

**UNIVERSITY OF CENTRAL FLORIDA**  
**FACULTY SENATE**  
**MINUTES**  
**November 21, 2003**

Dr. Arlen Chase, Vice Chair, called the meeting to order at 4:05 p.m. The roll was circulated for signatures. The minutes of October 24, 2002 were unanimously approved.

**ANNOUNCEMENTS AND RECOGNITION OF GUESTS**

Dr. Chase recognized and welcomed Drs. Gregory Schuckman, Director, Federal Relations for UCF, Washington DC Office; Mark Poisel, Chair, UCF Academic Advising Council; Joel Hartman, Vice Provost, Information Technologies & Resources, and Rosie Webb Joels, College of Education.

Provost Gary Whitehouse reported on the progress of the search for Provost. Preliminary list will come from names submitted by December 12, 2002. Encouraged Senate and all faculty to submit names for consideration as soon as possible.

Provost Whitehouse also reported that the Board of Trustees was currently in session. President's salary has been debated this afternoon. BOT members generally feel the President's salary was below average. Dan Woods, Consultant, reported on an evaluation comparing his salary with that of other university presidents. Recommended salary of \$300,000 to \$320,000. Final recommendation was \$290,000 with a three-year rolling contract with some of the payment deferred. This was unanimously approved by the BOT. There was a concern that UCF's president was very marketable and if he was to leave, we would not be able to hire a new president at prior salary.

Dr. Ida Cook asked if salary increases were discussed for custodial workers, secretarial staff, and faculty. Provost Whitehouse stated that the Board is currently studying a living wage approach that will be reflected in the next budget cycle. Dr. Chase stated that salary money would be distributed as a lump sum. Dr. Modani commented that administrative salaries are in the upper echelon while faculty salaries are in the bottom quartile. Provost Whitehouse stated that a study of salary equity for faculty is on the agenda for spring.

**Presentation - Dr. Gregory Schuckman, Director of Federal Relations for UCF**

Dr. Schuckman holds a full time position as federal relations director based in Washington, D.C. Dr. Schuckman represents UCF in front of federal agencies with which UCF interacts. Most regarding research funding, much of which is determined by congressional mandates (helps increase the flow of money). He described how several current projects that are funded. UCF's Centers of excellence (e.g. CREOL and IST) have been recognized. Federal priority identification process is in progress. Expect to have another increase in proposals this year, to approximately 40. Proposals will be due back in January at which time each faculty applicant makes a formal presentation on

proposal. Voting will be held approximately January 25, 2003. UCF is hosting the National Council for the Advancement of Research on December 1-4, 2002 at the Disney Contemporary Resort in Orlando.

**OLD BUSINESS** – None

**NEW BUSINESS**

**Resolution 2002-2003-1 Electronic Thesis and Dissertation Policy from Graduate Council – Dr. Manoj Chopra presented.**

**Whereas**, developing electronic theses and dissertations teaches technology that is beneficial for our graduate students to learn while in graduate school to enhance their professional credentials, and

**Whereas**, it is of benefit to our graduate students to be able to incorporate audio and video clips and other non-textual information into theses and dissertations, so that students can take full advantage of various media to realize their creative potential, and

**Whereas**, graduate programs are now being approved that will rely on non-textual media as the basis for their thesis work, and

**Whereas**, it is possible for students to make their theses and dissertations available on-line for faster dissemination of information, making their research more accessible and more portable, and

**Whereas**, a number of research universities have implemented electronic thesis and dissertation submission and archiving, and this innovation would enhance UCF's standing as a university that employs the latest technology, and

**Whereas**, library space for storage of theses and dissertations can be reduced, and

**Whereas**, costs for duplication of theses and dissertations for students can be reduced,

**Be it resolved that** the University should provide the capability for our graduate students to submit theses and dissertations electronically by fall 2003. It is further recommended that this start on a voluntary basis with an evaluation of the new procedures after one year, with the intent of requiring this of all students who enter graduate programs in the fall 2004. The Graduate Council will employ the appeal process for special cases where the mandatory requirement could be waived.

Dr. Chopra discussed and explained the multiple advantages of such an approach. Point of order made that several members had not seen the resolution before presentation at this meeting. It was stated that the resolution has been posted on the Senate web site. It was suggested that a statement regarding patent and delaying presentation outside the university community be added. Students will need to submit to UMI also. Will probably be on a server on Florida Center for Library Automation in Gainesville. Dr. Bishop noted that this is only for approval to begin work on this project. If approved, will return with procedures by end of spring semester. Suggested addition to resolution: Students will have an option of delaying presentation outside of UCF community. Policy

for the implementation of this procedure will be presented to Faculty Senate in spring 2003. The resolution for approval to begin project was passed unanimously.

**Standing Committee Reports:**

**Budget and Administrative** – Dr. Glenn Cunningham reported that the committee has scheduled a meeting on December 2, 2002. Items on the agenda are: 1) Parking and traffic, 2) Work Study Student Assistance, 3) PeopleSoft in Payroll, 4) Regression on travel issues, 5) Mr. Merck, proactive on budget issues, 6) Meet with Provost regarding priorities on budget cuts, 7) Physical Plant in-house projects.

**Graduate Council** – Dr. Charles Reilly reported for Dr. Stephen Goodman.

Policies and Procedures Subcommittee met twice. The following issues are in discussion: 1) Relationships between research centers, interdisciplinary programs, and academic departments, 2) Graduate credit hours for short courses in workshop format, 3) Transfer hours for doctoral students.

Graduate Course Review and New Programs Subcommittee handled several Course Action Requests, including special topics, additions, revisions, and deletions. Additionally, there have been some modifications to the MS in Physics and to certificate programs in Colleges of Education and Health and Public Affairs. The committee meets again next week to review new MS tracks, MS options, and certificate programs for the College of Arts and Sciences. Scheduled for consideration in spring are four proposals for new MS in Information Technology, Digital Art, Web-based Learning, and Forensic Science. Two new Ph.D. programs, Chemistry and Conservation Biology are also scheduled for consideration.

Graduate Appeals Subcommittee considered and acted on one appeal. Confusion came from advising and copy in undergraduate and graduate catalogs regarding use of dual credit to meet graduate and undergraduate requirements. Need closer coordination and should be more explicit in catalogs.

**Personnel** - Dr. Randy Upchurch reported for Dr. Martine Vanryckeghem. The committee has been reviewing salary equity, and focusing on Research Incentive Awards (RIAs) - desire to realign number of RIAs to make them consistent with university mission and move to be a Research I University. The committee is in the process of developing a resolution, which will be sent to Steering Committee.

**Undergraduate Policy and Curriculum** - Dr. Bob Pennington reported that the committee met on November 6, 2002. Approved one certificate in Health Information Management. Will meet again the first week in December. It has been requested that the committee consider the request to have American Sign Language meet University Foreign Language requirement.

**Presentation – Dr. Mark Poisel, Chair of UCF Academic Advising Council**

Dr. Poisel stated that the UCF Academic Advising Council has spent the past year creating an Advising Statement for the university committee. The Council that has representatives from all colleges and units unanimously approved the statement. The statement has been provided to the Provost for his review and approval. The statement was also reviewed and approved by deans and faculty on October 6, 2002. Dr. Poisel

distributed copies of the executive summary, the statement, and a copy of last year's annual report of the Council. Seeking advisement and support from the Faculty Senate. Dr. Judith Sindlinger, College of Health and Public Affairs, stated that UCF at this time does not have a statement. Question: How are students assigned an advisor? Each student is assigned to a professional advisor. After their first year, they go officially to their prospective colleges for more detailed advising. Procedures vary from college to college. You can now go through Polaris to access SASS for degree audit. All faculty can have a bar added for academic advisors to see UCF and transfer information. Will be in transcript format. There were training sessions in August 2002 and again in January 2003 to make faculty aware that they all have access to this student information for academic advising, (handbook is available from Mark). Contact Mark at: [mpoisel@mail.ucf.edu](mailto:mpoisel@mail.ucf.edu) Academic Advising Web site has notebook for advisors at <http://ucf.edu/~aac> Freshman should see an academic advisor before registration. Suggestions made that departments look at who will do advising for students in their major. Softmore advising is also under consideration. The Council is working on methods to promote seeing an academic advisor to both plan courses and career. Plans to hold workshops for new faculty, and work with Faculty Center for Teaching and Learning (FCTL) during orientations. A regular list of advisees will come from each department chair.

*The University of Central Florida Academic Advising Council will provide direction and leadership for a continual program of academic advisor enhancement. The Council will identify campus changes that affect academic advising practices and policies. It will develop programs and resources to assist academic advisors to continually improve their performance as advisors.*

*The University recognizes the National Academic Advising Association (NACADA) as the professional organization that supports academic advising, provides leadership, and provides professional enhancement to the profession of academic advising.*

(Above taken from the Academic Advising Statement.)

### **Presentation - Dr. Joel Hartman, Vice Provost Information**

#### **Technologies & Resources**

**GroupWise and Network Issues** – Dr. Hartman stated that GroupWise has been used as an administrative e-mail system and supports more than 6,100 users, with nearly 20 million e-mail messages exchanged each month. As a result, periodic slowdowns and outages have occurred. Computer Services has been given a mandate to have 5 minutes of unscheduled down time per year. Steps taken to achieve that goal are:

- 1) Added nine additional post office servers to provide speed and reliability.
- 2) Hiring one full time GroupWise system administrator.
- 3) Added new monitoring software with paging on alarm to detect internal issues and allow for quick problem correction.
- 4) Correction of NetWare problem this fall - Normal upgrade was done in summer 2002, that worked fine until fall semester when the number of users increased. The NetWare has been stable since the corrections were made.

- 5) Modification of procedures for escalating problems with calls to internal and external resources as needed.
- 6) Bringing in expert outside consultants who will re-certify software and hardware and make recommendations.
- 7) Improving services, looking at problems with desktops.
- 8) Computer Services to resolve budget problem.

9) Improving communication between university and college technical staff.

Additional steps are being taken to improve redundancy and reliability. Might need to migrate to a product other than GroupWise. System upgrade has been installed since October and all buildings are now upgraded. New network has 200 times the capacity of the former network and greater redundancy. Improved network monitoring and diagnostic equipment has been installed, along with the new routers. Dr. Hartman stated that he has high expectations that the new system will be successful.

**Campus wide e-mail:** Each college has an alias address to broadcast messages to colleges. Able to create announcements that will be sent to all faculty, students, or other focus groups the next day. Messages you want to keep longer than 10 months can be kept in a desktop archive, or archive copies to hard drives.

**Security:** Content security – Electronic mail is stored in encrypted format. (Highly secured system.) Can network be made as reliable as phones? Not currently possible because each computer is too unique. However, will try to make network highly reliable.

#### **Presentation – Dr. Rosie Webb Joels, UFF Chapter Vice President**

##### **Looking at Governance: Issues and Opportunities**

Dr. Joels reported that UFF (United Faculty of Florida) is in a “battle for its life.” Written academic assignment now tied to annual evaluation and compensation package. In order for UFF to continue to exist as a representative for UCF, we need more authorization cards signed. All encouraged to have colleagues sign them. Need 60% of faculty to return cards to keep contract in place while things are sorted out related during transition period.

Dr. Joels also thanked members for their support of the Graham Amendment. Dr. Mullens will now be a formal member of the Board of Trustees. Dr. Cook commented that several members of the BOT expressed concern the Amendment was passed only to get a faculty member on the BOT. Concerns addressed by Amendment 11 went to other issues. Faculty Senate Chair will also be allowed to sit at the table of the Education Program Committee. He has no vote but will have a voice on our behalf. There is a Council of Faculty Senate chairs that will be periodically meeting and talking about interests of faculty throughout the state and the chair of that group will also be on the state level Board of Governors beginning in January 2003.

Meeting adjourned 5:25 p.m.

**Next Senate meeting to be held on Thursday, January 23, 2003.**  
(Please check the Faculty Senate Website for more information.)