

Faculty Senate Steering Committee Meeting
Minutes of
September 9, 2010

Dr. Ida Cook, Faculty Senate Chair, called the Faculty Senate Steering Committee to order at 4:01 p.m. The roll was circulated for signatures. The minutes of August 12, 2010 were approved as recorded.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost for Academic Affairs
Melody Bowden, Director of the Faculty Center for Teaching and Learning
Elliot Vittes, Interim Vice Provost and Dean of Undergraduate Studies
Lin Huff-Corzine, Associate Vice Provost for Faculty Affairs
David Jenkins, Texas Christian University

ANNOUNCEMENTS

Provost's Update

Provost Waldrop announced that Diane Chase has been promoted to Executive Vice Provost for Academic Affairs. Provost Waldrop met with Coach O'Leary regarding the policy governing makeup assignments for student-athletes, and whether the forms should continue to be submitted by the student to the faculty member or if Athletics should contact the faculty member directly. Concerns regarding the possible change include: (1) whose signature is on the form; (2) communication must come from one valid source within the Athletics Department, rather than from multiple contacts; and (3) taking responsibility away from the students.

Green River Technology

Arlen Chase informed the committee that there are several organizations offering faculty royalties for their course materials, including Green River Technology. Often times, these organizations portray themselves as creating a book rather than a course. Faculty are given long-term contracts and in return, the organization will develop new online courses and charge students an extra fee. Many of these contracts preclude faculty from using the same course. The Budget and Administration committee will be reviewing this. It was suggested that a cautionary email be sent to all faculty.

University Rankings

Provost Waldrop announced that UCF has been recognized for our online offerings. In addition, U.S. News & World Report named us as one of the Top 100 Public Universities. Lastly, UCF was ranked third for Hispanics majoring in Engineering.

OLD BUSINESS

Constitutional Revisions

Dr. Cook has received notes from several senators about the Constitutional revisions, and asked that any questions/suggestions be sent to the Faculty Senate office so they can be distributed to the Senate.

Committee Updates

The Graduate Council and the Budget and Administrative Committee have met and elected officers. The Personnel Committee will be meeting tomorrow, and the Undergraduate Policy and Curriculum Committee will be meeting on September 14.

NEW BUSINESS

TIP, RIA, and SOTL Awards

The Faculty Senate Steering Committee approved the TIP, RIA, and SoTL awards. A correction was made to the TIP for the College of Medicine (COM) document. As presented, it stated that the production histories are sent to the chairs for review, but returned by the dean. This was revised to read that production histories are sent to the dean for review.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee Update - Arlen Chase

Carla Poindexter was elected chair. The committee will be more active than in the past. As such Vanessa Fortier, Associate Vice President for Administration and Finance, will be coming to address the group. Green River (see above) and similar organizations were discussed.

Graduate Council – Stephen Goodman

The initial joint meeting was held. Jim Moharam was elected chair of Council and as such will serve as chair of the Graduate Policy Committee. Tosha Dupras was elected vice chair of the Council and will serve as chair of the Graduate Curriculum Committee. Kevin Coffee will chair the Graduate Appeals and Awards Committee and Paul Dombrowski will chair the Graduate Program Review Committee.

Graduate Appeals and Awards Committee – The committee met three times over the summer to review petitions. Sixteen (16) appeals were approved and five (5) were denied. The first meeting of the fall semester is scheduled for 9/16/2010.

Graduate Program Review Committee – The committee met twice over the summer. It continues to review nominations for reappointment to graduate faculty. A master's degree in conservation biology was approved by the committee and the Board of Trustees, and has been sent forward to the Board of Governors. The committee will meet 10/1/2010.

Graduate Curriculum Committee – The committee will meet on 9/29/2010.

Graduate Policy Committee – The committee will meet on 9/22/2010.

A more detailed accounting of Graduate Council activities can be found in the attached report.

Personnel Committee – Ida Cook (for Jeffrey Kaplan)

The committee will meet tomorrow to elect officers.

Undergraduate Policy and Curriculum Committee

The Undergraduate Policy and Curriculum Committee will be holding its joint meeting with the Undergraduate Curriculum Review Committee on September 14. Officers will be elected at that meeting.

OTHER BUSINESS

Citation Analyses

Rich Gause distributed a copy of Resolution 2004-2005-7 Citation Indices and a letter that accompanies citation analyses for faculty going up for promotion. The letter highlights the limitations of the Web of Science (ISI) citation analyses. A question has arisen about whether there is sufficient awareness about the variety of sources that can be utilized. It was suggested that the Personnel Committee examine whether the intent of the resolution is being fairly implemented across the units.

Board of Governors Update

The Board of Governors (BOG) is beginning to talk about how the budget process can be managed. They recognize that funds are limited and are offering suggestions as part of their managerial process of the SUS. Dr. Cook will keep the committee informed of any developments. The BOG has distributed information to the SUS Trustees to reacquaint them with their role in their university.

University Parking Committee

The administration had previously agreed to have two faculty members from the Senate serve on the University Parking and Transportation Advisory Committee; however, the Faculty Senate office recently received communication stating that the committee does not want to be in the Constitution. Dr. Cook believes that this may be due to miscommunication, and will be meeting with the relevant administrators to discuss the issue.

Admissions and Standards Committee

The undergraduate Admissions and Standards Committee is constituted of faculty and administrators who are experienced with undergraduate issues. Dr. Cook received a query about having this committee also handle appeals for (re)admission at the graduate level. Those appeals are currently handled by a committee of the Graduate Council, which will be discussing the issue. At this point, it has not come forth as a formal proposal.

Agenda for September Senate meeting

There was a discussion of whether or not to have Vice President Al Harms address the Senate regarding UCF's strategic plan. It was decided that VP Harms should be invited to the October Steering Committee meeting to allow time for the committee to provide feedback.

The Faculty Senate will be discussing Constitutional revisions and rooms have been reserved for subsequent Thursdays if the meeting needs to be recessed. A reminder was issued that if the meeting is recessed, we do not need to call roll or quorum when the meeting reconvenes; if quorum is called and not met, we cannot conduct business until the next meeting.

ADJOURNMENT

The meeting adjourned at 5:07 p.m.

**Faculty Senate Steering Committee: 9/9/2010 meeting
Report on Graduate Council Activities
Stephen Goodman, Steering Committee Liaison to the Graduate Council**

The leadership of the Graduate Council and its four subcommittees has been established, and is as follows:

Graduate Council Chair: Jim Moharam
Graduate Council Vice Chair: Tosha Dupras
Graduate Policy Committee Chair: Jim Moharam
Graduate Curriculum Committee Chair: Tosha Dupras
Graduate Program Review Committee Chair: Paul Dombrowski
Graduate Appeals and Awards Committee Chair: Kevin Coffey

The Graduate Appeals and Awards Committee had three meetings since the last report to the Steering Committee. The committee considered 21 petitions on a variety of topics (ranging from waiving time limit rules, transferring excess credits into programs, course substitutions, reversion to earlier catalogs, and waiving the minimum 6XXX hour requirements). 16 of these petitions were approved and 5 were denied. The committee has scheduled its first Fall 2010 meeting on 9/16/2010, at which petitions received between the end of Summer 2010 and the beginning of Fall 2010 will be considered. The submission deadline for items to appear on the agenda for that meeting was September 8, 2010.

The Graduate Program Review Committee had two meetings since the last report to the Steering Committee. The committee continued its review of nominations for reappointment of the graduate faculty. Faculty from Physics, Accounting, Math, and Nursing were considered in these rounds of review. The committee approved a proposal for a new program (Professional Science Masters degree in Conservation Biology). This proposal has been moved forward to the BOG. The committee approved proposed revisions to five COE Master of Arts for Teaching (MAT) programs. The committee has scheduled its first Fall 2010 meeting on October 1, 2010.

The Graduate Curriculum Committee has not met since the last report to the Steering Committee. The committee has scheduled its first Fall 2010 meeting on September 29, 2010. At that meeting the committee will engage in its routine consideration of a variety of Course Action Requests and Special Topics Requests. The submission deadline for items to appear on the agenda for that meeting is September 15, 2010.

The Graduate Policy Committee has not met since the last report to the Steering Committee. The committee has not yet established its meeting schedule for the Fall 2010 semester.