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College of Arts & Sciences Council Meeting : 2018 : 03 : 09

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College of Arts and Sciences
Faculty Council Meeting

Meeting Minutes
Approved April 6, 2018

9 Mar 2018
9 am to 10:30am

CAS Conference Room

In Attendance:
Kathryn Arthur (Associate Prof., At Large) Chair, 2016-2018
Tiffany Chenneville (Associate Prof, PSY) Vice Chair 2017-2019
Henry Alegria (Associate Prof, At Large) 2016-2018
Hossam Ashour (Associate Prof. Bio) 2017-2019
Sheramy Bundrick (Prof., H&P) 2016-2018
Dawn Cecil (Associate Prof. SCL, At Large) 2017-2019
John Stanko (Associate Prof. VVA) 2016-2018
Janet Keeler (Instructor, JDC) 2016-2018
Joan Reid (Assistant Prof, SCL) 2016-2018

9 am Call to Order and Welcome, Kathryn Arthur, CAS Faculty Council Chair

- **February minutes**
  - Approved
- **Adjunct update**
  - None
- **USFSP & USF Sarasota Integration into USF Tampa update**
  - Moving forward
- **FC meeting with Dean Feb 13, Chairs meeting Feb 20 and Chairs with Dean Candidate Feb 27**
  - IT
    - Inviting IT to Chairs meeting to discuss IT concerns
  - Course Scheduling
    - Course scheduling changes to be effective Fall 2019
    - Call for comments until March 15th
    - FC to send concerns
  - Exit Courses

Attached Documents:
- APC procedures
- T&P council resolution to AA & Dean
- T&P procedures
- T&P guideline Recommendations
- T&P preamble
- Consolidation legislation

*included in final minutes
- Tampa only requires 6 hours
- USFSP requires 9 hours
- Faculty Senate will have to request that GE committee consider a change in exit hours

- Interim Visiting Associate Dean hired (Thushani Rorigo-Peris) and overseeing:
  - Graduate program
  - STEM program
- T&P Council resolution send to Dean and AA with recommendations about T&P procedures
  - No response yet
  - Will be discussed in RCVAA/Deans meeting about T&P procedures
- T&P preamble
  - No comment from chairs
- T&P guideline recommendations

• **T&P procedures**
  - Departments revising based on FC recommendations
  - Due on March 23rd
  - Need for some minor editing in the preamble (e.g., make language consistent, remove “s” from Society, Culture and Languages)
  - Preamble
    - Kathy to draft statement about unaffiliated faculty to be included in preamble
    - Kathy to sent preamble out for faculty vote
  - CAS T&P Procedures document
    - Last document from 2004
    - Sheramy drafted revised procedures document
    - Changes needed to ensure consistency with USFSP T&P guidelines and FC bylaws
    - Need to change timeline to allow CAS committee more time to review applications
    - Once finalized, Kathy to share with Chairs for feedback before sending to faculty for a vote

• **APC procedures**
  - Instructions for faculty proposing new course or program
    - Need to add timeline for submitting proposals (i.e., how far in advance before meeting?)
    - Recommend changes regarding procedures for proposing a new program
    - Replace specific names (e.g., Shari Swartz) with titles
  - FC has requested information about APC duties/process (for committee members)

• **Faculty Council Committees**
  - Kathy to send out bylaw amendment that department chair and anyone serving in a higher administrative position should not serve as FC chair
By election
- For Council: Kathy Arthur and Henry Algeria’s at large positions
- For Faculty Senate: Jill McCracken position
- For Undergraduate Council: Thomas Smith position

By Chair decision
- HP Council member (currently Sheramy)
- VVA Council member (currently Erika/John)
- JDC Council Member (currently Janet)
- SCL Council Member (currently Joan)

By FC
- 3 APC members (to replace Felipe from HP, Jennifer from VVA, and Christina from Psy)

In Fall Council members
- Will need to elect new council members to T&P, 3 members of the council must be on T&P (may change in revised bylaws) because all 3 are rolling off council this year
- Will need to form a new teaching awards committee of 3 members

Faculty Senators Report
- Nothing to report

USF System Faculty Council report
- Nothing to report

New Agenda Items
- None

FC Bylaws revisions
- Article I: Dawn Joan, Janet
  - Align language with Senate bylaws (replace faculty council with college council and make sure this is consistent throughout)
  - Use consistent language throughout (e.g., Chair vs Chairperson)
  - Add language/definitions of Chairs and Academic Program Specialists
  - Joan to incorporate changes to Article I

Next Meeting: April 6th
- Article II: Hossam, Henry, John
- Article III: Sheramy, Tiffany, Kathy

Other
- Add a Constitution
- FC composition
- Clarification of roles of faculty and administrators
- Distinguishing role of FC from Chairs Council
- Shared values (e.g., academic freedom, harassment/colliegiality)

**Remaining Spring Meeting Dates**
April 6
May 4
Dean College of Arts and Sciences and Academic Affairs

Faculty Council Resolution

Re: Tenure and Promotion procedures

February 10, 2018

• The College of Arts and Sciences Faculty Council will be responsible for forming the college-level Tenure and Promotion Committee, which will forward their recommendations to the Dean’s Office.

• The CAS Academic Services Administrator is responsible for completing for faculty among other assistance, which the faculty are NOT responsible for:
  o the checklist
  o accumulating in an organized manner for each candidate their student-teacher comments for each of their courses in pdf format.

• The College of Arts and Sciences Faculty Council expects that the Dean’s office will be responsible for
  o collecting the list of candidates and forwarding this information and their applications to the Department T & P committee and the Chair of the CAS T & P Committee
  o ensuring that all candidates applications proceed through the proper department, College, Dean, and University reviews

• The College of Arts and Sciences Faculty Council recommends that Academic Affairs
  o organizes a meeting for individuals in the college at the department and college level at the beginning of each fall semester to review the timeline, proper procedures, documents, etc. A fall meeting is necessary because it will not be until the fall that we know who will be candidates and we need to avoid conflict of interest when selecting reviewers
  o organizes a separate a spring meeting for potential T&P candidates for review of the procedures and process.
  o review/modify the How to Assemble Your T&P application 2017 document
    • Remove requirement for student grade distribution under Teaching which is NOT required under the T&P guidelines either 1998 or the revised version
  o provides online msword versions of the application forms, so that they are more user friendly for applicants