

MEMORANDUM

Date: April 13, 2011
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **SPECIAL CALLED STEERING COMMITTEE MEETING on April 20, 2011**

Meeting Date: **Wednesday**, April 20, 2011 *(Please note the non-standard day.)*
Meeting Time: **3:30** p.m. *(Please note the non-standard time.)*
Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Announcements and Recognition of Guests**
4. **Report of the Provost**
5. **Other Business**
6. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
April 7, 2011

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of March 5, 2011 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Diane Chase, Executive Vice Provost, Academic Affairs
MJ Soileau, Vice President, Research and Commercialization
Steven Way, General Manager, UCF Bookstore
Helena Falcon, Assistant General Manager, UCF Bookstore
Melissa Yopack, Operations Manager, UCF Bookstore
Phillip Quintero, Assistant Textbook Manager, UCF Bookstore

ANNOUNCEMENTS

Founders' Day

Dr. Cook reported that yesterday's Founders' Day ceremony went very well, and she encouraged members to attend future ceremonies and bring their colleagues. Dr. Cook recognized Kevin Belfield for receiving the Pegasus Professor Award.

Eternal Knights

On March 30, 2011 the UCF community held a moment of silence at 3:00 p.m. to acknowledge students that have died in the past year.

Budget News

Dr. Cook announced that she would keep the committee updated regarding any budget news from the state legislature in Tallahassee.

Student Perception of Instruction (SPoI)

Dr. Cook noted that Senate successfully completed the approval of the SPoI revisions. She offered her thanks for the dedication of all those involved in the process. The resolutions have been sent forth to the provost.

REPORT OF THE PROVOST

Provost Waldrop was unable to attend. In his stead, Dr. D. Chase announced that there was no new budget news. Dr. Chase offered to entertain questions. None were asked. Dr. Cook mentioned that she had forwarded the latest edition of the budget to the Senate that morning, and will continue to pass on information as it becomes available.

OLD BUSINESS

None.

NEW BUSINESS

2011-2012 Senators

Dr. Cook circulated the list of 2011-2011 senators, and asked the Steering committee members to review it and let her know if any of the information from their colleges looked incorrect.

Nomination of Slate of Officers

Dr. Chopra, chair of the Faculty Senate Nominating Committee, presented the following slate of officers for 2011-2012 academic year:

Ida Cook, Chair

Robert Pennington, Vice Chair

Reid Oetjen, Secretary

Because this motion came from committee, no second was needed. Dr. Cook asked if anyone else wanted to add names to the slate. None were put forth. Motion carried. Dr. Chopra announced that other candidates can be nominated at the April 21, 2011 Senate meeting.

Bookstore Update

Steven Way, UCF Bookstore General Manager recently attended a trade show that included over 700 Barnes and Nobles managers. Mr. Way discussed two major initiatives:

1. Book Rentals

Phillip Quintero, Assistant Textbook Manager, spoke about book rentals and the advantages for students. Book rental comprise 7% of all book sales. A book rental is for a one semester period and costs 45% of the new press cost. The price is the same whether the book rented is new or used. Book that have attached digital resources (CDs, DVDs, etc.) are not made available as rentals. Book rentals are the best deal financially for students. If students decide they want to purchase the book at the end of the term, the rental can be converted to a purchase. A survey of those who rented from the UCF Bookstore showed that 99% would do so again.

A question was raised about cases where a student receives an Incomplete grade and still needs the rented book after the semester has ended. The bookstore staff replied that the situation has not occurred, and they were not aware that it was a possibility, but they will look into a policy for handling this. They would do their best to accommodate the student.

2. Digital Initiatives

UCF is leading the effort on e-book sales, and it is anticipated that e-books represent the future and will experience tremendous growth in the very near future. Student savings for e-books is up to 50% of the cost of printed textbooks.

A question was raised about using the Nook e-reader with textbooks. The Nook cannot currently handle a textbook, but the new Nook Color will eventually be able to. However, the campus bookstore has received great response from Nook Study app, allows users to save notes and other materials into a folder for the class on computers and other devices. A senator asked if faculty were provided complimentary copies of textbooks. Dr. D. Chase mentioned that UCF is currently negotiating a contract with a vendor so that faculty can download books to their computers in relation to Barnes and Nobles "Course Smart".

Faculty compliance with textbook adoption deadlines has been at 99% for the past few semesters. A question was raised about UCF's share of bookstore profits. Mr. Way stated that 11.5% of what the bookstore sells goes directly to UCF. It was noted that there will be an author event on Saturday, April 16th.

Melissa Yopack, Operations Manager, spoke about the 15 scholarships the bookstore awards for free textbooks for an entire academic year. Students submit a 250 word essay. This year, 250 students submitted essays, compared to as many as 600 students in previous years.

Helena Falcon, Assistant General Manager, announced that the campus bookstore will have more black UCF jerseys for the coming football season. The bookstore was short handed last year when the vendor switched from Adidas to Nike.

Women's Research Center

On behalf of Provost Waldrop, Dr. MJ Soileau, Vice President for Research and Commercialization (ORC), was present to discuss the future of the Women's Research Center and solicit the Steering Committee's input. Dr. Soileau, announced that Leslie Lieberman, the center's current director, will be retiring, which presents the university with the opportunity to make changes to the mission of the Women's Research Center and the division under which it is housed. The center is currently located in ORC, but differs from the other centers housed by ORC, which typically are large and multidisciplinary

There are several options being considered for the Women's Research Center, including (1) maintaining the status quo and keeping the center within ORC; (2) moving the center into the College of Arts and Humanities within the Women's Studies Program, or (3) moving the center under the direction of the provost's office. Dr. Soileau noted that he does not have a strong preference, and is happy to keep the center in his division. He relayed that Dr. Lieberman had expressed concerns about the second option because she believes the center should serve the entire university community and not one college.

Currently the Women's Research Center is operated by one person with virtually no operating budget. The center has not been successful in securing intramural support, but rather only has received smaller grants. If the center were to stay with ORC, Dr. Soileau would hire a full-time person to serve as the director.

It was suggested that rather than discuss where the center would be placed, it may be more important to discuss the function of the center. The original purpose of the center was to support women's research, and ultimately the promotion of women in the Academy, because women were not being promoted as rapidly as men. It was established separately from the Women's Studies program, because that was a curricular entity. Under Dr. Lieberman's direction the center's focus has shifted to supporting research related to women. The center has sponsored art shows that highlight the work of women artists and has celebrated the accomplishments of our women faculty. Dr. Lieberman spent some time working with faculty to complete grant proposals, but did not have much success. Nationally, women's centers have been successful at attracting women and providing a supportive place for women faculty and students.

Possible new directions for the Women's Resource Center include supporting research about women and helping women faculty to secure grants. One senator suggested that the current state legislative efforts to support Science, Technology, Engineering, and Mathematics (STEM) may provide a new avenue for resources for this center. A senator suggested that, regardless of the eventual outcome, the

center should be associated with the Women's Study program, because the university does not usually separate the research from the curricular. A senator noted that, at other universities, active women's centers work to create a culture that supports women, especially with regard to sexual harassment. It was suggested that the center might be housed in the Faculty Center for Teaching and Learning, especially if the purpose was to mentor women faculty; however, other senators felt that they may lose touch with the local Central Florida community if it is placed here.

Dr. Soileau thanked the committee for its input and stated that the discussions will continue. He felt the ideas presented all had merit, but further discussions and research was needed. A committee member applauded the administration for bringing an issue related to restructuring to the faculty for input. A brief discussion followed on whether gender disparity in the Academy is still an issue. Several committee members confirmed that it is, and noted that the issue is not simply one of numbers, but also in the difference in the speed with which male and female faculty members rise through the ranks. Dr. Cook recognized Provost Waldrop for bringing this issue to us.

COMMITTEE REPORTS

Budget and Administrative Committee – *Arlen Chase*

The last committee meeting was held in January and no other meetings are scheduled for the academic year.

Graduate Council– *Stephen Goodman*

As he could not attend, Dr. Goodman reported the following by email:

The Graduate Policy Committee has met once since the last Steering Committee meeting. This committee continues to refine a draft of catalog language regarding the issue of Scholarly Integrity/Responsible Conduct of Research. The committee has also been reviewing the half-time thesis/dissertation definition for the Office of Student Financial Assistance. In addition, the committee has been reviewing non-degree admission and dismissal policies.

The Graduate Curriculum Committee has met twice since the last Steering Committee meeting. This committee reviewed seven proposals for graduate program revisions, one proposal for a program name change, one proposal for a track reactivation, and one proposal for a track addition. The committee also reviewed 30 course action requests.

The Graduate Appeals Committee has met twice since the last Steering Committee meeting. This committee reviewed eleven graduate appeal petitions at these meetings.

The Graduate Program Review and Awards Committee has met twice since the last Steering Committee meeting. This committee reviewed the nominations for six graduate student awards, and performed two program reviews.

For more detail on Graduate Council committee meeting agendas and minutes, visit the Graduate Council website at <http://www.graduatecouncil.ucf.edu>

Personnel Committee–*Jeffrey Kaplan*

As Dr. Kaplan could not attend, no report was given.

Undergraduate Policy and Curriculum Committee– *Marie Léticée*

The UPCC's proposal on tracks and specializations has been approved. The committee discussed student conduct, including class attendance and that some students have been challenging the authority of teachers over the use of laptop and cell phones the classroom.

OTHER BUSINESS

Academic Integrity Committee

Dr. Cook is part of a committee working on the procedures for dealing with issues of academic misconduct. She reported that the committee is working on an academic integrity report that will go to the provost and then to the Faculty Senate and Student Government.

2011-2012 Senate

As this was the last regularly scheduled Faculty Senate Steering Committee meeting for the year, Dr. Cook asked for ideas to improve the next session of the Faculty Senate. She reminded senators to familiarize themselves with the new rules in the Constitution regarding Senate meeting attendance and committee service, and thanked the members of the committee for their service.

ADJOURNMENT

Motion to adjourn made and seconded. The meeting adjourned at 5:17 p.m.