

10-7-2016

USFSP Faculty Senate Meeting : 2016 : 10 : 07 : Minutes

University of South Florida St. Petersburg. Faculty Senate.

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University of South Florida St. Petersburg. Faculty Senate., "USFSP Faculty Senate Meeting : 2016 : 10 : 07 : Minutes" (2016). *USFSP Faculty Senate Meetings: Minutes*. 147.
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University of South Florida St. Petersburg
Faculty Senate Meeting Minutes – October 7 2016
Bayboro 220 – 1:00pm-3:00 pm

I. Recognition of Members and Substitutes

Steve Lang, Gerry Lin, Jill McCracken (call-in), Deanna Michael, Mark Pezzo, Deb Henry,

Regrets: Debra Sinclair

II. Recognition of Guests

Jake Diaz, Dean of Students

Jamie Molnar, Director of SOCAT

Martin Tadlock, RVCAA

III. Approval of Agenda

Add the following agenda items:

- Deanna: Deans and RVCAA on Scholarly work (New Business)
- Steve: report on athletics (Reports)

Move to approve the amended agenda, approved

IV. Approval of Minutes from September meeting - **Tabled**

V. Student Government Report and Discussion - **Tabled**

VI. Administrative Reports and Discussions – RVCAA Martin Tadlock

- For the first time, USFSP will have four representatives at a high school recruiting fair in Beijing, October 19, 2016. USFSP plans to hand out >1000 documents and materials including scholarship information. In some cases, conditional admittance may be granted. While in country, Martin will also meet with representatives from three universities to discuss various teaching and research opportunities for students and faculty.
- Nepal & India: Seeking to establish an agreement to recruit students from these two countries to study here.
- Malaysia: Seeking to establish a 2+2 program with American Degree Program.
- Sabbatical opportunities for faculty as well.

VII. Action Items:

A. Tenure and Promotion Guidelines (Deanna Michael) – Discussion about how we should refer to the bargaining agreement. A simple sentence referring to the agreement replaced some more detailed language but the sentence was thought to be insufficient.

Mark moved that the language from the ratified bargaining contract be used in the T&P document. The motion was seconded and approved by the Senate.

A question was raised about a final vote by the USFSP faculty on the guidelines. Senate agreed to conduct a ratification vote, a simple yes or no vote. Voting will be open for a two week period.

B. Document handling procedures for FS committees and Councils (See discussion with RVCAA Tadlock under Undergraduate Council)

VIII. Old Business:

- A. Administrator Surveys (Deanna Michael) – Chitra is meeting with Deanna to find a SACS appropriate instrument as these surveys are required for accreditation. Deanna will report on what they discover at the November meeting. We must stay with an anonymous platform such as Survey Monkey or Qualtrics.
- B. Recovering Faculty Senate Documents from Old Website (Deanna Michael) – Might want to look at the “Wayback Machine” @ <https://archive.org/web/>
- C. Best practices for online classes (caps, training for instructors) (Debbie Sinclair) - Tabled
- D. Undergraduate Council Policy and Procedures – Thomas Smith is coordinating this; proposals seem to leave this council and go into a black hole, lost in the system.

The work flow for these procedures definitely needs to be improved. Discussed advantages of using Google Drive to create a folder where all scanned materials can be stored and accessible to all who need it including Academic Affairs. The USFSP Undergraduate Council Policies and procedures were distributed and need updating. Questions asked about the new course catalog system track or if some other system could be used to coordinate this type of work. There may be other options as some point but the Google Drive option will fill the gap.

Steve moved that the chair of the Undergraduate Council should be responsible for creating a shared folder and to transfer ownership of the folder when council leadership changes. The motion was seconded and approved.

- E. Reviewing Policies and Procedures for all Faculty Senate Committees on 5 year cycle - **Tabled**

IX. Presentation by Dean of Students Jacob Diaz and SOCAT advisor Jamie Molmar.

Using a Power Point presentation, Drs. Diaz and Molnar discussed supporting student with regards to Title IX issues and procedures. They also distributed the new USFSP. Diaz and Molnar would love to come to colleges and departments to offer more training and information.

Described the Office of Dean of Students functions: Student Conduct (disciplinary), Title IX, and SOCAT (Student of Concern Assistance Team, voluntary). A referral form is online on Dean of Students web site, as well as a phone number (873-4272) and email: socat@usfsp.edu. Please refer a student to be on the safe side. If the referral person feels unsafe, contact will be kept anonymous but otherwise referrals may not be anonymous. SOCAT can reach out to student unlike the Wellness Center staff who, because of HIPAA rules, cannot reach out. SOCAT is not “protected” but Jaime is careful how information is entered. It doesn’t go on academic record.

Title IX: investigate, Stop, Remedy. Victim driven process; we need to report this to Dean of Students but the victim can decide not to proceed. This information is not automatically considered an official report; it is a disclosure but not formal.

Training includes SOCAT & Wellness and Title IX.

X. New Business

- A. Inviting new administrators and other guests to present this year to the Faculty Senate - **Ongoing**

XI. Tabled Items:

- A. CAS Departmental Restructuring follow up - The RCVAA will be talking to the CAS Dean soon about resolving this reorganization.
B. FS minutes May - **Tabled**

XII. Reports:

- A. System Faculty Council – Deanna Michael, Debra Sinclair, and Deb Henry - **Tabled**
B. UFF – Steve Lang - **Tabled**
C. College reports – Steve is concerned about the lack of USFSP student representation on the Athletics Council. There are decisions being made without proper representation. There was a suggestion to seek help from campus administrators such as Joe Trubacz to help identify someone to serve.
D. Committee Information – **Tabled**

XIII. Adjournment

Dates for Future Meetings:

- November 4, 2016 1:00 pm Bayboro 220
- December 2, 2016 1:00 pm Bayboro 220
- January 13, 2016 1:00 pm Bayboro 220
- February 3, 2016 1:00 pm Bayboro 220
- March 3, 2016 1:00 pm Bayboro 220
- April 7, 2016 1:00 pm Bayboro 220
- May 5, 2016 1:00 pm Bayboro 220

Adjourned: 3:20 pm

Recorder: Deb Henry

Approved: November 4, 2016