

*Faculty Senate Steering Committee Meeting*  
Minutes of  
**October 8, 2009**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

**Steering Officers Present:** Cook, Wink, Kassab, and Chopra.

**Steering Committee Members Present:** Belfield, Brown, Cash, Covelli, Daniell, Edwards, Gause, Goodman, Koons, Kovach, LiKamWa, Moslehy, Oetjen, Pennington, Schulte, Seidel, and Sivo.

**Administrators Present:** Provost Hickey, D. Chase, Huff-Corzine, Vittes.

**Steering Committee Members Not Present:** Chase, Kaufman, Lynxwiler, and Rahrooh.

#### **MINUTES**

Motion to approve the minutes of September 10, 2009. Motion seconded. The minutes were approved with revisions.

*Revisions:* Under Standing Committee Reports: The chair of the Graduate Program Review Committee should be recorded as Kevin Coffey.

#### **RECOGNITION OF GUESTS**

Kevin Haran, Chair, Personnel Committee; Ann Roberts, College of Business Administration.

#### **ANNOUNCEMENTS**

##### Provost's Update

The Provost provided an overview of the recent problem with health insurance, in which incorrect payments to insurance companies caused UCF personnel to be dropped from insurance rolls. The problem has been corrected and there is a mechanism in place to reimburse those who had to pay out of pocket. A senator noted that this is the second such incident he personally experienced. The first occurred 10-12 years ago. Dr. Cook asked committee members to share the information regarding re-imbusement forms with their colleagues. Several committee members related past and current problematic experiences with PeopleFirst. The Provost suggested that the Steering Committee invite Bill Merck and Mark Roberts to attend a Steering meeting to listen to such concerns and answer questions. The Steering Committee approved that suggestion.

**Agenda Item:** Dr. Cook will invite Bill Merck and Mark Roberts to an upcoming Steering Committee meeting to report on the situation with insurance and what has been done to remedy the issues.

**Budget Report:** A new budget model has been developed to allocate resources. This will replace the Pegasus model, which was based on enrollment growth. The new budget model funds both base enrollment and enrollment growth. The colleges will receive three budget allocations throughout the year. The base allocation is calculated based on the previous year's credit hour production plus a percent increase in proportion to the tuition increase. The second

and third allocations are based on enrollment growth in comparison to the prior year's enrollment. The second allocation is calculated based on summer and fall enrollment, and the third is based on spring enrollment. This is a revenue based model. Of the tuition revenue, 65% will go to the colleges for instructional purposes, 25% to administration, and 10% will go toward specific investments in instruction and research.

For the current year, the initial allocation had been based on the Pegasus model. The extra revenue from enrollment growth will be allocated based on base enrollments. Every college is expected to receive more money, and it is anticipated that there will be approximately \$5 million to distribute. Of that \$5 million, \$1 million will be used to make the graduate allocation into recurring money. The rest of funds will be divided accordingly.

The other component of the budget model deals with eliminating one-time money from the budget. This component needs to be approved by the Board of Trustees (BOT). There had been a mandate from the BOT to have all of the one-time money removed from the budget by 2011. Doing so will require personnel cuts. However, if the BOT will allow the one-time money to be removed over five years, all units will have sufficient gains through tuition income to replace the one-time funds with recurring funds. Twenty percent of the one-time money will be removed from colleges' budgets each year for five years. This will allow colleges to continue using one-time money to support instructors and adjuncts who are carrying full teaching loads while they use recurring money to hire new tenure-track faculty. Under this model, UCF can absorb an additional 4% budget cut from the state. The provost will be proposing this plan to the BOT Finance and Educational Programs committees later this month.

In response to a question regarding the use of tuition money to improve academic quality, the Provost provided an overview of a new initiative with the aim of designing, implementing, and evaluating programs to increase the quality of education. Beginning this year, the university will fund five projects at \$200,000 a year for three years. The intention is to repeat this for the next two years, using a total of \$9 million to fund 15 projects. The call for proposals will go out in November, the review period will be in February, and the first set of projects will be decided on by March 15<sup>th</sup>. This will allow the new initiatives to go live in Fall 2010.

## **OLD BUSINESS**

### College Budget Updates

Plans for removing one-time funds from the college budgets are due to the provost by October 16. Some have already been submitted. If the BOT approves the five year plan outlined above, these plans will not have to be implemented.

### Committee on Committees

Dr. Wink provided an overview of the status of standing and reporting committee appointments. She requested that members of the Committee on Committees provide names for the remaining open seats on the standing committees.

## **STANDING COMMITTEE REPORT**

Motion made to amend the agenda to move up Dr. LiKamWa's standing committee report, as he has to leave shortly. Motion carries.

### Budget and Administrative Committee – Patrick LiKamWa reporting

No report.

## **NEW BUSINESS**

### Distribution of Senate roll with minutes

A request was made in the Senate for requiring publication of the Senate roll with the Senate minutes. This practice was discontinued in September 2002 after senators complained about being "policed." Currently, copies of the roll are maintained in the Senate office. After discussion, a motion was made to take the issue to the Senate for a vote. The motion before the Senate will be that the roll will be uploaded into an online spreadsheet, which senators should check before the next meeting. After the minutes are approved, the roll becomes official. The motion to take the issue to the Senate was seconded and passed unanimously.

**Agenda Item:** The motion will be taken to the Senate for a vote.

### Proposals for presentations

Dr. Cook received two requests to present at the October Senate meeting. Admiral Al Harms would like to make a presentation to the Senate on UCF's strategic plan, and the College of Medicine would like to present on the role and activities of their multi-year contract faculty. Motions to add these presentations to the agenda were unanimously approved. There was a brief discussion of the use of multi-year contracts in colleges other than COM.

**Agenda Item:** Presentations on the Strategic Plan and the College of Medicine will be added to the agenda for the October Senate meeting.

## **OTHER BUSINESS**

A question was raised regarding the status of the College of Medicine TIP, RIA and SOTL documents. Dr. Daniell reports that these were discussed at the last COM faculty meeting and will be ready to be presented to the Steering Committee at next month's meeting.

## **STANDING COMMITTEE REPORTS**

### Graduate Council – Stephen Goodman reporting

The Policy Committee has had two meetings since the last Steering Committee meeting. On 9/23/09 the committee had its "organizational" meeting during which a list of potential agenda items for the year was reviewed. Some of the items are continuing from last year and several represent new issues collected for 2009-2010. On 10/7/09 the committee began discussing the issue of "residence credits" and the distinction between credits for UCF courses vs. courses taken at other universities. Several pages of Graduate Catalog copy were examined for revision in conjunction with this issue. The committee also began to re-examine the catalog regarding the language on dissertation advisory committee membership (in particular the stipulation regarding an outside member). The Policy Committee will continue its discussion of the doctoral transfer credits and its implications items at its next meeting on 10/14/09 after obtaining additional information from outside institutions. At this point the Policy Committee has nothing to bring forward to the Steering Committee.

The Graduate Curriculum Committee has had one meeting since the last Steering Committee meeting. On 9/16/09 the committee reviewed six Course Action Requests (2 for course additions and 4 for course revisions). In addition the committee approved a proposal for the addition of a portfolio option in the College of Education K-8 Math and Science Ed MED program; approved a proposal for the temporary suspension of admissions to the College of Education MA in

Curriculum and Instruction while the department makes revisions to the program; approved a proposal to reduce the required hours (by 6) and increase the elective hours (by 6) in the College of Sciences Physics PhD program; approved a proposal to temporarily suspend admissions to the College of Arts and Humanities MFA in Film and Digital Media Visual Languages track due to budget issues with reactivation for the 2010-2011 academic year.

The Graduate Appeals and Awards Committee has had two meetings since the last Steering Committee meeting (9/22/09 and 10/8/09), during which it acted on a total of 31 appeals. Summary results are: waive the 7 year degree rule, 6 approved, 2 denied; waive the 3 year certificate rule, 1 approved, 0 denied; transfer more than 9 student credit hours, 1 approved at doctoral level, 8 approved at master's level, 0 denied at doctoral level, 4 denied at master's level; transfer C grade, 0 approved, 1 denied; certificate substitution, 3 approved, 0 denied; late drop appeal, 2 approved, 2 denied; medical withdrawal appeal, 1 approved, 0 denied.

The Graduate Program Review Committee has a meeting scheduled for 10/9/09 (tomorrow).

Dr. Cook noted that there is a proposal to move the "awards" part of the Appeals and Awards Committee to the Program Review Committee.

#### Personnel Committee – *Kevin Haran reporting*

Kevin Haran, Chair of the Personnel Committee, reported in place of Dr. Chase, who is out of town. There is a meeting of the committee next week.

#### Undergraduate Policy and Curriculum Committee – *Bob Pennington reporting*

There is a meeting scheduled for October 13. The following items appear on the consent agenda for that meeting:

- Suspension of equipment and facility fees for Cardiopulmonary and Radiologic Sciences effective spring 2010. The program currently has enough money to maintain to the end of program.
- Addition of Social Work Practice with Loss and Life's Transitions (SOW 3740) to the Aging Studies Certificate and the Aging Studies Minor.

The following items appear on the committee action agenda for that meeting:

- Cinema Studies B.A requests the GPA requirement be changed from "B" to "C".
- Visual Arts & Emerging Media requests the addition of a new track in Visual Arts and Emerging Media Management.
- Suspension of the Addictions Certificate.
- Deletion of defunct Foodservice and Restaurant Operations Management Track from the course catalog.

#### **ADJOURNMENT**

Motion to adjourn was made and seconded. The meeting adjourned at 5:45 p.m.