Faculty Senate Meeting
March 30, 2006

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:40 p.m. The roll was circulated for signatures. The minutes of *February 16 & 23, 2006* were unanimously approved.

RECOGNITION OF GUEST

Dr. Chopra introduced guests Drs. Lin Huff-Corzine, Jamal Nayfeh, Dennis Dulniak, Neal Gallagher, Bob Armacost, Patricia Bishop, SGA Representatives and QEP Team.

ANNOUNCEMENTS

♦ The medical school was a successfully approved by the Board of Governors.

Provost Hickey's Remarks

Dean Belinda McCarthy has accepted a position as a Provost. This will leave an opening in COHPA. The Provost will also have to consider the structure of COHPA. He met with Dean's, Department Chairs in COHPA last Monday. There will be a series of discussions with various units in the college over the next several weeks. Discussions will continue over the summer. He proposed coming back to the senate steering committee and then full senate with recommendations based on input received. He will be appointing interim dean while a search for a dean occurs and any changes to the structure is determined. Question asked about what alternatives have been suggested? He replied that establishment of a College of Nursing or Nursing and Allied Health Professions is the only one suggested so far. Another idea is the formation of a College of Public Administration. Would there be places in existing colleges where existing units could fit? A lot of excitement about medical school and possible move of some units to Lake Nona.

Question was asked about the status and the timeline of College of Sciences Dean Search? The Provost replied that four individuals had been invited to campus and there may be a fifth candidate. Committee meeting at 7 AM tomorrow to discuss candidates and determine if any should be invited back for a full interview. If recommendation is to continue search, Provost Hickey suggests a "time out" over the summer with resumption of search in the Fall. Current Interim Dean Panoussis has agreed to serve through next year if needed.

Old Business

TIP Revisions for 2006-2007 – Dr. I. Cook

The purpose of this discussion is to provide input to the TIP Revisions subcommittee. The subcommittee has been meeting to look at procedures for UCF TIP and address questions and concerns raised. It has received some feedback which has been integrated into the current draft. Editorial suggestions and some revisions sent by Dr. Modani were also looked at and incorporated.

Dr. Cook reviewed several points:

♦ Now there is an ad-hoc category for individuals who do not meet eligibility based on current credit hour requirements. This is in response to multiple faculty comments and a request from the honors college.
♦ Have also made review period 5 years instead of four. Have also allowed use of an additional year if a faculty member on leave or assignment that prohibited their eligibility for application. It was to allow faculty to include that extra sixth year.
♦ Are now including all sources of FTE in calculation. Issues of internships will be handled at

college level.
♦ Will have a student in selection process.
♦ Discussion of nomination letter. Suggestion to omit this and change the maximum words.
♦
♦ Suggestion there is a statement about highlights of teaching or the contents of the folder instead of a teaching philosophy. Dr. Cook agreed that she will make this change.
♦ College or units. Question asked what the units are. There may still be some units which have teaching without being in a college. Expect all units will be in colleges. Suggested changing the terminology to state academic units instead of units.

With these changes, the committee will review and make changes then return to the Steering Committee on April 6, 2006 for final approval. Please make sure you communicate with Dr. Ida Cook or other committee members with comments.

TIP criteria committee has moved on to the discussion of the RIA. If there are any other senators or faculty members who are interested in being on the committee, please contact a committee member with your contact information.

New Business

Student Perception of Instruction Revisions – Dr. L. Huff-Corzine

Dr. Huff-Corzine is working with a committee to move to on-line administration of SPI. Problem with immense workload associated with current administration procedure for SPI. Also room for error (e.g. results back to wrong person). Also problems with lost time of staff and faculty (lost class time.) The committee has been charged to review current procedures, explore options, and report back. Committee consists of members from across the university. Computer services also have boxes to the ceiling while scanning in progress. Annual financial cost $56,000 total. A total number of 236,665 SPI forms scanned from Fall 2004- Summer 2005. She suggested going online in the administration of SPI. This may start with limited approach. – selected programs, courses etc.

The following questions and concerns were raised by the senators: Need approximate start up costs. Can buy packages or do ourselves. Educate student, faculty and staff on the process. Question: Is there any data on participation rates with on-line evaluation? Will participation go up or down and will students who participate be different, perhaps only those very critical of the instructor. University of Texas found the online approach so effective that it was used throughout the semester. Faculty reported higher response rates at UCF when done face to face vs. on-line. Do need an incentive to have students fill it out online. Question asked if there were any statistics for the different modes of administration. The committee has found response rates very good.

If left up on web, students will have several weeks to do it rather than current fixed amount of time. The amount of time that the form will be left up is still under discussion. Again, a senator asked for our local rate of return on web returns. Dr. Huff-Corzine will look into the response rate and report back.

Three representatives from Student Government spoke on the subject of SPI. The SGA supports putting information about SPIs on My UCF portal or in another electronic form. Current system does allow it to be publicly available in the library but is very cumbersome. In the opinion of the SGA representatives, it would be good to allow students to get data on faculty from whom they may want to take a course. The

website called "Ratemyprofessor.com" has anecdotal information with many defects and is dangerously flawed but it is the only resource available to the students.

Question asked if the Student Government has considered conducting their own evaluations. SGA responded that they have not done it because of cost and because a program is in already in place. Why have two parallel programs? Results of the SPI are available in the library in the form of the summary sheet. SGA representatives wanted UCF to be more client-based. A question was asked as to what does client-based mean. They responded that it implies that students work with professors to facilitate or educate and perceptions facilitate that to take place.

The next item for discussion was a resolution from the Graduate Council. It was read by the Chair of the Graduate Council, Dr. Stephen Goodman:

Resolution 2005-2006-6 from the Graduate Council – Dr. S. Goodman
The Graduate Council presented a resolution and Dr. Goodman reads as follows:

> Whereas, master's programs of student are required by UCF's regional accreditation body to include at least 30 semester credit hours of post-baccalaureate, graduate course work.

> Be it resolved that all UCF master's programs of study will be required to include at least 30 semester credit hours of post-baccalaureate, graduate course work (5000 level or higher).

Dr. Goodman provided the background for this resolution prior to inviting discussion. He stated that the Graduate Council recognizes that standards by the accreditation body SACS suggest that masters program of study must contain a minimum of 30 semester credit hours of course work that at post-baccalaureate or graduate level. There were many questions regarding the interpretation of this language. One major point of discussion was whether it was 30 hours of graduate course work or 30 hours of course work when the students get to the graduate level. SACS clarified that it meant 30 hours of graduate course work. Arguments were made against this resolution and this is why it's been brought forth for discussion to the Senate. There is a need to make the policy to reflect at least 30 hours of graduate level course work in order to meet SACS requirements. The council is not concerned about the 4000 level course a student wants to take, but it just wants to make sure that they have taken 30 hours course work in their program of study. This is the intent of the resolution.

The resolution was then opened for discussion. In the past, there had been 4000 level courses that could be taken at the Masters' level but now the programs of study need 30 hours of 5000 level courses or above. College of Engineering and Computer recommended would like to amend the *Be it Resolved* section at end to read (pre-approved advanced 4000 level for g 5000 level and higher). Dean Gallagher commented that it is a common practice to allow certain numbers of undergraduate courses in Engineering plan of study in most prestigious engineering schools. CECS prefers that the exceptions be pre approved by having these allowed undergraduate courses go through the appropriate curriculum committees and then be approved by faculty, so that the process then much simpler for our students. Question asked about how many hours of such courses will be allowed in the Engineering degree? He responded that it is typically two – or 6 credit hours.

Dr. Bishop commented on the amendment section of the constitution. She stated that it is not allowable in our common numbering system in the State of Florida to use 4000 level courses as MS. This is something that Virginia Tech in fact does do but their 4000 level courses are approved by a council of graduate curriculum and syllabus. In the State of Florida, 4000 level course are defined clearly as

undergraduate courses. SACS standards reads that graduate students have to be held to a more rigorous standards that undergraduate students. This is what we have to demonstrate to SACS this year when they visit for a review in April. At the University of South Florida, this simply was never identified as an issue, so it was not brought up by SACS. SACS simply did not notice that they had this policy. It is not just one policy that can be taken alone. It is a combination of policies that you may have at a University that makes the system. It is also very common practice for mathematics to have applied 5000 level courses for Engineering. I think the provisions we are trying to do are very basic requirement by SACS. She stressed that when we asked for clarification from SACS about this policy, we were told that prerequisites were the only way to go in meeting the need to include 4000 level courses for MS degree students.

Question was called on vote to have the vote on the amendment. Amendment was defeated and the motion was carried to keep the original resolution with not changes. Question was then called on the original resolution 2005-2006-6. Motion made seconded and approved. The resolution was passed on its original wording.

QEP and SACS visit – Dr. M. Marinara

Dr. Marinara reminded the Senate that the QEP topic for UCF is Information Fluency. SACS will look at the details of its implementation during its review of the self-study and on-campus visit in April. She presented summary of the ongoing QEP efforts:

There are three levels and three funding levels of the QEP.

1. Environmental level

   o There are several projects going on. Information fluency faculty fellow will have four next year. Information fluency strands at the next FCTL conferences. Check our website, we also have an area that is going to be a resource site for faculty and also for faculty to post articles that they have written that are in this area. Also, going to have modules that would be apart of the online faculty development, those are going to be put together as a jointly with the library and CSWS.

2. Enhancement Level

   o Will extend the online capabilities of the writing centers. Trying to get 24/7 service. Fall training in Information fluency student scholars and they will work very much like the peer consultant center in the writing center. Only their going to be computer labs to work with students who are doing research online. Technology learning modules and Information literacy learning modules will be there for faculty and for students.

3. Engagement level

   o Multiyear 3 year pilot program, 4 of those will be one in Nursing – Evidence base practices; one is philosophy – look where information fluency and ethics come together and one in SLS1501 strategies for success. Honors College will be introducing fluency skills to their symposium.

There will be 10 planning projects, $1000 a piece. All one has to do is write up a plan for the following year. Then there will be a RFP that will come out for the larger projects. Projects amounts $20, 000- 1st, 15.000 2nd and 7500 3rd year. SACS will be visiting the campus on April 18, 19 and 20th.

Dr. Chopra summarized the discussion on QEP by stressing the need for all faculty to be aware of the QEP topic and be prepared to discuss it with the SACS reviewers. He also stated that there are two aspects of the QEP from a faculty perspective – the broad-based awareness of it and the participation in the activities highlighted by the RFPs described by Dr. Marinara.

STANDING COMMITTEE REPORTS

- **Budget & Administrative** – Dr. Charles Kelliher
  No report.
- **Graduate Council** – Dr. Stephen Goodman
  Committee will bring present the 2005-2006-6 Resolution to the Senate. See above.

  - **Policy and Procedures Subcommittee** (chaired by Stephen Goodman)
    The subcommittee has continued its involvement with a variety of issues that have previously been brought to the attention of the Senate. Among those issues are:
    - Providing competitive stipends and tuition support for graduate students.
    - Establishing a consistent and uniform definition of full time status for graduate students.
    - Establishing procedural guidelines in the use of split level classes.
    - Ensuring that sufficient graduate hours are contained in master's programs of study to remain compliant with SACS accreditation requirements.
    - Clarifying the policy regarding the transfer of credit hours into doctoral programs of study.

    This subcommittee has a resolution on the floor of the Senate during today's meeting.

  - **Graduate Curriculum Subcommittee** (chaired by Ram Mohapatra)
    The subcommittee dealt with the following:
    - 15 Course Action Requests (6 additions, 5 revisions, and 4 special topics)
    - Revisions to the Ph.D. in Psychology program
    - Revisions to the M.S. in Physics program

  - **Graduate Appeals Subcommittee** (chaired by Jana Jasinski)
    Has met three times since the last Senate meeting. This subcommittee reviewed a total of 35 petitions from students at two of these meetings. A third meeting was held to review the nominations for the University Excellence in Graduate Teaching Award, Outstanding Master's Thesis, Outstanding Dissertation, Excellence by a Graduate Teaching Assistant, and Excellence in Graduate Student Teaching. Recommendations were forwarded to the Office of Graduate Studies, and winners will be honored in the very near future.

- **Personnel** – Dr. Jeff Kaplan
  Committee has met. Items discussed:
  - Travel Reimbursement follow up with the Provost decision
  - A Need for procedures if the Dean and Chair are the same person
  - Parking issue for Faculty/Staff by the Education building to have reserved parking
  - Approved the comments brought forth from the Provost on the Resolution for Creation of Colleges. (Resolution 2003-04-05).

- o Multi-term registration was discussed.
- o GroupWise discussion with Joel Hartman

➢ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington
At the March 21st meeting the UPCC endorsed the policy required by SACS for graduate and undergraduate classes being split-level with separate syllabi and requirements. The UPCC also approved a new certificate program for Substitute Teaching from the College of Education and a new policy requested by Student Development and Enrollment Services whereby all students at UCF are expected to officially declare a major prior to earning 45 hours or have an administrative hold to prevent further registration until the Undeclared Major Students meet with an advisor to have the hold released.

Other

None

ADJOURNED
Motion made seconded and approved. The meeting adjourned at or around 6:15 pm.