

**Senate Steering Committee
Minutes
September 11, 2008
3:00-5:00 P.M.
226 Tigert**

The meeting was called to order at 3:03 PM

Attendees:

Frank Bova
David Quillen
Sue Percival
Ellis Greiner
Rick Yost
Bernie Machen
Jacob Chung
Danaya Wright

Elizabeth Bolton
Jane Brockmann
Barbara Wingo
Chris Snodgrass
Amelia Bell

Guests:

Cathy Martyniak
Daniel Wubah

The minutes of the August 7, 2008 steering committee meeting were approved.

Reports:

• **Chair's Report**

Frank Bova, Chair

Bova reported that textbook selections should be posted on the Internet due to federal and state law requiring posting. The Provost's office is working on developing an efficient way to facilitate posting.

• **President's Report**

Bernie Machen, President

Machen reported that the administration is focusing on new revenues for the university budget. There are two new searches- one for the VP of Health Affairs and one for the VP for Development and Alumni Affairs. The BOT approved the goals for the coming year and they are now posted on the President's Web page.

Information Item:

University Calendar

Daniel Wubah, Associate Provost for Undergraduate Education

Wubah explained the calendar rules that must be followed when developing the university calendar. This item will be presented as an information item at the September Senate meeting. Wubah and Steve Pritz will meet with the APC to discuss the calendar that will be up for approval by the Senate later this semester.

Proposal to reorganize the Jacksonville campus Department of Otolaryngology as a division of the Jacksonville campus Department of Surgery

Daniel Wubah, Associate Provost for Undergraduate Education

This item will be presented as an information item at the September Senate meeting.

Council Reports:

Academic Policy Council

Danaya Wright, Chair

The APC will discuss the calendar issue, textbook policies, revisit the conflict of interest issue, discuss course notes solicitation, and department structure. The council will discuss department changes that have happened and think about processes for the future. The steering committee discussed whether a larger group should be created or think about issues such as tenure and promotion homes, graduate degrees, etc. the APC will make recommendations on changes that were made and where and how faculty involvement will be utilized in the future.

Budget Council

David Quillen, Chair

The budget council met and discussed revenue generation and off book issues. The council will discuss intellectual property and the budget process for the International Center. Matt Fajack met with the council and discussed the RCM budget model. The council will follow up with units to see where units are in the budget process and creation of a budget committee.

Research and Scholarship Council

Jacob Chung, Chair

The council will discuss simplification of conflict of interest policies, information technology as it relates to research and scholarship, measuring the quality of research and simplifying the process for compliance.

Welfare Council

Susan Percival, Chair

The welfare council will review the results of the tenure and promotion survey, faculty enhancement opportunity, teaching evaluations, salary pay plan, maternity leave, recognition for senate work for merit raises and paychecks.

Infrastructure Council

Jane Brockmann, Chair

The infrastructure council will discuss issues such as: classroom technology, maintenance, and IT issues in order to determine what faculty need. The steering committee suggested looking at best practices at schools that have good IT structures.

Information Items:

Senate Budget

Frank Bova, Chair

Frank Bova discussed the Senate budget for Senate meetings and Elizabeth Bolton reported that IFAS will cover the cost for Polycom for the Senate meetings.

Faculty Enhancement Opportunity

Frank Bova, Chair

The Faculty Enhancement Opportunity draft is available for review. The Welfare council will review the document and provide feedback.

Professor Pay Incentive

Frank Bova, Chair

Minus Grades

Frank Bova, Chair

Joe Glover will update the Senate on minus grades at the September senate meeting.

Action Item:

Approval of the September 18, 2008 Senate agenda
The September Senate agenda was approved.

The meeting adjourned at 4:45 PM