

# *Steering Committee Meeting*

## *March 9, 2006*

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:07 p.m. Minutes of the ***February 9, 2006 meeting*** were unanimously approved.

**Members present:** Drs. Dawn Trouard, Diane Wink, Janice Peterson, Denver Severt, Ida Cook, Robert Pennington, Rufus Barfield, Jim Moharam, Thomas Wu, Henry Daniell, Glenda Gunter, David Workman, Thomas Wu, Melody Bowdon and Provost Terry Hickey.

**Members absent:** Drs. Arlen F. Chase, Glenda Gunter and Lin Huff-Corzine.

**Guests:** Drs. John Schell, Neal Gallagher, Jamal Neyfeh and Max Poole.

### **ANNOUNCEMENTS AND PROVOST REPORT**

- ◆ Election of senators for 2006-2007. Deadline extended to March 22. All steering committee members asked to inform colleges and also to remind them that distribution of senators to departments is by vote of faculty and the college administration can not move senate seats around, e.g. from at-large to a program.
- ◆ Excellence Awards committee will need come by the Senate office to review the portfolios.
- ◆ Denise Berrios of the Bookstore would like to speak to the Faculty Senate as she does every year about getting in book orders on time.

#### *Provost Hickey*

Update from Board of Governors. Consultant hired by BOG dealt with broad issue of expansion of medical education. Recently received a notification that vote will occur on March 23, 2006. Motion is for approval of both medical schools. Need this approval to go to legislature for funding. It will need two years of planning regardless.

Question if we can schedule early discussion and consultation about the future of COHPA in the event that the medical school is approved. This effects both the majors with health focus and those without health focus. The Provost assured the committee that this will occur.

### **OLD BUSINESS**

#### *Test Scoring Procedures – Dr. Wink*

Dr. Wink discovered in January that staff in test scoring had a procedure in which test scoring staff graded scantrons on multiple version examinations with no version on it as a Version A test. (They have a stamp to mark such scantrons.) There was no other notice given to faculty that this had occurred and it was accidentally discovered. The procedure was changed after the problem was identified by Dr. Wink. Question raised: are there other such decisions being made by staff in test scoring (or other sections) which impact students without input from appropriate individuals. Dr. Chopra, Hickey and Schell will follow up.

#### *Update on TIP/RIA/SoTL Criteria – Dr. Cook*

Dr. Cook will have a presentation and discussion scheduled for March 30<sup>th</sup> Faculty Senate meeting. The subcommittee has reviewed and made changes based on comments from prior Senate meeting.

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#### Draft of Proposed Graduate Council Resolution – Dr. Goodman

Graduate Council is presenting a draft resolution on Course levels in Graduate Programs. Chopra reads resolution as follows:

#### 2005-2006-6 Course Levels in Graduate Programs of Study

**Whereas**, master's programs of study 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 and higher).

Dr. Goodman addressed questions on this resolution. Question asked if you have a 36 credit hour program, can you have 6 credits at 4000 level. Yes.

This resolution is needed to be in compliance with SACS requirements for masters' degree. If a course is dual numbered (4000 and 5000 level numbers), it is okay as long as the graduate students enroll in the 5000 level and that the work in the 5000 level course is of graduate level with different levels. One department (philosophy) has some 3000/5000 level courses. Those would not be acceptable in graduate programs.

College of Engineering and Computer Science objected to the resolution and asked that it not be brought to full senate yet. In many engineering programs courses at 4000 level and below are allowed to be used in graduate programs. Examples from other SACS accredited programs where 4000 level courses are routinely accepted as a part of engineering program given.

Dr. Koons spoke to the fact that we are only voting to put this on the agenda. Discussion will have to occur in the full faculty senate. Dr. Goodman stated such questions have been raised in the Graduate Council. There are mechanisms for appeal. This resolution is to remove use of 4000 level courses as standard practice.

The State of Florida has clear definitions of what is undergraduate and graduate course work and 4000 level courses are undergraduate courses. SACS is very clear that to be a graduate program you must have 30 hours of credit at the graduate level.

Motion (from Graduate Council) to take to full senate passed.

#### **NEW BUSINESS**

#### Insurance Deductions Pro-rating for 9-month faculty

Double deductions for health insurance occur in the Spring for 9 month faculty. Suggestion made that this be prorated over 9 months rather than doing double deductions in one semester. Seems to be a bookkeeping issue. Mark Roberts and VP Bill Merck are very supportive of this. We need to know where such decisions are made. It may be at the state level. It was suggested this be referred to personnel committee. Dr. Schell will look into this issue.

Related issue: There is a new guarantee that 9 month faculty can be paid over 12 months. It will be implemented this August.

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### Quality Enhancement Plan and SACS visit – Agenda item for Senate Meeting in March

Dr. Martha Marinara would like to present the QEP at March 30 Faculty Senate meeting. SACS visitors can ask anyone on campus about the QEP so all faculty need to be aware of the program. The steering committee agreed to allot 15 minutes. Dr. Chopra also suggested that all members of the Steering Committee spread the word on this to all colleagues.

#### **STANDING COMMITTEE REPORTS**

- ✦ **Budget & Administrative** – Dr. Keith Koons reported.

Full committee has not met. Undergraduate Teaching Equipment subcommittee will meet March 12, 2006. Proposals have been distributed for review. Will meet on March 22, 2006.

- ✦ **Graduate Council** - Dr. Jim Moharam reported.

Meets once a week. Main recent discussion was resolution discussed earlier in the meeting. Curriculum meeting has met several times. Several changes in tracks, track names, additional courses and certificates. The appeal committee has been meeting every one to two weeks and has had many issues to address. No reports from the Subcommittees.

- ✦ **Personnel** – Dr. David Workman reported.  
Has not met. It will meet next on March 30.

- ✦ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.  
Feb 14 last meeting. Next will be in March with discussion of dual numbered classes (4000/5000). Also looking at procedure for looking at new proposals to determine which need to come to the committee.

#### **OTHER**

##### Concern about annual assignments – Dr. Bowden

Dr. Bowden informed the committee that a new form was issued yesterday and is due tomorrow. Many new definitions for instructional activities, research and creative activities and are some new categories.

She expressed over the new evaluation process and with a redefining of categories with no prior notification. It was an email came from Dr. Lin Huff-Corzine's office late yesterday afternoon. Dr. Barfield will ask Dr. Huff-Corzine about this tomorrow and report back to the Steering Committee.

##### Grade book – Dr. Schell

Dr. Schell would like to discuss with all faculty. This was done two meetings ago. This is not the submission of final grades electronically.

Multi term registration report form, Dr. Schell will do report at the next Steering meeting on April 6, 2006.

#### **ADJOURNED**

Motion to adjourn at 5:30 p.m. made and seconded. Approved.