

CFS Governance Council Meeting
July 2nd, 2008
9:30 -11:30 AM
MHC 1329

Attending Members: Rene Anderson, Shirley Baer, Sharon Denninger, Sandra Dwinell, Kathleen Ferreira, Robert Friedman, Michael Greeson, Ruby Joseph, Ray Miltenberger, Don Policella, Janis Prince Inniss
Norín Dollard (representative of the FMHI Faculty Council)

Absent Members: Heather George

Guest: Catherine Batsche

Call to order: The meeting of the CFS Governance Council was called to order by Kathleen Ferreira, Chair.

Review of minutes: The June 6th, 2008 meeting minutes were distributed for review. One change was recommended. Rehab Counseling should not be listed as “moving to the School of Mental Health Studies.” The minutes were approved pending that change.

Agenda Review: Agenda items were reviewed and approved. No additional items were added. For future meetings, the Chair will provide copies of the Agenda since items may be added to the draft agenda.

Catherine Batsche – Presentation on Assigned Faculty Duties:

Catherine presented on Assigned Faculty Duties (AFD) for the 2008 USF Policies and Procedures. She reviewed the Collective Bargaining Agreement information on Annual Assignments, the Twelve Hour Rule established by the Legislature, and the guidelines set forth by the Council of Deans.

The current practices at USF exhibit wide variability across colleges/departments. It typically entails a verbal discussion followed by written assignments entered into the FAIR system. These agreements are adjusted as needed. This discussion usually occurs annually in the spring for the following academic year. Some colleges/departments routinely discuss AFD's with faculty; others don't unless there are concerns.

Catherine provided three examples on campus: the Department of Sociology, the College of Education, and the Department of Chemistry. The policy for AFD's is usually agreed upon by the faculty and is not something decided for them.

CFS is the last department that FMHI Leadership has talked to about the AFD's. The CFS faculty need to make a decision regarding their preference of a model. A survey was circulated by the FMHI Faculty Council requesting input from faculty on the emerging policy. It is still uncertain if one policy will be adopted by the entire Institute or if the individual departments will have their own. The departments are being asked to draft a policy that would make sense for them so that the Dean can compare it to see what similarities and differences exist across departments. Catherine said that Junius wants to have a model in place by the Spring of next year. He is looking for procedures that are transparent, defensible, and appropriate.

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There was some discussion among the group regarding the possibilities for Institute-wide versus Department-wide policies. Bob said that we need to be flexible among departments but that there also needs to be some standards across the Institute. There is a central responsibility to make sure that what the departments do meets with our mission. Many of the models discussed today focus heavily on teaching. This may make us vulnerable at the university since our faculty do not have as many opportunities for teaching. However, the departments in the new college may present increased opportunities.

Don pointed out that there was some commonality of themes among the examples provided including transparency and equitability. It is important to determine a way to align the values of the faculty with those of the department. We can ensure that there are opportunities for everyone to make contributions, if not teaching then through increased administrative duties or training opportunities. There was some confusion over who should be included in the discussion of AFD's. While it affects only faculty, not Administrative or Staff personnel, it includes all faculty; not just tenure-line.

Per Catherine, all of the departments joining the new college already have their AFD policies in place. Catherine said that she assumed the departments would be reviewing them with Junius. CFS needs to set a timeline to decide on the AFD policies. The Faculty Council Survey results will be shared at their meeting on July 21st. We will discuss the results at our next meeting. In the meantime, the information Catherine presented today will be sent out to CFS faculty, and we will inquire what the other departments at the institute are doing as well as discuss this at the CFS Leadership Team meeting.

Robert's Rules of Order: The Robert's Rules of Order books were distributed. The Department Chair, Mario Hernandez, authorize the purchase of the books so that each Council member may have a copy to refer to during their term. The books are the property of the Council and will be passed on to the new Council members.

Committee Reports:

FMHI Faculty Council – Norin said that the committee is working on AFD's. There was no other news to report.

Faculty Subcommittee – Kathleen thanked the subcommittee for getting Catherine to this meeting to present on the AFD process.

Governance Council Website – Sharon reported that the content for the website is just about done. She will get with Jonathan Wilson soon to work on the web design. The site should be up in the next week or two.

CFS Leadership Team Meeting – Kathleen reported that the meeting discussion centered mainly on budget issues and realignment. Mario discussed with the team the plan for a CFS Advisory Board and asked the Division Directors to provide a list of statewide and community members who may be willing to serve.

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Unfinished Business:

CFS Advisory Board – Kathleen encouraged the council members to share their suggestions for Board members with their Division Directors, per the information from the Leadership Team meeting.

AMH – The issues discussed at the previous meeting have been resolved for the time being. AMH is considering changing its name to distinguish its work with special populations, diverse populations, and cultural competence.

New Business:

Establishing our role within CFS/FMHI/USF

We need to come up with a plan to establish our unique contribution to the department. Kathleen asked for volunteers to participate in a subcommittee. She offered to participate on it herself. Rene agreed to join, as did Sandra. This committee will work to operationalize concrete tasks and establish goals for this year. They will formulate some ideas and ask the committee members to respond via email. It was also suggested that a survey be sent out to the department asking for feedback on what CFS staff would like for us to work on.

Associate Dean of Research – Kathleen reported that there will be a visit in July by one of the candidates. No offers have been made at this time. It is possible that the Dean may reopen the search for the position.

The question arose as to whether or not the Associate Dean of Research will be the Director of FMHI since the Dean will be in charge of the new college. There was much discussion among the group on this topic. Concerns included maintaining our integrity with FMHI as an independent entity under the new college and not losing our identity.

Document Center Closing – Sharon reported that the FMHI Document Center closed as of June 23rd. We will be getting new machines. CFS Administration is working on a plan for our document needs including guidelines for in-house work versus jobs to be completed at an external vendor. Pro-Copy has agreed to match the prices offered by the document center. There are meetings scheduled to discuss a procedure for invoicing/billing. Sharon advised the group to check with their administrative person in their Division if there are any questions. Also, the USF Office Stores is closed as of July 1st. USF now has a contract in place with Office Depot for all office supplies.

Reminders/Announcements:

The next meeting will be held on August 6th from 10:00 – 11:30 in MHC 1329. Don offered for the State & Local Division to provide the note-taker and snacks.

The meeting adjourned at 11:35 am.