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# College of Business Council Meeting : 2011 : 10 : 19

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**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG  
COLLEGE OF BUSINESS COUNCIL (CBC)  
Minutes of October 19, 2011**

Attending:

Karin Braunsberger, Chair  
James Fellows  
Scott Geiger  
Wei Guan  
William Jackson

Absent:

Richard Smith, *with regrets*

The meeting was called to order by the chair at 11:00am. The minutes of the prior meeting had been earlier approved via email vote.

- The first order of business was to consider the Dean's request to form an ad hoc Accreditation Review Committee. The Dean had put forth several ideas about the faculty composition of this committee. The purpose of the committee would be to write and edit the reports for the forthcoming AACSB visit, as well as update the current strategic plan. The CBC voted to not form this committee. The reasons for deciding not to form the committee were as follows:
  - (1) The accreditation reports and the strategic plan are the primary responsibility of the administration.
  - (2) Faculty are already currently involved in accreditation reports via the COB Undergraduate Curricula and Assessment Committee (UCAC) and the Graduate Curricula and Assessment Committee (GCAC). Faculty have been involved in the strategic planning process principally through efforts by the CBC in the past two years. In conclusion, there has been sufficient faculty involvement in both the accreditation process and strategic planning
  - (3) The CBC suggested that this process outlined above continue, with the administration providing monthly reports to the faculty on the progress of AACSB accreditation. At this time the faculty can respond to concerns and offer further input.

The CBC asked the CBC chair to inform the Dean of our decision.

- The next order of business was a discussion of an ad hoc committee for the newly approved Global Business major. The CBC voted to form this committee, but with a limited purpose. The purpose of the ad hoc Global committee is to complete any necessary reports and other documentation required by the USF system and the Florida Board of Governors in order for the new Global Business major to become officially recognized.

- The CBC next heard from Professor Fellows about the status of the Master of Accounting pre-proposal that had been forwarded to the USF system by the USFSP administration. Professor Fellows stated that he had sent a formal notice of objection to the body that will review this pre-proposal. In it he stated that the pre-proposal was neither initiated nor developed by the faculty, and therefore did not follow proper procedures. He also noted that at a meeting of the POA faculty on Friday, October 14, none of the faculty spoke up in favor of the program, and indeed felt that the program was not necessary.
- The next order of business was a discussion of what kind of physical presence on campus is required of permanent full-time faculty who for one semester are teaching purely online classes. The chair had asked that we discuss this issue. Does the CBC need to develop a policy on this issue for the college? Professor Fellows pointed out that Article 16 of the Collective Bargaining Agreement (CBA) currently requires faculty to have a presence on campus, in its definition of “job abandonment” being a reason for terminating the employment of faculty. Article 16 states, *inter alia*:

*If an employee is absent without authorized leave for twelve (12) or more consecutive days or a period of time that constitutes 20% or more of a term-length teaching assignment during a summer term, under the provisions of Article 17.1, the employee shall be considered to have abandoned the position and voluntarily resigned from the University. [Note: Article 17.1 discusses the approved leave process].*

Professor Fellows noted that because permanent faculty have faculty governance assignments via committees and councils, any absence from campus without prior approval, as outlined in Article 16 of the CBC, constitutes “job abandonment.” Therefore any faculty teaching purely online courses cannot abandon their other assigned duties and be absent from the campus without prior approval. He stated that there already is, therefore, a policy in place and it was up to administrators to enforce this policy. The CBC does not need a separate policy.

- The CBC also discussed the repercussions for faculty who are on a full-pay one-semester sabbatical and then also have another job during this time. The CBC noted that current sabbatical guidelines require the faculty member to obtain permission before undertaking the second employment. There is a policy in place and it is up to the administration to enforce these policies. The CBC therefore does not need to institute a separate policy.
- The next order of business was to consider if there should be an appeals committee from the ARAC. It was determined that nothing in the CBA requires such an appeals committee. However, there was some agreement that the CBC should consider one nonetheless. This issue will be discussed at a later meeting.
- The last order of business concerned the assignment of duties for administrators such as the Associate Dean for Graduate Studies and the Director of the Program of Accountancy. These positions are 50% faculty and 50% administrative. The CBC decided that formal job descriptions need to be designed by the Dean for these positions. Moreover, before each annual review reporting process, the Associate Dean and Director should clearly state what their faculty roles have been, especially for committee assignments. The CBC chair was asked to speak with the Dean about having these job descriptions drafted.

The meeting adjourned at 1:20pm