

MEMORANDUM

Date: April 1, 2013
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on April 4, 2013**

Meeting Date: Thursday, April 4, 2013
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *March 14, 2013***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - Nomination of slate of officers
7. **New Business**
 - Report on recent campus shooting
 - Bookstore update – *Steven Way, UCF Bookstore General Manager*
 - Call for topics for Senate committee action
8. **Committee Reports**
 - Budget and Administrative Committee – *Kevin Belfield*
 - Graduate Council – *Jim Moharam*
 - Parking Advisory Committee – *Aaron Liberman*
 - Personnel Committee – *Rob Folger*
 - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
March 14, 2013

Ida Cook, Faculty Senate chair, called the Faculty Senate Steering Committee to order at 4:06 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of February 7, 2013 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Robert Dipboye, Professor of Psychology, and Chair, Budget and Administrative Committee
Kathryn Seidel, Professor of English, and Chair, Personnel Committee
Elliot Vittes, Interim Vice Provost and Dean, Undergraduate Studies
Lyman Brodie, Associate Vice Provost, Faculty Relations

ANNOUNCEMENTS

Cook announced that the resolution adding Honors/Pass/Fail to the MD program grading scale was approved by the provost.

Cook called for members to serve on the Nominating committee and help determine the slate of officer candidates for the upcoming Senate election. The committee will be Manoj Chopra (chair), Aaron Liberman, and Kevin Belfield.

Keith Koons, senator from CAH, announced that the Music department is holding concerts Thursday and Saturday night as part of the UCF 50th anniversary celebration.

Cook announced that she was contacted by a faculty member whose class was visited by people who misrepresented themselves as being from the office of student activities and took credit card information from students. Cook asked committee members to share this information with their colleagues.

REPORT OF THE PROVOST

Tony Waldrop, provost and executive vice president, opened the floor for questions. He addressed questions regarding the state of the budget negotiations in Tallahassee. The House leadership is holding firm that the SUS money will be returned to the universities without strings; the Senate leadership will likely attach strings. One committee endorsed a bill requiring that tuition must remain the same for the four years a student is in attendance.

OLD BUSINESS

Resolution: An Advisory Urging Caution in the Implementation of STEM Initiatives

Robert Dipboye, chair of the Budget and Administrative committee, introduced the resolution from that committee and briefly discussed the changes the committee made based on the prior recommendation of the Steering Committee. Cook called for discussion. One scrivener's edit was suggested. Motion made to add the resolution to the March 28 Senate agenda. Motion carried.

Resolution: Sustained Performance Evaluations for Tenured Faculty

Dipboye introduced the resolution and briefly discussed the changes the committee made based on the prior recommendation of the Steering Committee. Cook called for discussion. The senator from the Libraries noted that since the resolution specifically focuses on post-tenure evaluation, librarians would be excluded from these potential salary increases. Motion made to add the resolution to the March 28 Senate agenda. Motion carried.

The approved resolutions are attached.

NEW BUSINESS

Kathryn Seidel, chair of the Personnel Committee, provided a brief overview of the seven resolutions brought forth from her committee.

Resolution: TIP, RIA and SoTL Awards Eligibility of Administrators

Seidel introduced the resolution. Discussion followed. The consensus of the Steering committee was that it is a conflict of interest for chairs to serve on award committees, but questions were raised about the rationale for excluding chairs from being able to apply for awards. The committee felt that these two issues should be addressed separately. The committee voted to split the resolution into two separate resolutions. Motion to add both resolutions to the March 28 Senate agenda carried.

Resolution: Expansion of the Number of TIPs and RIAs

Seidel introduced the resolution. Discussion followed. A question was raised about the exclusion of SOTL. Seidel stated that the director of the FCTL feels the number of SOTL awards is sufficient at this time. The resolution was approved with one scrivener's correction. Motion to add the resolution to the March 28 Senate agenda carried.

Resolution: Exclusion of Candidates for Awards Programs Because of Minor Errors

Seidel introduced the resolution. Discussion followed. A suggestion was made that this be re-framed as a compliance check. Seidel accepted the recommendation and revised the resolution. Motion to add the revised resolution to the March 28 Senate agenda carried.

Resolution: Teaching Incentive Program SCH Eligibility

Seidel introduced the resolution. Discussion followed. A question was raised about why "excellence in" was removed from the TIP criteria in the Be It Resolved clause. That was a scrivener's error. A question was raised about whether this might apply to librarians, given that other language in the TIP documents excludes them. Seidel stated that the committee intends for librarians to be eligible, and if this resolution is approved the other TIP language would need to be revised. Motion to add the resolution to the March 28 Senate agenda carried.

Resolution: SoTL Eligibility

Seidel introduced the resolution. Discussion followed. Questions were raised about who would be affected by this resolution and who falls into the category "employees". A question was raised about whether "in-unit" needs to specify UFF. A question was raised about whether specifying "in-unit" excludes faculty in the College of Medicine. Friendly amendment was made

to revise the language of the Be It Resolved clause to address these issues. Motion to add the revised resolution to the March 28 Senate agenda carried.

Resolution: New Service Incentive Award Program

Seidel introduced the resolution. Discussion followed. The committee agreed to adopt the same language as in the SoTL resolution with regard to in-unit faculty and employees. Questions were raised about whether it was appropriate to incentivize service. Seidel explained that the committee did not use "excellence" in the award name because there is already a Service Excellence award. This award would differ in that it would come with a salary increase, not just a bonus. The committee agreed to change the award name to "Service Recognition Award Program". Motion to add the revised resolution to the March 28 Senate agenda carried.

Resolution: Incentive for Students Completion of the Student Perception of Instruction

Seidel introduced the resolution. Discussion followed. Questions were raised about whether it would be technically or legally possible to release grades on the basis of SPoI completion. A friendly amendment was made to delete the phrase "such as final grades for a course will be available two calendar days earlier" in the Be It Resolved clause. The amendment was accepted. Motion to add the revised resolution to the March 28 Senate agenda carried.

The approved resolutions are attached.

COMMITTEE REPORTS

Parking Advisory Committee – *Aaron Liberman*

A survey about parking costs has been prepared and will be administered online March 25-29. The results will be given to the next committee.

Budget and Administrative Committee – *Kevin Belfield*

Nothing beyond the resolutions presented above.

Graduate Council – *Jim Moharam*

No specific issues to report.

Personnel Committee – *Rob Folger*

Nothing beyond the resolutions presented above.

Undergraduate Council – *Kelly Allred*

No specific issues to report.

ADJOURNMENT

The meeting adjourned at 5:18 p.m.

Resolution: An Advisory Urging Caution in the Implementation of STEM Initiatives
(from the Budget and Administrative Committee)

Whereas, the idea of universities as unified entities encompassing and valuing all fields of higher learning is necessary to cultivate an intellectually sophisticated and civically engaged citizenry for the sake of the common good of society as a whole; and

Whereas, the [STEM science, technology, engineering, and mathematics \(STEM\)](#) disciplines have always recognized and promoted incorporating a strong liberal arts foundation to STEM education in enhancing student preparation in terms of practice and accreditation; and

Whereas, the professional preparation of graduates in STEM fields has always been recognized as one important dimension of the purpose and mission of universities historically, but only as one of many similarly important dimensions; and

Whereas, some of the changes of a funding and curricular nature for the sake of increased STEM enrollments are acknowledged to be desirable for those interested in careers in those fields, to satisfy the growing need for graduates in STEM fields in our increasingly technological and scientific state; therefore

Be It Resolved that the Faculty Senate of the University of Central Florida urges the University of Central Florida administration that any plans and actions taken to emphasize placement of students in STEM fields be balanced to maintain the identity and mission of the university as an institution that embraces and fosters learning in all academic fields. And, furthermore, that any implementation of STEM changes be undertaken only with the active involvement of the Faculty Senate, in the spirit of genuine shared governance.

Resolution: Sustained Performance Evaluations for Tenured Faculty
(from the Budget and Administrative Committee)

Whereas, the faculty at UCF has demonstrated high academic achievement and research productivity as confirmed by the University earning the Carnegie classification of “Research University with very high research activity” (RU/VH), and

Whereas, UCF tenured faculty needs to maintain a record of continuing scholarship and productivity commensurate with other research universities of the same Carnegie rank, and

Whereas, UCF recognizes that sustained performance evaluation is an important best-practices means of not only identifying areas for development of faculty after having earned tenure, but also recognizing and rewarding productivity of tenured faculty, and

Whereas, UCF recognizes that no procedure for evaluation of faculty should be used to weaken or undermine the principles of academic freedom and tenure but instead should be used to facilitate faculty development, and

Whereas, UCF wishes to address not only areas for improvement but also recognize and reward sustained productivity; therefore

Be It Resolved that the sustained performance evaluation policy is revised so that below satisfactory performance in areas of designated duties is defined as an average rating of below two (2) for Satisfactory in that area of assigned duties during the evaluation period of seven consecutive years. The average shall be determined as stated in the current policy by assigning a value to the annual faculty evaluation of 4 for Outstanding, 3 for Above Satisfactory, 2 for Satisfactory, 1 for Conditional, and 0 for Unsatisfactory.

Be It Also Resolved that tenured faculty who meets or exceeds an average rating of 3 for Above Satisfactory on the overall evaluation, during their seven year evaluation period shall be awarded a salary raise at completion of the review cycle.

~~**TIP, RIA and SoTL Awards Eligibility of Administrators**
(from the Personnel Committee)~~

~~**Whereas**, the current policy of allowing Deans, subdeans, Chairs, and other twelve-month administrative positions to compete for such increase and serve on committees which make these awards may lead to conflicts of interest,~~

~~**Whereas**, TIP, RIA and SoTL provide significant salary increases,~~

~~**Whereas**, these employees have access to salary increases by virtue of their administrative status,~~

~~**Be It Resolved** that current Deans, subdeans, Chairs, and other twelve-month administrators are not eligible for TIP, RIA, SoTL awards, or to serve on, RIA, and SoTL committees.~~

Resolution: Exclusion of Administrators from TIP, RIA and SoTL Award Committees
(from the Personnel Committee)

Whereas, the current policy of allowing deans, subdeans, chairs, and others in twelve-month administrative positions to serve on the committees which make the TIP, RIA, and SoTL awards may lead to conflicts of interest; therefore

Be It Resolved that current deans, subdeans, chairs, and other twelve-month administrators are not eligible to serve on TIP, RIA, and SoTL committees.

Resolution: Ineligibility of Administrators for TIP, RIA and SoTL Awards
(from the Personnel Committee)

Whereas, the current policy of allowing deans, subdeans, chairs, and others in twelve-month administrative positions to compete for TIP, RIA, and SoTL awards may lead to conflicts of interest; and

Whereas, TIP, RIA and SoTL provide significant salary increases; and

Whereas, these employees have access to other salary increases by virtue of their administrative status; therefore

Be It Resolved that current deans, subdeans, chairs, and other twelve-month administrators are not eligible for TIP, RIA, and SoTL awards.

Resolution: Expansion of the Number of TIPs and RIAs
(from the Personnel Committee)

Whereas, the number of faculty eligible for TIP and RIA has significantly expanded since the inception of the programs; and

Whereas, the number of new awards made each year has not increased proportionally; therefore

Be It Resolved that the number of new TIPs and RIAs should be increased.

Resolution: ~~Exclusion of Candidates for Awards Programs Because of Minor Errors~~
Compliance Check for Awards Programs
(from the Personnel Committee)

Whereas, the TIP, RIA, and SoTL programs criteria are designed to identify excellence in teaching, research, and SoTL areas; and

Whereas, the TIP, RIA, and SoTL programs requires that faculty submit a substantial folder regarding teaching, research, and SoTL areas; and

Whereas, small errors in the submission of the folder (e.g. 501 words vs. 500, not obscuring information about Faculty Annual Review categories other than teaching for TIP) have caused faculty who are otherwise excellent candidates to be excluded from consideration; therefore

Be It Resolved ~~that TIP committees who discover that candidates' folders have minor problems that could be easily and promptly addressed should~~ that a compliance check system be created to give the candidate the opportunity to correct such minor errors, ~~rather than~~ so as to avoid rejecting the candidate from eligibility.

Resolution: Teaching Incentive Program SCH Eligibility
(from the Personnel Committee)

Whereas, the Teaching Incentive Program (TIP) is an important recognition of an individual's substantial commitment to excellence in teaching, in classes of all sizes and taught by all modes; and

Whereas, the TIP program was originally implemented with student credit hour restrictions which have excluded faculty who have assignments with lower than the median student credit hours, yet who have a substantial commitment to excellence in teaching; therefore

Be It Resolved that the TIP eligibility criteria will simply require a "substantial commitment to [excellence in teaching](#)," by regular full time faculty as determined by appropriate units, and will no longer restrict eligibility based on student credit hour production.

Resolution: SoTL Eligibility
(from the Personnel Committee)

Whereas, [the](#) SoTL program rewards scholarship of teaching and learning; scholarship that can benefit the university community in many ways; and

Whereas, many in-unit full time UCF employees, such as librarians, can make a substantial contribution to the scholarship of teaching and learning; therefore

Be It Resolved that the restriction of SoTL awards to faculty with the title of Lecturer, Assistant Professor, Associate Professor or Professor should be removed, so that all ~~in-unit~~ full time UCF faculty and employees [defined as in-unit by the UCF-UFF Collective Bargaining agreement, and equivalent full time faculty in the College of Medicine](#), are eligible to apply for this award.

Resolution: New Service ~~Incentive~~ [Recognition](#) Award Program
(from the Personnel Committee)

Whereas, UCF values excellence in teaching, research, and service, as indicated by the annual evaluation criteria; and

Whereas, UCF does not have an award which adds a raise to the base salary of the faculty for excellence in Service; therefore

Be It Resolved that a new ~~incentive~~-award, the Service ~~Incentive~~ [Recognition Award](#) Program, be established with eligibility applying to all ~~in-unit~~ full time UCF faculty and employees [defined as in-unit by the UCF-UFF Collective Bargaining unit, and equivalent full time faculty in the College of Medicine](#).

Resolution: Incentive for Students' Completion of the Student Perception of Instruction
(from the Personnel Committee)

Whereas, the response rate for the Student Perception of Instruction (SPoI) varies greatly; and

Whereas, the response rate of SPoI is critically low in some courses including low enrollment graduate level courses and other limited access courses; and

Whereas, the use of the SPoI is crucial to the overall evaluation of faculty; and

Whereas, [the](#) data for SPoI is necessary to assist instructors in improving the quality and delivery of instructions; and

Whereas, an incentive for students can improve SPoI response rates; therefore

Be It Resolved that an incentive be created, ~~such as final grades for a course will be available two calendar days earlier,~~ for students who complete an SPoI.