **New Business**

Scholarship committee

Erin Dunn informed the Senate of the work of the Scholarship committee, the continued need for faculty input, and the membership needs of the new committee. Erin provided copies of her memorandum to faculty representatives detailing the request for committee members, the composition of the committee, requirements, and other provisions. She also distributed a copy of the policy and procedures of the office of Financial Aid. Erin also described some of the types of scholarships available to students. Ron and Jim shared information about scholarships available through the college of Business. Erin explained how she would like the campus scholarship web site to provide links to other scholarship opportunities such as the COB. Some members of this committee will be selected by Karen White; other volunteers will come from the colleges and library faculty. There was some discussion about the awarding cycle and Erin explained to the Senators the awarding cycles and the amount of work that might be required of

members. She hopes that the new members will serve a two-year term and that terms will stagger so that there is always some history retained. There was a suggested to start with both one- and two-year terms so staggering will occur naturally in the future. The Senators will address their constituencies about the need for members for this committee.

#### Minutes 4/7/06 meeting

Deb asked Jim to clarify a point that Deanna had but no changes to the minutes were required. Jim motioned to approve; Kathy seconded. All were in favor.

#### Committee on Committees

Kim Stoddard shared that some of the Senate committees and councils requested guidance concerning the format of activity reports and in some cases, what the committee's charge actually was. Kim suggested that the Senate try to establish some basic procedures for all committees and councils. Deb pointed out that the Graduate, Undergraduate, and Research Councils had detailed procedures in place and that the charge of the awards committee was fairly straight forward. Other committees however, could benefit from such guidance.

Another suggestion was to create a roster of all faculty assignments so that when vacancies occur on campus committees, it would be much easier to ensure a fair and equitable assignment load. Kim suggested that College Councils may serve as a clearing house for this information. Senators were asked to collect this information from their respective colleges and the library.

Jim moved that the committee assignments be handled through the College Councils; Kathy seconded; all were in favor.

#### Faculty Senate elections

Deb reported that Jerry Notaro was elected the new Library Senator for 2006/2007. She also noted that Mika Nelson and Patricia Pettijohn will be serving as representatives on the Graduate and Research Councils in the coming academic year. Jim is returning next year and will be joined by the new COB representative, Gary Patterson. Deanna will continue as COE representative; an election will be held for the second COE position. Rebecca Johns will join returning member Kathy Weedman from CAS. David Naar graciously volunteered to remain the college of Marine Sciences liaison.

#### Representation on the USFSP board

Kim distributed Section 7 of a State University System document outlining the constituency of local boards of trustees. This document stipulates that the chair of the faculty senate, or the equivalent, shall be a member of the board. Action on this issue will be taken by the new Senate 2006/2007.

#### Inter-committee and other forms of communication

Hugh Lafollette presented three suggestions for improving the communication problem that exists among faculty governance groups.

1 – Senate chair meets with the other college chairs to talk and share information with enough frequency to improve the flow of information.

2 – Creation of a faculty-centered information web site with an obvious link from the main USF SP web site rather than nested within Academic Affairs. The web site should include points of interests to faculty and provide links to all the faculty governance pages. Documents should be posted in HTML in addition to the usual formats so that they are searchable.

3 – Creation of a monthly newsletter of some kind, pushed to faculty via email, with important bullets of information about which the faculty should be aware.

Hugh suggested that there should be a formal request to the administration that the chair of the Senate receive a course reduction in order to fulfill the duties of the Senate. This feasibility of this suggestion was discussed. Maintenance of the web site was also discussed. Hugh suggested that he might have a student assistance assume responsibility of updating the web site rather than the Senators trying to handle that work as well their other duties.

Jim moved that next year's chair strongly consider having monthly meetings with college Council chairs to improve communications. Kim seconded; Jim, Ambe, Kim, Kathy, Deb, and Bonnie in favor.

Jim moved that the Senate recommend strongly that the chair get a one-course reduction in teaching load in order to coordinate the increasing duties of the Senate chair. Kim seconded; Jim, Ambe, Kim, Kathy, and Bonnie voted in favor; Deb abstained. Deb noted that the secretarial position is a significant amount of work and time. If next year's secretary is a teaching faculty, s/he may need help as well.

Ambe moved to that the group implement an information resource such as a "unified faculty governance web site" with links to appropriate faculty resources, newsletters and other communication. Jim seconded; Jim, Ambe, Kim, Kathy, Deb, and Bonnie were in favor

#### Academic Affairs News

Mark Durand reported on the activities of the Office of Academic Affairs, including the latest news and accomplishments towards the SACS accreditation process, General education requirements [http://www.stpt.usf.edu/coas/assessment/General\\_Ed\\_Assessment\\_04-05.doc](http://www.stpt.usf.edu/coas/assessment/General_Ed_Assessment_04-05.doc), efforts in improving faculty diversity and recruitment, and other information. Senators received print copies of activities report. Kim asked if exit interviews are being conducted with faculty who are leaving USFSP. Mark replied that it is an informal process at this point. He has met with some; reasons for leaving include going to larger institutions / organizations with graduate programs, offer of endowed chair, as well as personal reasons.

The Council of Deans (heads of academic affairs divisions) unanimously recommended that the Senate chair be a participating member of this group. The council meets every other Thursday at 3 pm. Mark also distributed the enrollment brochure for this summer. Jim expressed some concern that there were several suggestions for next year that would significantly increase the duties of next year's Senate chair. He recommended that the participation on the Council of Deans should be placed on the agenda for the 2006-2007 Senate.

#### Faculty function: Final Friday, September

Via email, Deanna reported prior to the Senate meeting that she had discussed the possibility with Karen White of funding a Senate-sponsored event. Karen suggested a Final Friday. Ambe moved that the Senate endorse the final Friday event. Bonnie seconded; Jim, Ambe, Kim, Kathy, Deb, and Bonnie were in favor. The 2006/2007 Senate may take up the details.

### **College Reports**

#### College of Arts and Sciences

No decision on Dean's search.

#### College of Business

Search for a COB Dean has moved to the phone interview stage.

#### College of Education

Elections will be held the week of April 24th for College Council and Faculty Senate. The College Council passed a motion recommending that there is equal College representation on the Faculty Senate.

#### Library

No report.

Meeting adjourned 10:30 am.

### **Next meeting**

Fall semester 2006

Prepared by Deb Henry