USF SYSTEM FACULTY ADVISORY COUNCIL MINUTES
April 28, 2011     10:00 am – 12:00 pm     C203, USFSM


Guests: Graham Tobin (Provost’s Office), Linda Whiteford

Recorder: Judy Buffa

1. Call to order and welcome of new FAC 2011 -2012 members and guest:
The meeting was called to order at 10:00 am by President Elizabeth Larkin, who introduced new FAC members Lynn McBrien and Scott Perry from USFSM and Julie Langford from USF. Guest Linda Whiteford, Vice Provost for New Programs and Development was welcomed.

2. Approval of minutes from 3/22/11 meeting
Minutes from the FAC meeting of March 22, 2011 were approved as presented.

3 President’s Report
a.) ACFS report: Drs. Larkin and Bird attended the Advisory Council of the Faculty Senate for the SUS in Tallahassee. Legislation and proposals that might affect university teachers were discussed. FAC continues to educate other Florida universities on how the fours campuses operate as a USF System. A shared governance statement that would cover all the Florida universities is being developed. The work plans have become an important document since the BOG will be using them to help audit what programs are being offered and where. There will be another meeting in May.

b.) Clarification of Voting for President of FAC: FAC members for 2011-2012 will be voting; this includes the additional members from USF Tampa. There are twenty members in all. The voting will be conducted electronically and President Larkin will notify the executive committee if the voting shows no one has received/could receive a super majority.

c) Draft FAC Constitution The wording of the document was discussed (See Appendix A). A more thorough review of the document and reviewing the structure of the council was suggested. Peer institutions were identified as: Arizona State University, Rutgers, Ohio State University and University of Pittsburgh. A motion to table voting on the draft FAC constitution until the executive committee has reviewed other models by the fall was unanimously approved.

d) The Provost has invited the FAC to submit liaison recommendations for the Board of Trustees work groups. The Provost will make the final decisions. Typically 4 or 5 faculty members are on each work group. The term for the majority of faculty members serving is up. Currently Dr. Larkin is only person from FAC serving on a work group. She is on the Academic and Campus Environment work group. Two new members on that group are Charlotte Dixon USF Tampa and Deby Cassill USFSP and two people are leaving that committee.
Audit committee currently Anurag Agarwal (USFSM) and two people are leaving. Greg McColm (USF Tampa) and Rick Smith (USFPS) are willing to serve. The five members on Health Sciences and Research are up for renewal/replacement. Currently no members are from a regional campus. Scott Perry (USFSM) who does historical research and Barbara Loeding (USFP) special education and Greg Teague (USF Tampa) will be submitted for that committee.

1. System governance
   a. BOG Articulation Coordination Project
      Whiteford
      The position, Vice Provost for New Programs and Development is new. Dr. Whiteford started in January 2011. The process by which new programs are approved is changing. A template and timeline are being developed to help clarify the new program process; they may be completed at the end of the summer. A program has to be on the work plan before it can go forward. The 3 year work plan can be modified. The process is flexible.
      BOG Program Review set out to reconcile the program inventory: Phase I determined programs that should be taken off the inventory. 30 programs were identified as below threshold, 15 of those were inactive and can be terminated. Phase II Programs identify as below threshold programs. A process in which a program can be removed from one campus but allow another to continue is being reviewed. See handout Appendix B

   b. Research Council revised proposal
      Smith
      Rick Smith, Phil Levy and Greg Teague worked on this draft. The proposal clarifies internal awards. Please review the draft and provide feedback to Rick Smith. Karen Holbrook will be reviewing it. See Appendix C

Guests Graham Tobin and Linda Whiteford left the meeting before the election discussion.

2. Election of FAC officers 2011-2012

   a. Nominees for President
      Larkin
      Dr. Larkin and Dr. Bird made statements and answered questions regarding their candidacy. (See Appendix D)

3. New Business

   a. Summer Meetings will be discussed at the May meeting.

4. Adjourn
   The meeting was adjourned at 12:00 pm.

Next meeting: May 24 at USF Tampa
CONSTITUTION OF THE FACULTY ADVISORY COUNCIL OF THE UNIVERSITY OF SOUTH FLORIDA SYSTEM

ARTICLE I. Faculty Advisory Council (the "FAC")

A. Role of the Council

The Faculty Advisory Council is the principal faculty academic advisory body to the USF System President, the Provost and Executive Vice President for the USF System, and other administrators with System-wide responsibilities, on all academic matters pertaining to the functioning of the System as a whole. The FAC coordinates communication among the four (4) Faculty Senates of each member institution: USF Tampa; USF St. Petersburg; USF Sarasota-Manatee; and USF Polytechnic.

B. Membership

Membership in the Faculty Advisory Council (FAC) of the University of South Florida System shall consist of members elected or appointed by the Faculty Senate of each member institution through any process that body chooses. Council members shall be full-time instructional faculty (defined as a 9-month contract at 100% or a 12-month contract at least 75%). The membership distribution shall be three (3) members per institution, plus one additional member for every 100 full-time instructional faculty on any campus up to a maximum of seven (7).

C. Officers

The Council shall elect a President and Vice-President as officers from among its membership. These two officers shall not be from the same USF campus. The President must be elected by a majority of the membership plus one, and will serve as faculty trustee on the University Board of Trustees. The Vice-President will preside at meetings of the Council when the President is absent, but may not stand in for the President as trustee. The term of office for both positions shall be one year beginning on August 1 following the annual election.

ARTICLE II. Meetings

The FAC shall meet at least once per month during the academic year, and may meet during the summer months as needed. The Executive Committee may be convened for special meetings as needed upon the call of the FAC President.

ARTICLE III. Jurisdiction and Process

A. Responsibilities

Draft: 4/11/11
Members of the FAC represent all faculty in the USF System, even as they voice the concerns of their campus constituents. The FAC has the responsibility to review and make recommendations to System administrators on all matters pertaining to the welfare of the System as a whole, focusing particularly on the overall academic mission of the University.

Fifty percent of the membership plus one shall constitute a quorum. Each Faculty Senate may appoint alternate members from among its membership to attend a meeting and serve with full voting privileges in the event that a regular member is absent. However, when voting is conducted electronically, as in the case of electing the officers or amending the bylaws or Constitution, all votes must be cast only by the regular members.

B. Committees and Councils

An Executive Committee of not more than six (6) members will consist of the FAC President and Vice-President, and the elected presidents of the four campus Faculty Senates. The Executive Committee will be responsible for setting the meeting agendas.

The FAC makes recommendations for faculty representatives from each member institution to serve on the USF System Advisory Councils and other committees as requested by the Provost and Executive Vice President of the System.

The FAC may establish other Standing or Ad Hoc committees as needed to carry out its responsibilities on behalf of USF System faculty such that each member institution is satisfied with the composition of the committee.

ARTICLE IV. Ratification and Amendments

All amendments to this Constitution must be approved by a two-thirds (2/3) vote of the membership. This Constitution and any amendments must be ratified by the USF System President and the Provost and Executive Vice-President of the University in accordance with USF's principles of shared governance.

ARTICLE V. Compliance with USF System Governance

The provisions of this Constitution shall not be construed in any manner so as to conflict with the laws of the State of Florida, the Regulations and Policies of the Florida Board of Governors or the University of South Florida Board (“UBOT”) of Trustees, or collectively bargained agreements between the UBOT and certified labor organizations.

Draft: 4/11/11
BOG Program Review

Purpose:

a) to reconcile BOG and USF records on in-active and or suspended programs;

b) to identify academic programs that fall below an established productivity level as measured by averages of graduation rates for 5 year periods;

c) to develop appropriate mitigation strategies for below threshold programs.
BOG Program Review

Process:

a) BOG staff provided USF with data concerning program graduation rates;

b) USF Decision Support reconciled USF data with the BOG provided data;

c) Revised data provided to campuses, institutions, deans to their review;

d) Responses developed by Deans, Vice Chancellors;

e) Reports sent to the Provost's Office to be forwarded to the BOG.
BOG Program Review

Products:

a) baseline of existing active programs (having moved in-active/suspended programs off the SUS Program Inventory);

b) program-specific mitigation strategies to strengthen graduation rates;

c) process for SUS program annual reviews.
Proposal: New University of South Florida System Research Board, in Conjunction with Partially Modified Roles of the Research Councils of System Institutions

Rationale:
Currently, each member institution of the University of South Florida System has its own research council, which serves as a standing committee of that institution's faculty senate. Among the duties carried out by each council is that of awarding internal research grants to faculty. Each council also advises the institution's chief administration officer for research on relevant matters of policy and procedure. The Research Council (RC) of the USF Tampa Senate has the additional, unique role of advising the system-wide Office of Research and Innovation. As a result, the Tampa Research Council embodies representation from the other three USF System institutions (Polytechnic, St. Petersburg, and Sarasota-Manatee). The blended role of the Tampa RC, serving the Tampa Senate while also maintaining a system-wide perspective, can present particular challenges in the way it carries out its duties. These challenges are perhaps greatest in awarding internal grants, for which faculty at the other member institutions are also eligible in addition to being eligible for their own internal grants. As such, members of the Tampa RC are put in the somewhat difficult position of evaluating the merit of proposals from a broad range of faculty within a university system composed of institutions that have distinct academic and research missions. Moreover, the current arrangement, in which faculty at three of the member institutions, but not the fourth, are eligible for internal grants at another institution, is illogical except in the sense that it is a vestige of the prior USF structure. The following proposes, therefore, slightly modified roles for the research councils of each USF member institution, as well as the creation of a system-wide research council (or board) that would be a standing committee of the Faculty Advisory Council.

Proposed:
1. A Faculty Advisory Council Research Board (FACRB) would be created as a standing committee of the USF System Faculty Advisory Council (FAC) consisting of five members: one FAC member from each institution plus the chair of the USF Tampa Research Council.

2. The FACRB would have two general responsibilities:
   a. Advising the Vice President of Research and Innovation (VP/RI) on policy & procedures (P&P) relevant to the USF System;
   b. Developing recommendations, including but not limited to formulas, to be made to the VP/RI regarding allocation of central resources to the four USF institutions for internal grant awards.

3. Recommendations of the FACRB would be subject to approval by the FAC.

4. Funding for internal awards at any institution would consist of a combination of locally determined resources and system resources as allocated by the VP/RI.
5. Each institution would have its own separate Research Council (RC), with membership limited to faculty associated with that institution, with procedures and functions unchanged except as specified herein, and charged with two general responsibilities:

   a. Under the authority of its local Senate, developing the criteria and processes of awarding internal grants and determining awards within its institution;

   b. Advising the institutional administration on local research policies and procedures not already covered by system P&Ps.
To: FAC Members, 2011-2012
From: Elizabeth Larkin, FAC President, 2010-2011
Subject: Nominations for FAC President and University Trustee 2011-2012

The Faculty Advisory Council invites nominations from among its members for the role of President for the 2011-2012 academic year. Self-nominations are encouraged. Service in this capacity is for one year beginning August 1, 2011. To be elected, nominees must have a minimum of 12 votes. It is recommended that nominees review the FAC Bylaws posted on the website: http://sarasota.usf.edu/Faculty/FacultySenate/FAC.php.

**NOMINATION FORM FOR Faculty Advisory Council President**

I nominate _Liz Bird_

(mail point _SOC 107_; campus extension 974-0802; e-mail address ebird@usf.edu)

of the following college/division _Arts and Sciences/Anthropology_

_Signature of Nominator_  _Signature of Nominee_  _Date_

Note: Except for self-nominations, both signatures are required before the nomination form can be processed. Feel free to duplicate this form if you wish to nominate more than one person. Please provide brief (300 words) biographical information and why you wish to serve (e.g., rank, years at USF, special skills or experience related to appointment, previous committee service, etc.):

As FAC President, I will focus proactively on issues that concern faculty across the USF System, for which my experience has prepared me. I have served as a faculty member at both a small and large system campus, as department chair in two different disciplinary units, and as faculty advisor to the USF president and provost. I am currently USF Tampa Senate parliamentarian. As USF Senate President (2003-04), my successes included:

- writing the statement on Academic Freedom and Responsibility that became USF policy, law, and part of the Collective Bargaining Agreement;
- crafting the Principles of Shared Governance that guide us today;
- writing regular newsletters to all faculty members;
- pushing for salary increases when the CBA was suspended;
- participating in rewriting the USF Personnel Rules to include (for the first time) Academic Freedom and same-sex partner rights;
- forming an investigating committee that overturned an administrative non-reappointment decision at (then) USF-Lakeland.

As FAC Vice-President, I framed the discussion that has guided us all year, in terms of clarifying institution/system concerns; I will continue this. I am committed both to ensuring the autonomy and distinctiveness of each institution, and to finding ways to cooperatively leverage our identity as a system facing state and national challenges.

In addition to completing the institution/system clarification work, and building on the trust established this year, my priorities include:

- developing effective FAC communication channels with all faculty (e.g. newsletter, full website);
- effective use of the Executive Committee to ensure representation of all institutions' concerns;
• developing position statements for external audiences;
• reviewing and proposing system policy;
• pushing for full faculty representation in key issues such as program development.

I work effectively and collegially with administration, but have proven that I will energetically voice concerns when circumstances require this.

Faculty webpage link:  http://anthropology.usf.edu/faculty/bird/

Please return this form to Dr. Judy Buffa at jbuffa@usf.edu, or campus mail at USFSM (SMC C-337), or via fax to 2-4298 by April 28.
USF SYSTEM FACULTY ADVISORY COUNCIL
Nomination form for the office of President and Trustee

To: FAC Members, 2011-2012
From: Elizabeth Larkin, FAC President, 2010-2011
Subject: Nominations for FAC President and University Trustee 2011-2012

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NOMINATION FORM FOR Faculty Advisory Council President

I nominate ________Liz Larkin__________________________

(mail point) SMC B-316; campus extension 2-4364; e-mail address llarkin.@sar.usf.edu

of the following college/division __USFSM College of Education_____________________

__________________________ ________________________
Signature of Nominator Signature of Nominee 4/25/11

Date

Note: Except for self-nominations, both signatures are required before the nomination form can be processed. Feel free to duplicate this form if you wish to nominate more than one person. Please provide brief (300 words) biographical information and why you wish to serve (e.g., rank, years at USF, special skills or experience related to appointment, previous committee service, etc.):

This year, we have put in place the Constitution and Bylaws to govern our new Faculty Advisory Council; added faculty representatives to the three System Advisory Councils, to GECC, and to the Technology Board; recommended a policy on academic restructuring that is being promulgated; reorganized the evaluation process for System administrators; and begun work on revising the Research Council. If re-elected, I will continue in the same collaborative manner to pursue our vision for restructuring the USF System's plan of shared governance, and represent the faculty's voice to the Administration and University Board of Trustees. While we have made a lot of headway, there is still much to be done to ensure that each member institution has an active role in shaping the future on behalf of faculty across the USF System. Your support for a second term of office would be a vote of confidence for the path we have set. I look forward to continuing our progress and solidifying the gains we have made this year.

Faculty webpage link:
http://www.sarasota.usf.edu/Academics/COE/Faculty/larkin.php

Please return this form to Dr. Judy Buffa at jbuffa.@sar.usf.edu, or campus mail at USFSM (SMC C-337), or via fax to 2-4298 by April 28.