

MEMORANDUM

TO: Steering Committee
FROM: Manoj Chopra
Chair, Faculty Senate

SUBJECT: **STEERING COMMITTEE MEETING** (*Last meeting of 06-07*) 4-12-07

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of** *March 8, 2007*
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Discussion of Senate Constitution Changes – Dr. Cook
6. **New Business**
 - Slate Nominees – Dr. Chase
 - Textbook Ordering – Denise Berrios
7. **Standing Committee Reports**
 - Budget and Administrative Committee – Dr. Trouard
 - Graduate Council Committee – Drs. Moharam and Jewett
 - Personnel Committee – Dr. Barfield
 - UPCC – Dr. Pennington
8. **Other**

*Faculty Senate Steering Meeting
March 8, 2007*

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:11 p.m. The roll was circulated for signatures. The minutes of February 8, 2007 unanimously approved.

Steering Officers present: Drs. Manoj Chopra, Ida Cook and Pamela Ark.

Steering Committee Members present: Drs. Alain Kassab, Aubrey Jewett, Dawn Trouard, Glenda Gunter, Henry Daniell, Kalpathy Sundaram, Keith Koons, Robert Pennington, Rufus Barfield, and Subir Bose.

Steering Members and Administrators absent: Drs. Arlen F. Chase, Provost Terry Hickey, John Schell, Paul Maiden, Christopher Muller and Jim Moharam.

Administrators present: Dr. Huff-Corzine

Guests: Dr. Patricia Bishop and Patricia MacKown

PROVOST REPORT

No Report - Provost Hickey not in attendance today.

ANNOUNCEMENTS

Update on TIP - Dr. Huff-Corzine announcement

There is a new deadline for submission of TIP Portfolios necessitated by the change in faculty evaluations from an academic year to a calendar year; most of colleges use evaluations from previous years; i.e., spring 2006 evaluations are due to be given and back to faculty member no later than March 30th. All TIP Portfolios are now due April 2, 2007.

Board of Governors Update - Dr. Chopra reported

The meeting of the BOG was here at UCF; FAMU came and spoke against being undergraduate school.

OLD BUSINESS

None

NEW BUSINESS

Resolution from Graduate Council on Conflict of Interest - Dr. Bishop presenting as Dr. Lieberman is in class and Dr. Moharam was unable to attend today's meeting.

Steering Committee members reviewed the proposed Resolution on Graduate Faculty Conduct and Conflict of Interest. Dr. Bishop stated that the graduate committee was not certain if this document should be considered as a resolution or as a clarification with examples from the training sessions; thus the review this date by the FS Steering Committee. Ms. Yondi Cook also gave legal expertise on the document.

- Item A deals with conflict of interest in regard to private relationships as they may intersect with professional life; there is a need for elaboration and clarification of professional behavior.
- Item B addresses unequal power in relationships; evaluative or authoritative role with a focus on graduate faculty and graduate students- example is not written anywhere at the university; the document is lengthy so as to provide examples and potential conflicts of interest - the Graduate Committee is asking for endorsement and clarification as the policy exists already in FI statutes and handbook.

FS Steering Committee members questioned why the language addressed only graduate level; the consensus was that the information was applicable to the undergraduate program. Dr. Bishop noted that graduate students were the focus of this committee and that there is a need to provide guidance for faculty right now. This could be applicable to other faculty on campus and may evolve later however graduate faculty members need this now.

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Dr. Huff Corzine stated that there is another committee working on general conflict of interest that would most likely be introduced next year to Senate.

Dr. Bishop stated that at the present time there has not been Incubator input nor from M. J. Soileau; only Ms. Yondi Cook as general counsel. Dr. Bishop does not view this resolution as a policy, there is agreement that others could benefit from these guiding examples. Motion was made seconded and unanimous approved.

Motion to endorse adherence to Conduct & Conflict of Interest:

1. Recognizing that Florida Statute Chapter 112, Part III, known as the Code of Ethics for Public Officers and Employees which mandates the Policy on Professional Conduct and Conflicts of Interest, the Faculty Senate endorses the development and promulgation of examples that elaborate guidelines interpreting the specific aspects of actual and potential Conflicts of Interest and the management of such, and encourages the appropriate University entities to disseminate such guidelines to the university community.

Steering committee also endorses the examples in Section B of the March 5, 2007 statement of the Graduate Council regarding conduct of personal relations between university employees and employers, and employees and students as an example of such promulgation. This item will be added to the agenda for Section B. for Faculty Senate meeting on March 22nd. Dr. Bishop will make suggested changes in Part B as a stand alone document and forward to Dr. Chopra.

WebCT Vista Concerns and Problems - Dr. Cook reported

There is a meeting schedule with Dr. Hartman and CDWS on March 9, 2007 to discuss the timing of the switch from WebCT to Webcourses @ UCF. Dr. Cook reported that her department is collecting comments from faculty on problems. Steering committee requests a reliable computer infrastructure and timely, valid responses.

Academic Suspensions Report (Follow-up) - Patricia MacKown (OSSR Department) reported

This item is a follow up from the fall semester when Faculty Senate had received statistics on academic misconduct and faculty action; the Steering committee requested specific data on actions. Ms. MacKown outlined the differences between academic action: reducing grade; removing from class; assigning a grade of F; and the disciplinary action: expel, suspend; she noted that either side cannot cross over; i.e., with cheating, plagiarism in classroom.

Faculty can take immediate action as academic; student can appeal through academic side; if faculty take the matter to the disciplinary side: can do as information only - the matter can be reported to office with no request for action rather only a record made. Another possible action is that the student attends the ethics seminar. There could also be pursuit of disciplinary action; that process cannot be done until the academic side is completed.

Last fall, 48 reports went through and confirmed; then those 48 resulted in the actions that are followed; some student opt not to go any further on academic side.

If faculty lowered a grade, and the office was not informed then those numbers are not known to include in the department statistics.

Faculty can only elect to put student through discipline, then the panel makes the decision on warning, suspension, and then expulsion. The only time there is a notation on the transcript record is if student is expelled. There is a separate notation in another file in the office.

Last semester faculty completed the survey on academic integrity while this semester students are completing the survey on academic integrity.

The Ethics Committee is compiling the results of the survey: developed plagiarism statement; in a form that goes in to the syllabus. Faculty sit in on every case - 40 faculty - they make the recommendations on the sanctions; there is no anonymous reported. Ms. MacKown's office works with faculty on whether or not to proceed with a situation. Dr. Chopra extends thanks to Ms. MacKown for the information.

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Intellectual Property of Online Classes - Dr. Gunter reported

The major question is "who do courses belong to?" Joel Hartman has stated previously that the courses belong to both the faculty and the university. If faculty left the university, UCF could continue to teach the course however faculty can take the content. There is content in the CDWS manual regarding copyright in relationship to creation of a course as contractual/work for hire; the university has the copyright however there could be a discussion of sharing or faculty maintaining copyright. This comment is inconsistent with previous information and needs further review. This item will be placed on the docket for Personnel Committee next academic year. Will need a legal opinion.

Differential Tuition for Graduate Programs - Dr. Jewett reported

There are Graduate Program departments in need of more money due to high costs of the majors. Richard Harrison sent examples: art, nursing and physical therapy. In these majors, the tuition is not enough to cover costs and there are no mechanisms available for keeping up to date with the needs and currently there is limit by the BOT. Dr. Bishop is working on a study for the Provost on income and expenditures.

Update on Senate Website - Dr. Chopra reported

Dr. Chopra presented a draft of new website. Ms. Latrecia Rice is assisting in this project.

STANDING COMMITTEE REPORTS

- Budget and Administrative Committee - Dr. Trouard reported
Bookstore is still under construction.
- Graduate Council Committee - Dr. Jewett reported
See previous item on Graduate Council; Patent discussion from graduate council should be ready to come forward soon; could bring next session, but most likely not until next academic year.
- Personnel Committee - Dr. Barfield reported
The committee met and revised a drafted report on the recommendations for Promotion and Tenure. Will need to review.
- UPCC - Dr. Pennington reported
No report.

OTHER

RIA update - Dr. Cook reported

The subcommittee continues to work on RIA and will work closely with the union on this item. Dr. Huff Corzine working on a model to dispense the awards equitably by college. Dr. Cook ask the committee members to please review the draft and send comments to Dr.Cook.

ADJOURNMENT

Motion made seconded and approved. The meeting adjourned at 6:35 pm.