

**UCF**  
**FACULTY SENATE**  
**Executive Steering Committee**  
**MINUTES**  
**Thursday, April 11, 2002**

Dr. Michael A. Mullens, Chair, called the meeting to order at 4:05 p.m. The minutes of March 8 were unanimously approved.

Present: Drs. Michael Mullens, Rufus Barfield, Keith Koons, Martha Marinara, Naval Modani, Ahmad Elshennawy, Carol Bast, Stephen Goodman, Diane Wink, Glenn Cunningham, Cynthia Hutchinson, and Provost Gary Whitehouse.

Absent: Drs. Ola Nnadi and Ida Cook.

**ANNOUNCEMENTS AND RECOGNITION OF GUESTS:**

Dr. Mullens recognized guests: Drs. John Schell and Lin Huff-Corzine.

Dr. Huff-Corzine announced that all TIP information is due April 12, 2002. Announcement of awardees will come from Academic Affairs, and letters will be mailed by April 19, 2002.

Dr. Mullens announced that the budget process is still underway. Dr. Whitehouse stated that the meetings in Tallahassee have been going very well. President Hitt and Dan Holsenbeck have been discussing the budget with House Speaker, Tom Feeney. Excess revenue could be used to finish the biology building and other construction now in progress. The plan is to try to carry over \$2 million for next year to smooth over any problems. The call has been sent out for University specials. Dr. John Schell is on committee and taking proposals until the end of next week April 19, 2002. Support to Chemistry and Biology departments has been made. Dr. Glenn Cunningham spoke in favor of a special to support teaching technology infrastructure and equipment in all areas (e.g. sciences, art, etc.). Department budgets cannot handle the costs. Provost Whitehouse spoke of increased lab fees to help support these purchases. He suggested this be proposed in baseline budget. A letter would be needed to define procedure. Dr. Keith Koons offered to help work on this issue with Dr. Cunningham.

Dr. Whitehouse also announced that an offer has been made to Dr. Allison Morrison-Shetlar as director of the Faculty Center for Teaching and Learning. Other commitments have been made for senior hires.

Dr. Mullens announced that he is continuing discussion with the President's staff to identify how to best establish communication with the Board of Trustees. He hopes to initiate meetings with members starting in the fall and also for events such as lunches.

The Board of Trustees approved the tenure candidates. Names now go to the Board of Education for approval. Technically, UCF Board does not have to approve the candidates. The eventual plan is that such decisions will be made locally. At the last BOT meeting there was an excellent discussion by a panel of students. Students like the interaction with faculty and they feel it has decreased as UCF has grown.

Dr. Mullens announced that the Faculty and A&P Sick Leave Pool Committee needed two replacements for a two-year term from 2002-2004. Dr. Juge is chair of this committee. Dr. Whitehouse stated that the committee only meets when there is a request for additional sick leave due to surgery, etc. Drs. Cynthia Hutchinson and Rufus Barfield volunteered to serve.

Dr. Cunningham announced that the "Student Academic Behavior Code" has been revised. Initially problems were identified when complaints were received regarding academics that did not fit into behavior problems covered by the code. Dr. Schell stated that several people were involved in working

on the revision. There has been an expansion on the "Academic Grade Appeal Process" to be "Academic Appeal Process" to include such issues. Dr. Cunningham stated that it serves as both a student and academic friendly change. An additional change in regard to the process of cheating and plagiarism was considered. The old process went from instructor to dean bypassing the chair. The chair is now in the process. This is for undergraduates only. The graduate process is not supplanted by this code. Graduate students go to Graduate Appeals Sub-committee. This gives both groups the same rights. A motion to approve recommendations was made and seconded. The motion was unanimously approved.

#### **OLD BUSINESS - None**

#### **NEW BUSINESS**

##### **Standing Committee Reports:**

**Budget and Administrative Committee** - Dr. Glenn Cunningham reported that there have been no meetings held.

Dr. Cunningham did report that he was working on the telephone charge issues with Joel Hartman and others. They have addressed several possibilities that could decrease costs for UCF. They are at a standoff with the comptroller's rules and regulations. There are some very old rules written many years ago in regard to cell phones. There is a need to review those regulations to allow cell phones to be used experimentally. In addition, departments need to look more closely at all phone records to see who is making what calls, especially after 5:00 p.m. One approach has been to seek out cell phones with fixed number of minutes. This would also allow faculty to work using their phone regardless of site and may decrease the need for phones in some isolated locations. Also explored the possibility of making it possible for faculty to pay \$15 per month for personal use of the cell phones. A company with excellent coverage that works in all buildings has been identified. Have also identified that it is very expensive for the University to process the many small checks written to cover personal use of university phones.

**Graduate Council** - Dr. Stephen Goodman reported that the committee is encouraging colleges to submit and review admission criteria. Have reviewed all but the College of Education and the College of Health and Public Affairs. They are scheduled for review in April. The goal is to verify that the colleges are all consistent in agreement with university minimum criteria in the UCF catalog.

The Committee has recommended to the Commencement, Convocations, and Recognitions Committee for awarding posthumous degrees.

A plan to recommend new faculty appointment - "Associate Joint Appointment." Dr. Goodman distributed a summary of the differences between joint, associate, and courtesy appointments developed by the committee. There was also a list of various faculty appointment modifiers. These lists are attached for your review.

**Undergraduate Policy and Curriculum Committee** - Dr. Carol Bast reported that the Committee held an additional meeting on April 9, 2002 to address new proposals to be presented to the Board of Trustees in early fall. Resolutions were not addressed.

**Personnel Committee** - Dr. Lin Huff-Corzine reported that the Committee had discussed several items, but no resolutions to be addressed. A final report will be forwarded to the Senate Office.

##### **Nominations for 2002-2003 Faculty Senate Officers**

Nominating Committee: Drs. Cunningham, Cook, and Modani met and discussed nominations. The following are the Committee's recommendations.

Dr. Michael A. Mullens, Chair

Drs. Keith Koons and Arlen Chase, Vice Chair

Dr. Diane Wink, Secretary

There was a motion made and seconded to accept the nominees. The nominees were unanimously accepted.

Dr. Mullens was commended for his work as Faculty Senate chair for the past two years. The change in the SUS governance made the position more of a challenge and was very time consuming.

**Other**

Dr. John Schell asked the Steering Committee to encourage faculty to complete the on-line survey on plus/minus grading. So far there were only 68 responses. He also stated that there are new admission standards this fall. There will be no close down of registration right before the start of fall semester. No longer will students need to drop for non-payment, but there will be a \$100 penalty fee for non-payment by Friday before classes begin. Announcements will be made and posted all over campus.

Meeting adjourned at 5:10 p.m.